

OFF THE RECORD (TWICKENHAM) LTD
(A company limited by guarantee)

OFF THE RECORD (TWICKENHAM) LTD

Trustees' Report and Financial Statements
for the year ended 31st March 2024

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REFERENCE & ADMINISTRATIVE DETAILS

Board of Directors (Trustees)	Peter Jenkins (Chair) Christopher Whistler (Treasurer) Rajesh Bakrania Sigrid Balmer – Resigned 15/11/23 James Battersby – Resigned 15/11/23 Nigel Bloomer - Resigned 15/11/23 Deborah Fearn – Appointed 15/11/23 Kirsty Gibbins – Resigned 22/5/23 Claire Haynes – Appointed 15/11/23 Claire Holt Sarah McCarthy Deirdra Moloney – Resigned 15/11/23 Laura Stewart – Appointed 15/11/23 Charlotte West Philip Woodford – Appointed 15/11/23
Registered Company number	8466382
Charity Registration number	1152097
Registered Office address	2 Church Street Twickenham TW1 3NJ
Bankers	The Cooperative Bank Redwood Bank Cambridge & Counties Bank
Independent Examiner	Debby Metcalf FCA

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CHAIR'S REPORT

Having now been Chair for nearly two years, I am continually inspired by the work which our dedicated staff and counsellors provide and, sadly, our services are needed more than ever.

Many of the young people who come to us are desperately seeking help and do not feel able to talk to their parents or GP, or they have not been supported at school or by other statutory services. We have seen a rise in the severity and complexity of the issues that young people are struggling with, as well as an increase in the numbers approaching us for help. One third of our young clients are self-harming, 26% have suicidal feelings, 28% experience panic attacks and 76% are suffering with anxiety and stress. Other issues include depression, relationship problems, difficulties at school, loneliness and low self-esteem.

The Trustees' Report on the following pages sets out the details of what we did to respond to these needs over the year to 31st March 2024 and also what we intend to do this year.

The recruitment of high-quality counsellors to meet the demand for our services continues to be a challenge. We have always relied mostly on counsellors in training in our hub in Twickenham, but many training organisations no longer permit their students to work with young people. This, together with the closure of one of our satellites through lack of funding, has resulted in the total number of counselling sessions we provided being slightly down on the previous year.

As expected, we utilised restricted funding in the year, which was received in the previous year, but which related to this year's expenditure. We made a deficit on unrestricted funding, as explained in the Financial Review in the Trustees' Report and our total reserves now represent approximately six months of annual expenditure.

We will only be receiving £29,520 of statutory funding (from NHS SW London ICS) in the coming year, despite the large numbers of clients referred to us by GPs. We therefore have to seek significant amounts of funding from new sources, if we are to maintain the level of services which we currently provide. I would like to thank all of those who funded us last year. In particular, we received grant funding from Richmond Parish Lands Charity, The Barnes Fund, Hampton Fund and NHS SW London ICS. We also once again, received free office accommodation from St Mary's Church, Twickenham.

I would like to thank our Manager, Deborah Kerpner, and her dedicated team of counsellors and office staff. Their enthusiasm and hard work ensured we delivered an excellent service in challenging times. I would like to thank all members of the Trustee Board for their efforts. We recruited four new trustees, who all started in October 2023, who have a very good range of skills and experience to contribute to the development of the charity. I would like to thank those trustees who retired at the AGM for their services to the charity, some over many years.

Our clients continue to really value the services that we provide and we get excellent feedback from them. Almost all of our clients say that our counselling definitely helped them and that after our counselling they understood themselves better. They also said that they were more able to overcome life's challenges and that they felt more positive about the future.

We aim to continue to provide the best possible service to as many young people who need us in the coming year and beyond.

Peter Jenkins

Chair of the Board of Trustees

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TRUSTEES' REPORT

The Trustees present their annual report together with the financial statements of the Charity for the year ended 31st March 2024. The Annual Report serves the purposes of both a trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and Financial Statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the company qualifies as small under section 382 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Our Vision, Mission, Principles and Ways of working

Our **vision** is that every young person has a welcoming space where they feel valued, supported and listened to.

Our **mission** is to provide free, confidential and accessible information and counselling, to support young people's emotional and mental well-being when they are in need.

We have the following **principles**:

1. To be young people-centred and valuing their contribution in all aspects of service development and delivery
2. To provide a personal, responsive and inclusive service
3. To follow safe, effective and professional ways of working
4. To be friendly and informal and to value honesty, flexibility, integrity, and well-being
5. To champion the welfare of young people with a non-judgemental and empathic approach

In delivering our services we aim to:

- Take all reasonable steps to ensure young people's safety and well-being
- Work towards equality of access
- Provide competent, high-quality staff who are supported, supervised and trained, in accordance with our safer recruitment policy
- Involve young people at every level of our work
- Work alongside other agencies, recognising and valuing differences in ethos and approach
- Acknowledge inequalities and seek to counter oppression and discrimination
- Maintain high standards of monitoring and evaluation of our services
- Meet high standards of information governance and data security
- Achieve kite-marks and quality standards where appropriate

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Objectives and activities

1) Policies and objectives

As set out in our Articles of Association, the objects of the Charity are:

1. The advancement of education, the protection and preservation of good health and the relief of poverty, distress and sickness of young persons (being persons under the age of 25) in the United Kingdom, particularly the London Borough of Richmond upon Thames.
2. The relief and prevention of suffering caused by mental or physical ill health or by social or economic circumstances among young people by establishing, maintaining and developing a counselling service for the giving of individual or group counselling, and practical advice.

2) Public benefit

The work of the Charity is to support young people's emotional and mental well-being when they are in need.

The Trustees confirm that they have taken due account of the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Achievements and performance

Developments in the year to 31st March 2024

We delivered 3,469 sessions during the year, which is 6% less than the previous year, supporting 1,127 different young people. We also supported 214 parents and carers of young people, up from 115 in the previous year. Our counselling drop-in service saw 524 young people and we provided bookable counselling sessions to 501 young people.

We identified five key objectives for the year and we made progress against all of these as follows:

1. **To diversify our fundraising in order to maintain sufficient resources to operate at our current capacity.**
Progress on diversifying our fundraising has been made, but more needs to be done, as does ensuring that we have the staff capacity to complete sufficient fundraising applications to raise the funding we need. Re-engaging with Hampton Fund and securing funding from them was a major success in the year.

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- 2. To maintain and maximise current service offer at highest possible capacity, including review of newly-opened services and appropriate reach across all young people.**

We have worked hard to ensure that all service deliverables have continued to be met following expansion of the three new satellite services in the previous year. This has required an ongoing recruitment process for high-quality counsellors, resulting in the successful recruitment of 10 new counsellors. We have also recruited two new counsellors for the Skylarks service.

- 3. To support infrastructure and service delivery with review and upgrade of IT systems, ensuring GDPR compliance.**

IT systems and GDPR compliance are all running well with no IT issues and all GDPR requirements up to date. A number of IT updates have been put in place in accordance with the recommendations of an independent IT company.

- 4. To improve efficiency through reviewing administrative systems, such as database and booking process.**

A significant amount of work has been done on scoping the requirements for a new database/CRM system. A number of administrative changes have already been made to increase efficiency as part of this review.

- 5. To update outreach and communications through improved use of digital resources to promote service to clients and stakeholders and to support fundraising efforts.**

The website has been kept continuously updated with events, and we have updated elements of the website regarding fundraising, Friends of OTR and our Young People's Advisory group. More progress will be made in this area in the coming year.

Plans for the future

Our key objectives for the year to 31st March 2025 are to:

- Diversify our fundraising in order to achieve income targets so that we maintain sufficient resources to operate at our current capacity.
- Recruit sufficient additional counsellors to maintain and maximise current service offer at the highest possible capacity.
- Improve efficiency through implementing a customer relations management system (CRM).
- Develop staff processes to support staff retention and ensure that staffing structure best meets the needs of the organisation.
- Develop our community and outreach work through our Friends and Young People's Advisory groups.

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Financial review

1) Overview

The Charity's total income during the period was £212,961 (2023: £276,577) against a total expenditure of £315,932 (2023: £286,478), giving an operating deficit for the period of £102,971 (2023: £9,901). Reserves of £139,083 (2023: £242,054) are carried forward to the next financial year. Unrestricted reserves are £106,402 (2023: £168,759) and restricted reserves are £32,681 (2023: £73,295).

The charity made a deficit of £62,357 (2023: Deficit of £16,058) on unrestricted funds. Unrestricted income was similar to the previous year at £119,641, but charitable expenditure increased from £135,325 to £174,042, due principally to cost of living salary increases to staff, general inflationary increases in costs and the funding of certain satellites, which were previously funding from restricted income.

To align with the categorisation of income and expenditure in the current year (which is in line with the Charities SORP), some income and expenditure in the prior year has been restated in these financial statements. These restatements did not change the level of restricted or unrestricted reserves as at 31 March 2023.

The Board receives a financial report quarterly showing income, expenditure, current resources and commitments. The Board approves an annual budget and regularly reviews forecasts of income and expenditure.

2) Reserves policy

The Board of Trustees' principal consideration is to ensure that consistency is maintained for the vulnerable young people within its support system and, to that end, it recognises the importance of developing sufficient free reserves to support the organisation.

The Charity's policy is to have total reserves of approximately six months total expenditure. This includes unrestricted reserves to cover the possibility that funders, in particular of satellite hubs, may not renew funding in the future and that it might take time to find new funders for those services or to cease their operations. At 31 March 2024, total reserves amounted to £139,083 (2023: £242,054) which represented 5.3 months of total expenditure (2023: 10.1 months).

3) Material investments policy

The Charity can invest money not required for its immediate purposes in investments, securities or property, subject to conditions or consents as may be required by law. At 31st March 2024, £40,000 (2023: £167,636) was held in interest-earning bank deposit accounts. A further £57,285 (2023: £Nil) was held in a 1-year term account.

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4) Principal funding

It has been another challenging year for fundraising and not just for Off The Record (Twickenham). We have heard that many charities like ours across the country have lost funding and have had to close some of their services to meet their budgets.

As noted in the Chair's Report, we received grant funding from Richmond Parish Lands Charity, The Barnes Fund, Hampton Fund and NHS SW London CCG/Integrated Care services. We received funding from local groups including the Kew Fete and Wyke Green Golf Club Ladies and we also, once again, received free office accommodation from St Mary's Church, Twickenham

As well as our main funders, who are vital to our service, we are always very touched and grateful to all those local groups and individuals who are so keen to put on events or support us in other ways.

This year this included an Open Mic event at One One Four in Teddington and collections at Eel Pie Studios' Open Weekends, the Jazz Sanctuary events in St Margaret's and at the Teddington Vocality Choir Christmas concert. Eel Pie Records and the Hampton Music Festival also supported us.

Two of our counsellors, along with a friend, ran the Parks half marathon, raising over £2,000 for Off The Record, and a young person also ran a five 5K run, raising a further £1,000.

OTR also ran a number of our own fundraising events which included stalls at the St Mary's Church Summer Fete, the St Margarets Fair and Twickenham High Tide event. We also, once again, held our Christmas Carol concert, which was a great opportunity for some young people to show their support for us. While these events do not necessarily raise huge sums, we feel that it's really important to have opportunities to meet our supporters and get involved in our community. We also had a very successful 'Quiz with a difference' in September, which included a silent auction, and we will hold a similar event in October 2024.

We are always thrilled, at these events, by how many people come up to us to share their gratitude at how our support has changed the lives of their children, friends or relatives, and it's wonderful for our trustees and supporters to hear these stories directly from the families who have been affected.

Structure, governance and management

1) Governing document

Off The Record (Twickenham) Ltd is a registered charity (charity number: 1152097) in England & Wales originally constituted under a Memorandum and Articles of Association dated 13 April 2013 and approved by the Charity Commission on 20 May 2013. Off The Record (Twickenham) Ltd is a Company Limited by Guarantee without having a share capital, (Company No. 8466382). It is registered in England & Wales under a Company Certificate dated 28 March 2013. Revised Articles of Association were approved by the Members of the Charity on 14 June 2024.

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2) Operations

The Charity operates from its registered office at 2 Church Street, Twickenham TW1 3NJ and also delivers services from a range of satellite centres throughout the London Borough of Richmond upon Thames. The Charity is managed by a full-time Manager, two part-time Assistant Managers and Business Manager, and uses freelance, paid staff, and volunteers to achieve its aims.

3) Structure of and Appointment to the Board

The power to appoint additional directors is vested within the existing Board. The Board of Directors (Trustees) should comprise at least four people (minimum age 16), but there is no maximum number specified in the Articles of Association. One third of the Board is required to retire at each Annual General Meeting. No maximum term of office for directors was specified in the original Articles of Association but this was changed on 14 June 2024, such that all directors must now retire and not be reappointed at the AGM nine years after the AGM at which they were first appointed.

4) Recruitment of trustees, induction and training

Existing trustees complete details of their skills and experience and these are considered when recruiting for new trustees. Ideally new trustees fill any gaps in experience and skills of the existing trustees.

A comprehensive induction of all new trustees takes place by providing them with information about what it means to be a charity trustee and information specific to Off The Record. This is followed by a face-to-face discussion of these documents. Ongoing training is provided to trustees as appropriate. In the year to 31st March 2024, all trustees undertook training on safeguarding.

5) Risk management

The Trustees have examined the major strategic, business and operational risks which the Charity faces and are satisfied that systems have been established and that there are appropriate reports to lessen these risks.

6) Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

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Statement of Trustees' responsibilities for the year ended 31 March 2024

The Trustees (who are also the directors of the company 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 (United Kingdom Generally Accepted Accounting Practice).

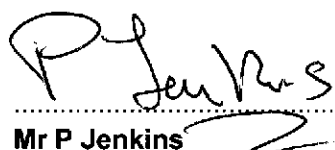
Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Approved by order of the Board of Trustees and signed on its behalf by:


.....
Mr P Jenkins


.....
Mrs C West

25th July 2024

OFF THE RECORD (TWICKENHAM) LTD
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Independent examiner's report to the trustees of Off The Record (Twickenham) Ltd (a company limited by guarantee) ('the Charity')

I report to the Charity's trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: August 2024

Debby Metcalf FCA
22 Trowlock Ave
Teddington
TW11 9QT

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income and Endowment from:					
Donations and legacies		89,694	93,320	183,014	252,090
Charitable activities		18,266	-	18,266	21,247
Other trading activities		9,358	-	9,358	2,827
Investments		2,323	-	2,323	413
Total income	2	119,641	93,320	212,961	276,577
Resources expended:					
Raising funds	3	7,956	-	7,956	914
Charitable expenditure	4	174,042	133,934	307,976	285,564
Total expenditure		181,998	133,934	315,932	286,478
Net income/(expenditure)		(62,357)	(40,614)	(102,971)	(9,901)
Total funds brought forward		168,759	73,295	242,054	251,955
Total funds carried forward		106,402	32,681	139,083	242,054

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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BALANCE SHEET AS AT 31 MARCH 2024

	Note	Total 2024 £	Total 2023 £
Current assets			
Debtors	8	36,079	25,129
Cash at bank and in hand	9	47,300	285,118
Current asset investments		57,285	0
		<u>140,664</u>	<u>310,247</u>
Creditors: Amounts falling due in one year	10	1,581	68,193
Net current assets		<u>139,083</u>	<u>242,054</u>
Total net assets	11	<u>139,083</u>	<u>242,054</u>
Charity funds:			
Unrestricted funds		106,402	168,759
Restricted funds		32,681	73,295
Total funds	12	<u>139,083</u>	<u>242,054</u>


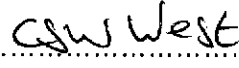
For the financial year ended 31st March 2024, the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

Approved by the Trustees on 25th July 2024 and signed on their behalf by:

 Trustee PETER JENKINS
 Trustee CHARLOTTE WEST

OFF THE RECORD (TWICKENHAM) LTD
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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024

1. Accounting policies

1.1 Basis of preparation of the financial statements

The Charity is a charitable company limited by guarantee and it is registered in England & Wales

Financial Statements are prepared under the historical cost convention and in accordance with applicable accounting standards (FRS 102), the Statement of Recommended Practice "Accounting & Reporting by Charities" (effective 1st January 2019) and the Companies Act 2006..

The financial statements have been prepared on a going concern basis, as the charity's forecasts and projects, taking account of reasonably possible changes in fundraising performance, show that the charity should be able to meet its liabilities as they fall due.

The charity 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 notes.

The Trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

1.2 Fund Accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of a grant.

1.3 Income

All income is recognised once the company has entitlement to the income, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Donations in kind are recognised at reasonable estimates of their gross value to the charity or the amount actually realised.

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.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024
(continued)

1. Accounting policies (continued)

1.4 Expenditure

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

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Taxation

The Charity is exempt from Corporation Tax as all of its income is charitable and is applied for charitable purposes.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash at bank and in hand

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

1.8 Current asset investments

Current asset investments comprise cash on deposit with a maturity of less than one year held for investment purposes rather than to meet short-term cash commitments as they fall due. They are valued at their fair value.

1.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024
(continued)

2 . Income

	Unrestricted funds £	Restricted funds £	Total Funds £
Current year			
Donations and legacies			
Donations & gifts	69,594	93,320	162,914
Gift Aid	3,700	-	3,700
Donated goods, facilities and services	16,400	-	16,400
	<u>89,694</u>	<u>93,320</u>	<u>183,014</u>
Charitable activities			
Sale of services	15,406	-	15,406
Other income	2,860	-	2,860
	<u>18,266</u>	<u>-</u>	<u>18,266</u>
Other trading activities			
Fundraising events	9,358	-	9,358
Investment income			
Interest	2,323	-	2,323
Total income	<u>119,641</u>	<u>93,320</u>	<u>212,961</u>

Prior year (Restated)

Donations and legacies			
Donations & gifts	79,235	156,396	235,631
Gift Aid	4,459	-	4,459
Donated goods, facilities and services	12,000	-	12,000
	<u>95,694</u>	<u>156,396</u>	<u>252,090</u>
Charitable activities			
Sale of services	19,247	-	19,247
Other	2,000	-	2,000
	<u>21,247</u>	<u>-</u>	<u>21,247</u>
Other trading activities			
Fundraising events	2,827	-	2,827
Investment income			
Interest	413	-	413
Total income	<u>120,181</u>	<u>156,396</u>	<u>276,577</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024
(continued)

3. Expenditure on raising funds

All expenditure on raising funds in 2024 and 2023 relates to staging fundraising events, plus £6,000 of expenditure in 2024 relates to remuneration for fixed-term fundraising support. All expenditure on raising funds is unrestricted.

4. Expenditure on charitable activities

Current year	Unrestricted funds £	Restricted funds £	Total funds £
Staff costs – remuneration & oncosts	103,401	41,172	144,573
Staff costs - other	11,741	-	11,741
Professional services – clinical supervision	10,038	-	10,038
Project costs – satellite & crisis counselling	15,074	92,762	107,836
Office & Admin costs	5,316	-	5,316
Premises costs	19,998	-	19,998
IT costs	5,511	-	5,511
Governance	2,472	-	2,472
Other costs	491	-	491
Total expenditure on charitable activities	174,042	133,934	307,976

Prior year (Restated)

Staff costs – remuneration & oncosts	75,554	53,995	129,549
Staff costs - other	21,926	-	21,926
Professional services – clinical supervision	13,115	-	13,115
Project costs – satellite & crisis counselling	2,561	95,720	98,281
Office & Admin costs	4,166	524	4,690
Premises costs	14,095	-	14,095
Governance	1,703	-	1,703
Other costs	2,205	-	2,205
Total expenditure on charitable activities	135,325	150,239	285,564

Fees paid to the Charity's Independent Examiner for the independent examination of the Charity's accounts were £800 (2023: £1,200). No other fees were paid to them.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
(continued)

5. Restatement of Prior year figures

	Original £	Changes £	Restated £
Income			
Unrestricted funds			
Donations	17,732	61,503	79,235
Gift Aid	4,459	-	4,459
Donated goods, facilities and services	-	12,000	12,000
Grants	4,500	(4,500)	-
Commissions and paid for services	21,247	(2,000)	19,247
Other income	-	2,000	2,000
Fundraising events	9,830	(7,003)	2,827
Interest	413	-	413
	<u>58,181</u>	<u>62,000</u>	<u>120,181</u>
Restricted funds			
Donations	-	156,396	156,396
Grants	206,396	(206,396)	-
Donated services & facilities	12,000	(12,000)	-
	<u>218,396</u>	<u>(62,000)</u>	<u>156,396</u>
	<u>276,577</u>	<u>-</u>	<u>276,577</u>
Charitable expenditure			
Unrestricted funds			
Staff costs (including Other staff costs)	47,480	50,000	97,480
Professional services	13,115	-	13,115
Project costs	-	2,561	2,561
Office & Admin costs	6,727	(2,561)	4,166
Premises costs	2,095	12,000	14,095
Other OTR costs	3,538	(1,835)	1,703
Governance costs	370	1,835	2,205
	<u>73,325</u>	<u>62,000</u>	<u>135,325</u>
Restricted funds			
Staff costs	103,995	(50,000)	53,995
Project costs	95,720	-	95,720
Office & Admin costs	524	-	524
Premises costs	12,000	(12,000)	-
	<u>212,239</u>	<u>(62,000)</u>	<u>150,239</u>
	<u>285,564</u>	<u>-</u>	<u>285,564</u>

Restatements have been made to bring the analysis of income and expenditure in line with the Charities SORP's requirements.

These restatements do not change the previously reported amounts of

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unrestricted or restricted funds at 31st March 2023.
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
(continued)

6. Staff remuneration costs and pensions

	2024	2023
	£	£
Wages and salaries	136,875	122,491
Social security costs	6,099	5,743
Pension costs	1,599	1,315
Staff costs	<u>144,573</u>	<u>129,549</u>

No employee received remuneration amounting to more than £60,000 in either year.

Total amount paid to key management personnel in the year was £78,792 (2023: £75,631)

The average head count of staff employees in the year was 7 (2023: 6).

The average FTE of staff employees in the year was 4 (2023: 4)

The Charity operates a defined contribution pension scheme and the assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge of £1,599 (2023: £1,315) were the contributions paid by the Charity to the fund, of which £712 (2023: £677) related to members of key management personnel.

7. Trustee remuneration & related party transactions

No remuneration directly or indirectly out of the funds of the Charity was paid or is payable for the year to any trustee or to any person or persons known to be connected with any of them.

No trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the charity during the year. (2023 - nil).

Related parties donated £875 in the year (2023: £400).

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
(continued)

8. Debtors

	2024	2023
	£	£
Float with payroll provider	12,100	10,900
Accrued income	12,761	12,347
Accounts receivable	11,218	1,450
Prepayments	-	432
Total	<u>36,079</u>	<u>25,129</u>

9. Cash at bank and in hand

	2024	2023
	£	£
Short term deposits	40,000	167,636
Cash at bank	7,300	117,482
Total	<u>47,300</u>	<u>285,118</u>

10. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Accounts payable	418	84
Taxation and social security	-	2,741
Other creditors	1,163	10,368
Deferred income	-	55,000
Total	<u>1,581</u>	<u>68,193</u>

11. Analysis of net assets

	Unrestricted funds	Restricted funds	Total
	£	£	£
Current year			
Current assets	107,565	33,099	140,664
Current liabilities	(1,163)	(418)	(1,581)
Total	<u>106,402</u>	<u>32,681</u>	<u>139,083</u>
Prior year			
Current assets	236,047	74,200	310,247
Current liabilities	(67,288)	(905)	(68,193)
Total	<u>168,759</u>	<u>73,295</u>	<u>242,054</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024
(continued)

12. Movements in funds

Current year	B/fwd at 1/4/2023 £	Income £	Expenditure £	C/fwd at 31/3/2024 £
<u>Restricted Funds</u>				
Barnes Fund	8,723	15,800	(11,915)	12,608
Integrated Care Services 1	64,572	-	(64,572)	-
Hampton Fund 1	-	24,000	(18,000)	6,000
Hampton Fund 2	-	24,000	(9,927)	14,073
Integrated Care Services 2	-	29,520	(29,520)	-
	73,295	93,320	(133,934)	32,681
<u>Unrestricted Funds</u>	168,759	119,641	(181,998)	106,402
	242,054	212,961	(315,932)	139,083

Barnes Fund	Funding for 2 satellite counselling services in the Barnes area
Integrated Care Services 1	One-off funding for additional counselling in Kingston and Richmond
Hampton Fund 1	Contribution to core salary costs
Hampton Fund 2	Funding for 3 satellite counselling services in Hampton, Hampton Hill and Teddington
Integrated Care Services 2	Funding for engagement with the CAMHS SPA and accepting referrals, providing a crisis counselling service at the OTR main centre and providing satellite counselling services in Whitton and Hampton Hill

Unrestricted funds include an unrestricted grant of £55,000 from Richmond Parish Lands Charity towards core costs, plus £16,400 gift-in-kind for donated premises at Church Street by St. Mary's Church, Twickenham.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024
(continued)

12. Movement in funds (continued)

Prior year	B/fwd at 1/4/2022 £	Income (Restated) £	Expenditure (Restated) £	C/fwd at 31/3/2023 £
<u>Restricted Funds</u>				
Barnes Fund	6,311	15,776	(13,364)	8,723
Hampton Fund	2,395	-	(2,395)	-
Harlequins	520	-	(520)	-
SW London Integrated Care Services	-	87,000	(22,428)	64,572
One Richmond	1,393	-	(1,393)	-
Richmond Parish Lands Charity	13,963	-	(13,963)	-
Richmond Parish Lands Covid Fund	1,442	-	(1,442)	-
Richmond Voluntary Fund	26,667	24,620	(51,287)	-
SW London CCG	14,447	29,000	(43,447)	-
	67,138	156,396	(150,239)	73,295
<u>Unrestricted Funds</u>	184,817	120,181	(136,239)	168,759
	251,955	276,577	(286,478)	242,054

Barnes Fund	Funding for 2 satellite counselling services in the Barnes area
Hampton Fund	Funding for 3 counselling services in Hampton Hill & Teddington
Harlequins	Funding for laptops to facilitate remote counselling sessions
SW London Integrated Care Services	One-off funding for additional counselling in Kingston and Richmond
One Richmond	Funding for a helpline for parents of vulnerable children in their care
Richmond Parish Lands Charity	Funding for crisis counselling and satellite counselling services
Richmond Parish Lands Charity Covid Grant	Covid grant received to provide additional counselling to young people during the pandemic
Richmond Voluntary Fund	A charitable fund into which local community residents donate to local organisations that make a difference to the lives of vulnerable people in Richmond Upon Thames
SW London CCG	Funding for engagement with the CAHMS SPA and accepting referrals, providing a crisis counselling service at the OTR main centre, and providing satellite counselling services in Whitton and Hampton Hill

Unrestricted funds include an unrestricted grant of £50,000 from Richmond Parish Lands Charity towards core costs, plus £12,000 gift-in-kind for donated premises at Church Street by St. Mary's Church, Twickenham.