

Company no. 4150044
Charity no. 1085351

Off the Record (Bristol)
Report and Audited Financial Statements
31 March 2025

Off the Record (Bristol)

Reference and administrative details

For the year ended 31 March 2025

Company number	4150044																														
Charity number	1085351																														
Registered office and operational address	8-10 West Street St Philips Bristol BS2 0BH																														
Trustees	<p>Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:</p> <table><tr><td>Amaleehah Aslam Forrester</td><td>resigned 31 July 2024</td></tr><tr><td>Dr Rachel Brown</td><td>resigned 27 January 2025</td></tr><tr><td>Lauralei Chapman-Ludgate</td><td>appointed 2 December 2024</td></tr><tr><td></td><td>resigned 31 May 2025</td></tr><tr><td>Joseph Coghlan</td><td>resigned 2 December 2024</td></tr><tr><td>Jacob Diggle</td><td>resigned 31 May 2025</td></tr><tr><td>Soizic Hagege</td><td>appointed 2 December 2024</td></tr><tr><td>Jordan Hodge</td><td></td></tr><tr><td>Tom Le Fanu</td><td>resigned 27 January 2025</td></tr><tr><td>Simon Leech</td><td></td></tr><tr><td>Louise Long</td><td>appointed 10 March 2025</td></tr><tr><td>Bryony Montandon</td><td>resigned 2 December 2024</td></tr><tr><td>Joe Raynes</td><td></td></tr><tr><td>Kenneth Smailes</td><td>appointed 10 March 2025</td></tr><tr><td>Aysha Tailor-Whyte</td><td>resigned 31 July 2024</td></tr></table>	Amaleehah Aslam Forrester	resigned 31 July 2024	Dr Rachel Brown	resigned 27 January 2025	Lauralei Chapman-Ludgate	appointed 2 December 2024		resigned 31 May 2025	Joseph Coghlan	resigned 2 December 2024	Jacob Diggle	resigned 31 May 2025	Soizic Hagege	appointed 2 December 2024	Jordan Hodge		Tom Le Fanu	resigned 27 January 2025	Simon Leech		Louise Long	appointed 10 March 2025	Bryony Montandon	resigned 2 December 2024	Joe Raynes		Kenneth Smailes	appointed 10 March 2025	Aysha Tailor-Whyte	resigned 31 July 2024
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Key management personnel	<table><tr><td>Adelaide Morgan</td><td>CEO (appointed January 2024, resigned July 2024)</td></tr><tr><td>Joanne Munns</td><td>Interim CEO (appointed July 2024, resigned July 2025)</td></tr><tr><td>Amanda Edwards</td><td>CEO (appointed May 2025)</td></tr></table>	Adelaide Morgan	CEO (appointed January 2024, resigned July 2024)	Joanne Munns	Interim CEO (appointed July 2024, resigned July 2025)	Amanda Edwards	CEO (appointed May 2025)																								
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Bankers	The Co-operative Bank 14 Broadmead Bristol BS1 3HH																														

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For the year ended 31 March 2025

Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD
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Report of the trustees

For the year ended 31 March 2025

Chair's report

In 2024/25 our experience working with young people on understanding and improving their mental health tells us that the challenges they face continue to grow and are increasingly complex. The demand for Off the Record's services in Bristol, North Somerset and South Gloucestershire has never been so high or as urgent.

Against this background, we continue to make a significant difference for the young people we support and work alongside. The achievements detailed in this report are considerable and a credit to the expertise, enthusiasm and unwavering dedication of our staff and volunteers.

We would not be able to make this impact without the continued support and generosity of our funders and partner organisations. Thank you to all those who fund OTR's work and to those we deliver services in partnership with.

OTR has an exciting future ahead, as we continue to develop as social movement working with and for young people. We ended 2024/25 thrilled to have appointed a new Chief Executive, Amanda Edwards. Amanda joins an experienced, committed team leading a maturing organisation ready to meet the many challenges facing young people in the years that lie ahead.

Simon Leech

Simon Leech
Interim Chair of Trustees

Off the Record (Bristol)

Report of the trustees

For the year ended 31 March 2025

The Board of Trustees presents its report and audited financial statements for the period 1 April 2024 to 31 March 2025. The trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the period which are also prepared to meet the requirements of a directors' report and accounts for Companies Act purposes.

Reference and administrative information set out on page 1 & 2 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019).

Introduction

Young people continue to face a range of challenges with consequences for the mental health of many. From the climate crisis, financial insecurity, social media, the increase in "red pill" (toxic masculinity) culture, and concerns around community safety, on top of the ongoing effect of the pandemic, young people are finding themselves navigating an increasingly complex world. We know nationally since 2022, the likelihood of a young person experiencing a problem with their mental health has increased by 50% and we are seeing this represented through year-on-year growth in demand for our services.

As a social movement working to amplify the voices of young people, we pride ourselves on listening to young people to understand how these challenges are affecting them, what services they want to access for support and how. We also know the effects of these challenges are not felt equally and, for some young people, accessing services, particularly for mental health support, is a significant challenge in itself.

During the period April 2024 to March 2025, we continued to offer a range of services for young people aged 11 to 25 across Bristol, North Somerset and South Gloucestershire (BNSSG) – mostly in person but with online support also available – enabling young people to be supported in their preferred way. This included talking therapies, such as low intensity and high intensity CBT, more intensive interventions through our NHS partnerships, a range of support in schools in partnership with AWP as well as in the community through projects such as our arts, sports and nature work, Resilience Lab and our flagship programs Project Zazi and Freedom.

In the sections below, trustees share an overview of the last financial year as well as our ambitious plans for the future, informed by continuous learning and guided by our engagement with young people.

At this point in our report, we would like to include a note of sincere thanks to, and gratitude for, our incredible staff and volunteers, without whom we couldn't be there for young people at a time when they need us most.

Our aims and objectives

Purposes and aims

The charity's purposes as set out in the objectives contained in the company's memorandum of association, and further developed in the new strategy, are:

- To promote and support the mental health of young people focusing on Bristol and the surrounding areas;

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Report of the trustees

For the year ended 31 March 2025

- To raise awareness of the social, economic and cultural determinants that lead to poor mental health; and
- The advancement of education of the public including, in particular, public sector bodies, agencies, community bodies, corporates and organisations, on mental health issues experienced by young people and on the provision of support to prevent and alleviate these issues delivering public benefit.

In shaping our objectives for the period and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance "public benefit: running a charity (PB2)".

All OTR's charitable activities focus on the provision of accessible and effective mental health support, education and campaigning for young people aged 11-25 resident in Bristol, South Gloucestershire and North Somerset.

Such a programme of activity is invariably of public benefit insofar as it contributes to healthy, active citizens, family and community cohesion, and increased social inclusion and mobility.

Public benefit is also derived from the prevention of escalating levels of mental ill-health among OTR's service users as a consequence of their accessing the organisation. That OTR offers a free and timely service for vulnerable young people is of public benefit in terms of cost-effectiveness in both the short and long term.

The strategies employed to achieve the charity's aims and objectives are to:

- Deliver a range of direct mental health support including one-to-one and group talking and creative therapies, online support and casework;
- Deliver a programme of preventative psychological education and digital resources for young people in schools and other youth settings;
- Deliver a programme of targeted youth work to engage communities of young people that face barriers to accessing services early and social disadvantages and discrimination that lead to poorer mental health;
- Run participatory social action projects to de-stigmatise mental health with young people who have lived experience of mental health difficulties; and
- Deliver training to professionals.

Achievements and performance

We are excited to now have our senior leadership team in place and to be nearing completion on the rollout of a management capability project, which included a thorough review of our approach to safeguarding, to ensure we are well placed to explore future growth opportunities with confidence. Our organisational development has enabled us to retain sense of entrepreneurial spirit, where creativity thrives, and young people's voices are heard, whilst working within clearly set out and consistent frameworks to support thorough due diligence and empowered decision making.

Between April 2024 and March 2025, we welcomed just over 14,000 young people into our services from across Bristol, North Somerset and South Glos (BNSSG). Whilst our reach really matters, we are delighted to continue to achieve some fantastic outcomes with young people and receive consistently positive feedback from young people accessing our services, as well as parents, carers and professionals.

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Report of the trustees

For the year ended 31 March 2025

Strengthening young people's participation:

We are committed to youth participation at both a macro and micro level at OTR Bristol. Whether that be a young person making their own informed choice on the service they want to access and how they want to access it, a youth panel deciding on the appointment of a member of our senior leadership team or reviewing and developing a service we are offering. In particular, young volunteers working with us through our Peer Representatives and Peer Navigator programs continued to help shape our service. We also made positive steps in ensuring representation on our Board, with several young professionals joining us as trustees.

Our work in education:

Through our longstanding partnership with the Avon & Wiltshire Mental Health Partnership NHS Trust (AWP), our Mental Health Service Team (MHST) grew to providing mental health support services in every state secondary school in Bristol, along with a significant and growing presence in schools across North Somerset and South Glos. Alongside our AWP colleagues, we are aiming for 100% coverage of schools across our whole area by 2030. We have continued to develop our Whole School Approach service, which is very popular with schools and young people, and is helping to break down the stigma sometimes associated with poor mental health. This also supports our strategic aim of reaching underserved young people.

Other commissioned services:

One to one support offered by our therapies team continued to achieve fantastic outcomes, complimented by our Hubs and Pop Up services which remained an important early intervention tool for young people, with around 4,000 young people getting involved in this gentle step into mental health support for those who want to find out more before signing up to therapies. We are continuing to refine this service, with input from young people, to ensure it continues to best meets their needs. Our NHS partnerships also grew during this period. Being embedded within a range of NHS teams has developed our ability to be there for young people as they access other health services and support a holistic approach for young people with often very complex needs.

"You changed my life. Thank you for making me love Bristol." (YP, regular attendee of an 18-25 group)

Our work in the community:

We have continued to drive forward our support of, and advocacy for and with, underserved young people and communities; Project Zazi, which works exclusively with global majority young people, and Freedom, for young people identifying as LGBTQ+, continued to be services of excellence thanks in no small part to the expertise of our colleagues delivering this work. The depth of passion for equity both our staff and trustees feel at OTR is one of our biggest strengths as we make strides towards being an anti-racist organisation, accessible for all and where everyone feels a sense of belonging. Our work on both anti-oppressive practice and critical whiteness training, following our cultural development work with the agency Brap, has seen us make sound progress in this area. There is much more work to be done, but we are on a positive journey. Our work alongside local specialist partners, such as Stand Against Racism and Inequality (SARI) on the Bristol Hate Crime Discrimination Service (BHCDS), and the Bristol Safe Space Group for the local trans community, are sources of pride for us all.

"Your support and provision of a space for [my child] to be [themselves] has been, frankly, an absolute life saver, for both of us." (parent of a YP, age 15, attending Freedom since April 2024)

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For the year ended 31 March 2025

Our Arts, Sports and Nature work is also growing and developing, with huge potential for further collaboration with a range of youth service providers across BNSSG. We continued to develop the way we deliver our popular NHSE-funded Children & Wellbeing Practitioner (CWP) service with Exeter University whilst sadly having to reduce the number of trainees and placements we were able to offer due to contractual changes. This was a disappointing development however we are exploring ways to rebuild the service as we know it is another important route for young people to access early, low intensity interventions.

Strategy and future plans

Launched in 2025, our OTR25 strategy centres around five priorities which are guiding how we deliver and develop our work with young people, providing greater choice and control over the mental health support they receive.

Priority 1: magnify young people's participation and voice – young people will experience an organisation shaped by and for them. We will enhance our culture of participation. We will listen more intently to young people and increase their involvement in delivery and decision-making. By doing so, OTR will become a clearer expression of young people's ideas, hopes and circumstances and a place where they have agency. Their voices will also be amplified outside of OTR - to their peers, our partners and those that we seek to influence. By channelling the strengths of young people, we will become a more relevant and credible organisation and one that is better placed to serve them.

What this looks like in 2025-26: build on our existing youth participation work by further developing our peer representatives and peer navigators. Explore new, additional ways to ensure young people are at the heart of key decision making – including feeding into the senior leadership team and board, and committees such as our Race and Equity Steering Group. Provide young people with educational opportunities around their rights, protesting, lobbying and other ways to use their voices outside of OTR / with OTR's support.

Priority 2: create a rich and wide mental health offer - young people across BNSSG will have a bountiful choice of opportunities to improve their mental health. We aim to offer something meaningful for every individual that recognises and builds on their strengths, interests, identities and circumstances. The breadth and richness of our offer will come from collaboration with young people and partners and retain the spirit of OTR as a collaborative mental health social movement. We will draw upon the many assets across our local area, including a vibrant voluntary sector and the talents of youth workers, sports coaches and others who work with young people.

What this looks like in 2025-26: in partnership with AWP, continue to make progress towards our aim of 100% coverage in schools across the whole of BNSSG, rebuild our CWP service, further develop our communities work particularly arts, sports and nature. Embed a regional structure enabling us to replicate successful projects from one area across all three. Relaunch our Hubs service. Explore opportunities for collaboration with a wide range of youth service providers, engage proactively and consistently with our extensive networks, and explore ways of developing our Resilience Lab delivery.

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Report of the trustees

For the year ended 31 March 2025

Priority 3: reach young people experiencing inequality – OTR will increase its reach to marginalised young people and those experiencing disadvantage. We will provide dedicated support to young Black people and people of colour and those who are care-experienced, disabled, neuro-diverse, LGBTQ+, working class and lower socio-economic backgrounds. These groups are among those most likely to struggle with their mental health but are often furthest from support. We will collaborate with organisations and communities who can skilfully engage these groups of young people and bring relevant mental health support into their lives.

What this looks like in 2025-26: Celebrate 30 years of our Freedom project and reflect with young people and partners on how we can further develop this service in the context of the current challenges the community is facing. Work within our CWP service to target school avoidant and / or excluded young people across BNSSG, who have a high likelihood of being from working class and lower socio-economic communities or care experienced. Continue on our journey to becoming an anti-racist organisation, tackling racial inequality. Develop our understanding of the issue of Anti-Muslim hate and the impact of this on young people, our communities and colleagues. Redesign our Race and Equity group to generate more action.

Priority 4: create supportive communities – young people will improve their mental health through the people and places that they interact with in their daily lives. We will equip parents/ carers, schools, GPs, youth clubs and companies with mental health knowledge so that they can improve the support they offer young people and create environments in which they can thrive. Among other things, we will encourage communities to recognise that mental health is something that we all have and that there are many things we can do to stay mentally healthy. By embedding expertise within communities, young people will gain knowledge, networks and confidence to cope with the future challenges.

What this looks like in 2025-26: continue to rebuild our Diffusion service, providing expertise and training for professionals. Deliver our families, parents and carers sessions and support, to help equip young people's support networks.

Priority 5: positively disrupt the local mental health ecosystem – we will continue to play a leading role in reshaping how young people in our area gain mental health support. Our local mental health ecosystem is heavily focused on clinical interventions for those in crisis. We recognise that while this is essential in the immediate term, this uniform mental health offer does not reflect the diversity of young people and often arrives too late. Through working alongside our local partners and young people, we aim to shift resources from crisis to prevention and from clinics to communities. By doing so, young people will have access to the right support at the right time.

What this looks like in 2025-26: continue to ensure we have “a seat at the table” within key networks and collaboratives such as VCSE groups. Through the delivery of our services, shaped by young people, continue to demonstrate and build the case for preventative, early, community based interventions for young people. Continue to positively support change from within the ecosystem.

Financial review

Income from contracts, trusts and foundations rose to £3,453,504 (2024: £3,338,402), reflecting the confidence and commitment of our long-term funders and partners. This sustained support enables us to plan strategically and deliver high-impact programmes for young people.

Off the Record (Bristol)

Report of the trustees

For the year ended 31 March 2025

Donations of £102,654 (2024: £159,684) were received in the year, and we remain deeply grateful for the generosity of our local community. Their support continues to be a vital part of our funding mix and a testament to the value placed on our work. Income from our Diffusion enterprise project has delivered directly to our mission and secured a reduced income during the period of £1,334 (2024: £22,268), partly due to a change in resource and a revisit of the offer. Encouragingly, we have seen renewed demand and increased bookings in the early months of 2025/26, suggesting a positive trajectory for the next financial year. The project remains closely aligned with our mission, generating earned income while delivering direct impact.

Overall expenditure in the year £3,521,572 (2024: £3,414,124) has grown in line with the income. Much of our cost is expenditure on staffing and facilitation of our projects. As these transitioned to online there was infrastructure and software investment needed to ensure we could continue to deliver for the young people who we support.

The restricted funds held by the charity at the end of the financial year are £78,649 (2024: £173,614). Unrestricted reserves increased slightly to £1,349,300 (2024: £1,298,566), providing a healthy buffer against timing variations in funder payments and supporting our long-term sustainability.

Fundraising approach

A significant proportion of our income is from commissioned contracts. This represents a financial risk, albeit currently rated as low, and our fundraising efforts are focused on creating a more diverse range of income streams. All our fundraising is managed in-house by our small but specialist fundraising team, supported by our senior leadership team, and led by our new Head of Fundraising and Communications. We follow the Code of Fundraising Practice and do not engage in direct marketing. We are fortunate to benefit from a modest but growing community of donors, as well as national and local Trusts and Foundations and other partners who generously support our work. Trustees would like to express our thanks and appreciation to all of our supporters.

Reserves policy

In order to maintain effective operations of the organisation the Board of Trustees has agreed to hold a financial reserve of three months' operating costs (£900k). This level of reserve would allow staff to continue working to secure new funding and if necessary to allow a period of time to cut services in a way whereby service users are supported to move on. This is an amount it considers prudent in the event of a major business interruption as determined by an analysis of risks to the charity.

The level of reserves held by the charity is based on current operating costs and will be reviewed annually as services change in response to income generation. This figure will also be reviewed at every Board meeting and on an ad-hoc basis if there are significant changes to business circumstances.

At the end of the year the unrestricted general reserves stood at £1,073,464 (2024: £438,313).

Going concern

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. The trustees have considered the impact of this issue on the charity's current and future financial position.

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Report of the trustees

For the year ended 31 March 2025

Much of the charity's income is traded through activities with Public Sector organisations (i.e. NHS) where costs can be scaled to the related income and most service areas benefit from statutory support making them relatively robust to economic changes. In our last accounts, we reported needing to carefully manage a cashflow risk due to our largest commissioned contracts being invoiced quarterly in arrears. We are pleased to report invoicing has moved to monthly, significantly reducing the risk to cashflow. Trustees continue to keep cashflow under regular review via quarterly Finance & Risk Committee and quarterly Trustee meetings.

Whilst the announcement of the disbanding of NHSE by the government in early 2025 brings risk for the charity due to the level of income we receive through NHS commissioned services, the charity has already been taking steps to diversify our income streams to mitigate this risk and the recent appointment of a new Head of Fundraising & Communications will further support this activity.

As at the balance sheet date, the charity holds unrestricted, general reserves of £1,073,464 and a cash balance of £738,653. The trustees consider that the charity has sufficient reserves and cashflow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 1 October 2007 and registered as a charity in 1964. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. The charity's constitution was updated 25 October 2019.

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Appointment of the board of trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are members of the charity. Under the requirements of the Articles of Association there are a minimum of six and maximum of fifteen trustees. Trustees may serve a maximum of three terms of three years, after which they must not serve for one year. The board have appointed a Chair, a Vice Chair and a Treasurer.

Trustee management and training

All trustees are fully inducted into OTR's governance. Trustees are drawn from a variety of health, education and social care, legal and finance professional backgrounds and a skills analysis is kept to ensure trustees are able to contribute in full.

Organisation

The board of trustees administers the charity. The board normally meets quarterly.

A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations the Chief Executive has delegated authority, within prescribed limits, for operational matters including finance, employment and clinical related activities.

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Report of the trustees

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Pay policy for senior staff

The directors consider the charity's trustees and the Chief Executive comprise the key management personnel of the charity in charge of directing and controlling, running and operating OTR on a day to day basis.

All directors give of their time freely and no director receives remuneration in the year.

The pay of senior staff is reviewed annually and normally increased in line with an agreed incremental salary scale. Pay levels are regularly benchmarked against similar roles in appropriate voluntary sector organisations.

Risk assessment and management

The trustees have a risk management strategy which comprises:

- development of a strategic risk register;
- regular reviews of the risk register in line with the annual board schedule of business;
- the establishment of policies, systems and procedures to mitigate those risks identified in the register; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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Report of the trustees

For the year ended 31 March 2025

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 28 January 2026 and signed on their behalf by

Simon Leech

Simon Leech - Interim Chair of Trustees

Independent auditors' report

To the members of

Off the Record (Bristol)

Opinion

We have audited the financial statements of Off the Record (Bristol) for the year ended 31 March 2025 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 7 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent auditors' report

To the members of

Off the Record (Bristol)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Off the Record (Bristol)

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

(1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.

(2) We reviewed the charity's policies and procedures in relation to:

- Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
- Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
- Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.

(3) We inspected the minutes of trustee meetings.

(4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.

(5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.

(6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.

(7) We assessed the risk of fraud through management override of controls and revenue recognition, and carried out procedures to address these risks. Our procedures included:

- Testing the appropriateness of journal entries;
- Assessing judgements and accounting estimates for potential bias;
- Reviewing related party transactions; and
- Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Off the Record (Bristol)

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

William Guy Blake

Date: 28 January 2026

William Guy Blake ACA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Off the Record (Bristol)

Statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 March 2025

	Note	Restricted £	Unrestricted £	2025 Total £	2024 Total £
Income from:					
Donations	3	24,500	174,072	198,572	239,838
Charitable activities	4	517,811	2,737,121	3,254,932	3,098,564
Other trading activities		-	16,734	16,734	50,202
Investments		-	7,103	7,103	5,332
Total income		<u>542,311</u>	<u>2,935,030</u>	<u>3,477,341</u>	<u>3,393,936</u>
Expenditure on:					
Raising funds		-	91,956	91,956	100,648
Charitable activities		<u>640,340</u>	<u>2,789,276</u>	<u>3,429,616</u>	<u>3,313,476</u>
Total expenditure	6	<u>640,340</u>	<u>2,881,232</u>	<u>3,521,572</u>	<u>3,414,124</u>
Net income / (expenditure)		(98,029)	53,798	(44,231)	(20,188)
Transfers between funds		<u>3,064</u>	<u>(3,064)</u>	<u>-</u>	<u>-</u>
Net movement in funds	7	(94,965)	50,734	(44,231)	(20,188)
Reconciliation of funds:					
Total funds brought forward		<u>173,614</u>	<u>1,298,566</u>	<u>1,472,180</u>	<u>1,492,368</u>
Total funds carried forward		<u><u>78,649</u></u>	<u><u>1,349,300</u></u>	<u><u>1,427,949</u></u>	<u><u>1,472,180</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16 to the accounts.

Off the Record (Bristol)

Balance sheet

As at 31 March 2025

	Note	£	2025 £	2024 £
Fixed assets				
Tangible assets	10		275,836	280,422
Intangible assets	11		<u>-</u>	<u>-</u>
			275,836	280,422
Current assets				
Debtors	12	484,587		632,600
Cash at bank and in hand		738,653		<u>620,612</u>
		1,223,240		1,253,212
Liabilities				
Creditors: amounts falling due within 1 year	13	<u>(71,127)</u>		<u>(61,454)</u>
Net current assets			<u>1,152,113</u>	<u>1,191,758</u>
Net assets	15		<u>1,427,949</u>	<u>1,472,180</u>
Funds	16			
Restricted funds			78,649	173,614
Unrestricted funds				
Designated funds			15,682	596,567
Revaluation reserve			260,154	263,686
General funds			<u>1,073,464</u>	<u>438,313</u>
Total charity funds			<u>1,427,949</u>	<u>1,472,180</u>

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 28 January 2026 and signed on their behalf by

Simon Leech

Simon Leech - Interim chair

Off the Record (Bristol)

Statement of cash flows

For the year ended 31 March 2025

	2025	2024
	£	£
Cash used in operating activities:		
Net movement in funds	(44,231)	(20,188)
Adjustments for:		
Depreciation charges	4,586	9,456
Income from investments	(7,103)	(5,332)
Decrease / (increase) in debtors	148,013	(564,030)
Increase / (decrease) in creditors	9,673	(94,380)
Net cash provided by / (used in) operating activities	110,938	(674,474)
Cash flows from investing activities:		
Income from investments	7,103	5,332
Purchase of tangible fixed assets	-	(1,079)
Net cash provided by investing activities	7,103	4,253
Increase / (decrease) in cash and cash equivalents in the year	118,041	(670,221)
Cash and cash equivalents at the beginning of the year	620,612	1,290,833
Cash and cash equivalents at the end of the year	738,653	620,612

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies

a) Basis of preparation and general information

Off the Record (Bristol) is a charitable company limited by guarantee registered in England and Wales. The registered office address is 8-10 West Street, St Philips, Bristol, BS2 0BH.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Off the Record (Bristol) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of provision of training and the provision of mental health services is deferred until criteria for income recognition are met.

d) Donated services and facilities

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs, which are included in support costs, are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of proportional staff costs:

	2025	2024
Raising funds	2.6%	2.9%
Charitable activities	97.4%	97.1%

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Freehold property	50 years
Equipment	3 years

Freehold property is included at valuation. The charity revalues land and buildings every 5 years. The most recent revaluation was carried out at 31 March 2021 and the next will be due 31 March 2026. The statement of financial activities includes the net gain arising on revaluation during the year. Other fixed assets are included at cost including any incidental expenses of acquisition. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. The valuation is presented and depreciated on the basis that land comprises 1/3 of the total valuation.

Items of equipment are capitalised where the purchase price exceeds £1,000.

j) Intangible fixed assets

Website design is capitalised where the purchase price exceeds £1,000. Amortisation is provided at a rate of 33% on a straight line basis to write down the cost of the asset to its estimated residual value over its expected useful life.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies (continued)

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

o) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

Revaluation of freehold property

Freehold property is revalued every 5 years. Revaluations are undertaken by an independent expert. Once revalued, freehold property is depreciated over its remaining useful life.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2024 Total £
Income from:			
Donations	4,500	235,338	239,838
Charitable activities	931,901	2,166,663	3,098,564
Other trading activities	-	50,202	50,202
Investments	-	5,332	5,332
Total income	936,401	2,457,535	3,393,936
Expenditure on:			
Raising funds	-	100,648	100,648
Charitable activities	1,012,096	2,301,380	3,313,476
Total expenditure	1,012,096	2,402,028	3,414,124
Net income / (expenditure) and net movement in funds	(75,695)	55,507	(20,188)

3. Income from donations

	Restricted £	Unrestricted £	2025 Total £
Donations	-	102,654	102,654
Grants (note 5)	24,500	71,418	95,918
Total income from donations	24,500	174,072	198,572

	Restricted £	Unrestricted £	2024 Total £
Prior period comparative:			
Donations	-	159,684	159,684
Grants (note 5)	4,500	75,654	80,154
Total income from donations	4,500	235,338	239,838

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

4. Income from charitable activities

	Restricted £	Unrestricted £	2025 Total £
Commissioned services:			
Avon and Wiltshire NHS Trust	-	2,729,487	2,729,487
Total commissioned services	-	2,729,487	2,729,487
Grants (note 5)	483,257	-	483,257
Training and consultancy	34,554	7,634	42,188
Total income from charitable activities	517,811	2,737,121	3,254,932

Prior period comparative:

	Restricted £	Unrestricted £	2024 Total £
Commissioned services:			
Avon and Wiltshire NHS Trust	-	2,144,395	2,144,395
Total commissioned services	-	2,144,395	2,144,395
Grants (note 5)	887,900	-	887,900
Training and consultancy	44,001	22,268	66,269
Total income from charitable activities	931,901	2,166,663	3,098,564

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

5. Grants

	Restricted £	Unrestricted £	2025 Total £
<i>Income from donations:</i>			
The Talent Fund	20,000	-	20,000
Greenwood Place	-	30,000	30,000
Other grants < £20,000	4,500	41,418	45,918
Total	<u>24,500</u>	<u>71,418</u>	<u>95,918</u>
<i>Income from charitable activities:</i>			
Health Education England	355,308	-	355,308
Aquila Family Charitable Trust	40,000	-	40,000
National Lottery Community Fund - Partnerships South West Region	35,000	-	35,000
Other grants < £20,000	52,949	-	52,949
Total	<u>483,257</u>	<u>-</u>	<u>483,257</u>
Prior period comparative			2024 Total £
	Restricted £	Unrestricted £	
<i>Income from donations:</i>			
Innox Foundation	-	25,000	25,000
University of Southampton	-	27,000	27,000
Other grants < £20,000	4,500	23,654	28,154
Total	<u>4,500</u>	<u>75,654</u>	<u>80,154</u>
<i>Income from charitable activities:</i>			
Aquila Family Charitable Trust	40,000	-	40,000
Bristol City Council	47,181	-	47,181
Children in Need	45,000	-	45,000
Garfield Weston	30,000	-	30,000
Health Education England	531,325	-	531,325
National Lottery Community Fund - Partnerships South West Region	39,627	-	39,627
Nisbet Trust	30,369	-	30,369
North Somerset Council	39,987	-	39,987
Prudence Trust	64,405	-	64,405
Other grants < £20,000	20,006	-	20,006
Total	<u>887,900</u>	<u>-</u>	<u>887,900</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

5. Grants (continued)

Government grants

The charitable company receives government grants, defined as funding from Health Education England (HEE), Bristol City Council, National Lottery Community Fund, North Somerset Council, Yate Town Council, and government grants < £20,000 to fund charitable activities. The total value of such grants in the period ending 31 March 2025 was £408,783 (2024: £686,274). There are no unfulfilled conditions or contingencies attaching to these grants in the current or prior year.

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2025 Total £
<u>Employees</u>				
Staff costs (note 8)	67,448	2,489,800	431,971	2,989,219
Other staff costs	191	109,687	48,909	158,787
<u>Premises</u>				
Rent and rates	-	25,000	51,455	76,455
Other premises costs	-	23,692	43,651	67,343
<u>Supplies and services</u>				
Office costs	-	16,670	94,878	111,548
Consultancy costs	-	-	48,844	48,844
Evaluation (IAPTUS)	-	43,177	-	43,177
<u>Project costs</u>				
Young people's activities	-	15,349	-	15,349
<u>Other</u>				
Fundraising	5,185	-	-	5,185
Depreciation	-	-	4,586	4,586
Finance costs	-	-	1,079	1,079
Sub-total	72,824	2,723,375	725,373	3,521,572
Allocation of support and governance costs	19,132	706,241	(725,373)	-
Total expenditure	91,956	3,429,616	-	3,521,572

Total governance costs were £9,840 (2024: £9,240).

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

6. Total expenditure (continued)

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2024 Total £
<u>Employees</u>				
Staff costs (note 8)	71,359	2,380,218	317,621	2,769,198
Other staff costs	351	96,337	78,083	174,771
<u>Premises</u>				
Rent and rates	1,541	70,479	10,013	82,033
Other premises costs	1,146	52,411	7,446	61,003
<u>Supplies and services</u>				
Office costs	-	115,322	-	115,322
Consultancy costs	-	39,321	75,585	114,906
Evaluation (IAPTUS)	-	41,751	-	41,751
<u>Project costs</u>				
Young people's activities	-	33,659	-	33,659
<u>Other</u>				
Fundraising	12,025	-	-	12,025
Depreciation	-	9,456	-	9,456
Sub-total	86,422	2,838,954	488,748	3,414,124
Allocation of support and governance costs	14,226	474,522	(488,748)	-
Total expenditure	<u>100,648</u>	<u>3,313,476</u>	<u>-</u>	<u>3,414,124</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

7. Net movement in funds

This is stated after charging:

	2025 £	2024 £
Depreciation	4,586	9,456
Operating lease payments	57,888	40,543
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	9	Nil
Auditors' remuneration (excluding VAT):		
▪ Statutory audit	8,200	7,700
▪ Under accrual in the prior year	3,314	-

Trustee reimbursed expenses relate to travel costs for 1 trustee.

In common with other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.

8. Staff costs and numbers

Staff costs were as follows:

	2025 £	2024 £
Salaries and wages	2,520,355	2,507,856
Social security costs	221,493	213,552
Pension costs	48,872	47,790
Freelance consultants	198,499	-
	<u>2,989,219</u>	<u>2,769,198</u>

Included in salaries and wages are redundancy and termination costs totalling £8,133 (2024: £17,513), comprising of settlement payments (2024: statutory redundancy payments). Redundancy and termination costs have been funded from unrestricted general funds (note 16).

No employee earned more than £60,000 in the current or prior year.

The key management personnel of the charitable company ordinarily comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel were £112,605 (2024: £86,662).

	2025 No.	2024 No.
Average head count	<u>101.8</u>	<u>106.5</u>

9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

10. Tangible fixed assets

	Equipment £	Freehold property £	Total £
Cost or valuation			
At 1 April 2024	28,007	300,000	328,007
Disposals in year	<u>(24,330)</u>	<u>-</u>	<u>(24,330)</u>
At 31 March 2025	<u>3,677</u>	<u>300,000</u>	<u>303,677</u>
Depreciation			
At 1 April 2024	26,585	21,000	47,585
Charge for the year	771	3,815	4,586
On disposals	<u>(24,330)</u>	<u>-</u>	<u>(24,330)</u>
At 31 March 2025	<u>3,026</u>	<u>24,815</u>	<u>27,841</u>
Net book value			
At 31 March 2025	<u>651</u>	<u>275,185</u>	<u>275,836</u>
At 31 March 2024	<u>1,422</u>	<u>279,000</u>	<u>280,422</u>

Freehold property included in tangible fixed assets was revalued as at 31 March 2021. The next revaluation is due to be carried out at 31 March 2026. The total value in use of all land and buildings is £300,000; broken down into land of £100,000 and buildings of £200,000. The valuation was carried out by Maggs and Allen of 22 Richmond Hill, Clifton, Bristol, BS8 1BA and represents the anticipated achievable sale price of the property assuming it were to be offered for sale with vacant possession. At 31 March 2025, the comparable amounts of land and buildings included in tangible fixed assets at valuation, determined according to historical cost accounting rules, are cost £21,271, depreciation charge £6,239 and net book value £15,032.

11. Intangible fixed assets

	Website design £	Total £
Cost or valuation		
At 1 April 2024 and at 31 March 2025	<u>24,138</u>	<u>24,138</u>
Amortisation		
At 1 April 2024 and at 31 March 2025	<u>24,138</u>	<u>24,138</u>
Net book value		
At 1 April 2024 and at 31 March 2025	<u><u>-</u></u>	<u><u>-</u></u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

12. Debtors

	2025 £	2024 £
Trade debtors	438,344	630,279
Prepayments	2,789	1,253
Accrued income	40,000	-
Other debtors	3,454	1,068
	<u>484,587</u>	<u>632,600</u>

13. Creditors : amounts due within 1 year

	2025 £	2024 £
Trade creditors	23,403	42,584
Accruals	21,266	9,852
Deferred income (see note 14)	16,734	-
Other creditors	9,724	9,018
	<u>71,127</u>	<u>61,454</u>

14. Deferred income

	2025 £	2024 £
At 1 April	-	4,165
Deferred during the year	16,734	-
Released during the year	-	(4,165)
	<u>-</u>	<u>-</u>
At 31 March	<u>16,734</u>	<u>-</u>

Deferred income relates to rental income received in advance of the rental period.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

15. Analysis of net assets between funds

	Restricted funds £	Revaluation reserve £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	260,154	15,682	-	275,836
Current assets	78,649	-	-	1,144,591	1,223,240
Current liabilities	-	-	-	(71,127)	(71,127)
Net assets at 31 March 2025	<u>78,649</u>	<u>260,154</u>	<u>15,682</u>	<u>1,073,464</u>	<u>1,427,949</u>

Prior period comparative

	Restricted funds £	Revaluation reserve £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	263,686	16,736	-	280,422
Current assets	173,614	-	579,831	499,767	1,253,212
Current liabilities	-	-	-	(61,454)	(61,454)
Net assets at 31 March 2024	<u>173,614</u>	<u>263,686</u>	<u>596,567</u>	<u>438,313</u>	<u>1,472,180</u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds

	At 1 April 2024 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2025 £
Restricted funds					
Aquila Family Charitable Trust	40,000	40,000	(40,000)	-	40,000
Big Lottery - Youth Moves	-	35,000	(35,000)	-	-
Big Lottery - Building Connections	-	20,000	(20,000)	-	-
Bristol City Council	5,473	15,130	(20,603)	-	-
Children in Need - Zazi	-	15,938	(15,938)	-	-
Health Education England	-	355,308	(329,406)	-	25,902
Missing Link	-	34,554	(37,618)	3,064	-
North Somerset	29,826	-	(29,826)	-	-
Nisbet Trust	30,369	-	(30,369)	-	-
Prudence Trust	64,405	-	(51,658)	-	12,747
Wesport	3,541	-	(3,541)	-	-
Yate Town Council	-	4,500	(4,500)	-	-
Youth Access	-	1,881	(1,881)	-	-
Other restricted funds	-	20,000	(20,000)	-	-
Total restricted funds	173,614	542,311	(640,340)	3,064	78,649

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds (continued)

	At 1 April 2024 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2025 £
Total restricted funds	<u>173,614</u>	<u>542,311</u>	<u>(640,340)</u>	<u>3,064</u>	<u>78,649</u>
Unrestricted funds					
<i>Designated funds:</i>					
Property acquisition fund	579,831	-	-	(579,831)	-
Fixed asset fund	<u>16,736</u>	<u>-</u>	<u>(1,054)</u>	<u>-</u>	<u>15,682</u>
Total designated funds	596,567	-	(1,054)	(579,831)	15,682
<i>General funds:</i>					
Revaluation reserve	263,686	-	(3,532)	-	260,154
General funds	<u>438,313</u>	<u>2,935,030</u>	<u>(2,876,646)</u>	<u>576,767</u>	<u>1,073,464</u>
Total unrestricted funds	<u>1,298,566</u>	<u>2,935,030</u>	<u>(2,881,232)</u>	<u>(3,064)</u>	<u>1,349,300</u>
Total funds	<u><u>1,472,180</u></u>	<u><u>3,477,341</u></u>	<u><u>(3,521,572)</u></u>	<u><u>-</u></u>	<u><u>1,427,949</u></u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds (continued)

Purposes of restricted funds

Aquila Family Charitable Trust - contribution towards the delivery of project Zazi to support young black people and young people of colour exploring culture, identity and tackling inequality.

Big Lottery Youth Moves - funding for an embedded mental health worker in Youth Moves in South Bristol, focusing on increasing engagement with mental health support to this young people in a deprived area of the city.

Big Lottery Building Connections - contribution towards the delivery of project Zazi to support young black people and young people of colour exploring culture, identity and tackling inequality.

Bristol City Council - recruitment of a Hate Crime and Discrimination worker to support LGBTQ+ young people across Bristol.

Children in Need - a year's funding to deliver a social action programme led by young people of colour to explore issues of race and gender, supported by our Zazi team.

Health Education England - recruiting and training Children's Wellbeing Practitioners to deliver and support young people using low intensity CBT.

Missing Link - a partnership project funding therapists to work with young people who have experienced domestic violence.

North Somerset - North Somerset Council have funded an OTR Wellbeing Practitioner to deliver Mind Aid and Shameless Group work to young people across the County.

Nisbet Trust - Recruitment of volunteer coordinator to recruit and support our young volunteers.

Prudence Trust - a three year grant to embed and develop the work of OTR's Community Partnerships Team, which delivers preventative, activities-based therapeutic support across three areas: Sports, Art and Nature.

Wesport - funding for an assistant to support delivery of our SportsWorks activities across Bristol and South Gloucestershire, and a small grant for the team to deliver a skateboarding project in South Gloucestershire.

Yate Town Council - a grant to support OTR's delivery of therapies and one to one support in South Gloucestershire.

Other restricted funds - funds from various sources for restricted projects.

Purposes of designated funds

Property acquisition fund - In prior years, this fund was ringfenced for the future purchase of a property. However, as there are currently no plans to acquire property, the designation has been removed and the balance transferred to general reserves.

Revaluation reserve - representing movement on fixed assets revalued every 5 years.

Fixed asset fund - representing the total value of fixed assets less the revaluation reserve.

16. Movements in funds (continued)

Transfer between funds

A transfer of £579,831 was made between designated and unrestricted general funds to remove the designated property acquisition fund which is no longer required given the charity currently has no plans to acquire a property. A transfer of £3,063 was also made between restricted and general unrestricted funds to represent the topping up of restricted funds from general unrestricted funds.

In the prior year, a transfer was made between general funds and the designated fixed asset funds to reflect fixed asset additions in the year, so that the year end balance of the designated fixed asset fund agrees to the total net book value of fixed assets less the revaluation reserve as at the year end date.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds (continued)

Prior period comparative

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Restricted funds					
Aquila Family Charitable Trust	40,000	40,000	(40,000)	-	40,000
Big Lottery - Youth Moves	-	39,627	(39,627)	-	-
Bristol City Council	-	17,681	(12,208)	-	5,473
Bristol City Council - BAME	15,000	29,500	(44,500)	-	-
Children in Need - Zazi	-	45,000	(45,000)	-	-
Co-op Foundation - Freedom	30,000	3,000	(33,000)	-	-
Garfield Weston Foundation	-	30,000	(30,000)	-	-
Health Education England	49,577	531,325	(580,902)	-	-
Medlock Charitable Trust	5,000	-	(5,000)	-	-
Missing Link	-	44,001	(44,001)	-	-
North Somerset	-	39,987	(10,161)	-	29,826
Nisbet Trust	29,518	30,369	(29,518)	-	30,369
Prudence Trust	62,529	64,405	(62,529)	-	64,405
Quartet	12,685	-	(12,685)	-	-
Quartet - Eversea Fund	5,000	-	(5,000)	-	-
Wesport	-	7,829	(4,288)	-	3,541
Yate Town Council	-	4,500	(4,500)	-	-
Other restricted funds	-	9,177	(9,177)	-	-
Total restricted funds	249,309	936,401	(1,012,096)	-	173,614

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

16. Movements in funds (continued)

Prior period comparative (continued)

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Total restricted funds	<u>249,309</u>	<u>936,401</u>	<u>(1,012,096)</u>	<u>-</u>	<u>173,614</u>
Unrestricted funds					
<i>Designated funds:</i>					
Property acquisition fund	579,831	-	-	-	579,831
Fixed asset fund	<u>16,897</u>	<u>-</u>	<u>(1,240)</u>	<u>1,079</u>	<u>16,736</u>
Total designated funds	596,728	-	(1,240)	1,079	596,567
<i>General funds</i>					
Revaluation reserve	271,902	-	(8,216)	-	263,686
General funds	<u>374,429</u>	<u>2,457,535</u>	<u>(2,392,572)</u>	<u>(1,079)</u>	<u>438,313</u>
Total unrestricted funds	<u>1,243,059</u>	<u>2,457,535</u>	<u>(2,402,028)</u>	<u>-</u>	<u>1,298,566</u>
Total funds	<u><u>1,492,368</u></u>	<u><u>3,393,936</u></u>	<u><u>(3,414,124)</u></u>	<u><u>-</u></u>	<u><u>1,472,180</u></u>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2025

17. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2025 £	2024 £
Amount falling due:		
Within 1 year	49,123	40,430
Within 1 - 5 years	<u>48,698</u>	<u>61,250</u>
	<u><u>97,821</u></u>	<u><u>101,680</u></u>

18. Related party transactions

There have been no related party transactions in the current or prior year.