

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

ONE TO ONE PROJECT
Registered Charity no. 299052

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Registered Charity no.

299052

Address:

Ground Floor Office Suite
Nelson House
Bergen Way
North Lynn Industrial Estate
King's Lynn
PE30 2JG

Trustees:

C Macleod (Chair)
S Clarke (Vice Chair)
J Wrout
N Steele
R Swinburn

Independent Examiner:

Hayhow and Co
Chartered Certified Accountants & Business Advisers
19 King Street
King's Lynn
Norfolk
PE30 1HB

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102.

OBJECTIVES

The object of the charity is to promote for the public benefit the protection and preservation of mental and emotional health and stability, and the relief of mental and emotional illness or disorder.

STRUCTURE, GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT

The charity is governed by its constitution, which was updated and adopted in May 2010. It was registered as a charity with the Charity Commission in 1984.

APPOINTMENT OF NEW TRUSTEES

All members are invited to nominate Trustees, together with nominations from the management team and the existing Trustees. Those nominated and appointed are elected at the first AGM following appointment.

TRUSTEES

The charity trustees during the year were as follows:

C MacLeod (Chair)
S Clarke (Vice Chair)
J Wrout
N Steele
J R Swinburn

The senior official whom the day to day management of the charity is delegated to by the charity trustees is D Regan.

ACHIEVEMENT AND PERFORMANCE

MISSION STATEMENT

The One to One Projects fundamental aims continue to be:

- To provide long term support services to adults who are disadvantaged by mental ill-health, as well as the parent/carers of those suffering mental health problems that affect their everyday living and which place them or their families at risk of breakdown.
- To reach isolated individuals throughout rural West Norfolk by providing outreach services for Group Work, Counselling and Mentoring services in the home/community, empowering and enabling clients to reintegrate into their local communities

MAIN ACHIEVEMENTS OF THE CHARITY DURING THE YEAR

Again we have seen a challenging year, having to rely on Government guidelines to direct our service delivery and witness the impact of the pandemic on mental health. During this time the number of referrals received have doubled, but we continue to support the community by remote services - through video and telephone calling. Whilst continuing to review the services originally provided the Project is now looking at piloting further platforms enabling programmes for the younger service user. The Project remains a viable support provision for local educational institutes, maintaining a good reputation within the community. Having received additional commissioned work this year student counsellors, after qualifying, are remaining with the Project to work on the commissioned services which has allowed a wide skills base to be retained. A clear focus on support for all volunteers in the service has been maintained, being particularly prevalent in the environment during the

In terms of demographics the Project is currently mirroring the community and since 2020 have engaged a much younger demographic, therefore vital the remote provision is continually reviewed. The last two years have shown not only the resilience of the Project but also the commitment of all staff and volunteers to continue to deliver support to the community.

REVIEW OF THE FINANCIAL POSITION OF THE CHARITY AND RESERVES POLICY

Financially the charity remains healthy and although the projects are run on a tight budget, we still meet our objectives. The trustees have agreed a reserves policy in line with the organisations objectives and this gives the charity approximately three months running costs should funding be seriously compromised. The present level of reserves held is £125,260.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees 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).


The law applicable to charities in England and Wales 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 incoming resources and application of resources of the charity 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 in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in business

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

This report was approved by the Trustees on 18/12/21 and signed on their behalf

C Macleod - CHAIRMAN:



**ONE TO ONE PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2021**

	Notes	Restricted Fund 2021	Unrestricted Fund 2021	Total 2021	Total 2020
		£	£	£	£
INCOMING RESOURCES					
Charitable activities	-	1,591	1,591	2,916	
Grants and Funding	179,425	-	179,425	103,184	
Donations	1,117	7,560	8,677	25,479	
Investments	-	-	-	93	
Total Income	3	180,542	9,151	189,693	131,672
RESOURCES EXPENDED					
Charitable activities	4	67,380	62,595	129,975	138,663
Governance costs	5	-	1,104	1,104	1,260
Total Expenditure		67,380	63,699	131,079	139,923
Net income/(expenditure)		113,162	(54,548)	58,614	(8,251)
Transfer between funds	-	0.00	-	-	-
Total funds brought forward		12,098	54,548	66,646	74,897
Total funds carried forward		125,260	-	125,260	66,646

The statement of financial activities includes all gains and losses recognised in the year. All income resources and resources expended derive from continuing activities.

The notes on pages 8 to 13 form part of these accounts

**ONE TO ONE PROJECT
BALANCE SHEET**

YEAR ENDED 31 MARCH 2021

	Notes	2021	2020
FIXED ASSETS			
Equipment	6	44	59
CURRENT ASSETS			
Debtors	7	25,706	29,803
Cash at bank		114,094	51,392
		<u>139,800</u>	<u>81,195</u>
CURRENT LIABILITIES			
Creditors	8	1,104	1,128
Deferred income - restricted funds		<u>13,480</u>	<u>13,480</u>
		14,584	14,608
NET CURRENT ASSETS		125,216	66,587
NET ASSETS		<u>125,260</u>	<u>66,646</u>
FUNDS OF THE CHARITY			
Unrestricted Reserves	12	-	54,548
Restricted Reserves	13	125,260	12,098
TOTAL FUNDS		<u>125,260</u>	<u>66,646</u>

Approved by the Trustees on 18/11/21 and signed on their behalf



C Macleod - CHAIRMAN:

1. Principal Accounting Policies

1.1 Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Change in basis of accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

2. Accounting Policies

2.1 Incoming Resources

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement

Investment income is recognised on a receivable basis. No income is shown net of expenditure.

2.2 Fund Accounting

The charity has a restricted income fund to account for situations where a donor or grant provider requires that a donation or grant must be spent on a particular purpose or where funds have been raised for a particular purpose.

All other funds are unrestricted income funds which are available for use at the discretion of the trustees in furtherance of general objectives of the charity.

2.3 Resources Expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services as supplied. Other grant payments are recognised when a constructive obligation arises that results in the payment being unavoidable.

- Costs of charitable activities are those costs incurred by the charity in meeting its charitable objectives

- Governance costs include those incurred in the governance of the charity and its assets, and are primarily associated with the constitutional and statutory requirements.

2.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised at original cost of acquisition.

Depreciation is calculated to write off the costs of each asset over its estimated useful life at the following rates:

Equipment - 25% Reducing balance basis

ONE TO ONE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

3 Incoming Resources		4 Charitable Activities		5 Governance costs	
Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted
2021	2021	2021	2021	2021	2021
£	£	£	£	£	£
Charitable Activities					
Training	976	-	-	-	-
Workshops & Fundraising	1,775	1,460	1,460	-	-
Room rent	165	131	131	-	-
Grants and Funding					
Grants	85,296	179,425	-	179,425	-
Funding	17,888	-	-	-	-
Donations and Legacies					
Donations	25,379	8,602	7,485	1,117	-
Compensation	100	75	75	-	-
Investments					
Interest	93	-	-	-	-
Total	180,542	9,151	180,542	180,542	9,151
4 Charitable Activities					
Salaries and Expenses	13,746	50,464	50,464	13,746	50,464
Training and Supervision	1,782	6,456	6,456	1,782	6,456
Recruitment	769	-	-	769	-
Group Work	21,299	-	-	21,299	-
Travelling expenses	-	-	-	-	-
Rent, rates and service charges	16,875	-	-	16,875	-
Outreach venues	28	-	-	28	-
Light & Heat	2,321	-	-	2,321	-
Equipment & Leasing	5,046	1,262	1,262	5,046	1,262
Telephone and Internet	1,120	1,591	1,591	1,120	1,591
Insurance	1,198	1,198	1,198	1,198	1,198
Sundries	-	90	90	-	90
Postage and Stationery	2,288	1,232	1,232	2,288	1,232
Depreciation	-	15	15	-	15
Subscriptions	288	287	287	288	287
Legal & Professional	620	-	-	620	-
Fundraising	-	-	-	-	-
Bank Charges	-	-	-	-	-
Bank Interest	-	-	-	-	-
67,380	62,595	67,380	62,595	67,380	62,595
5 Governance costs					
Accountancy	-	1,104	1,104	-	1,104
Total	1,260	1,104	1,260	1,260	1,104

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6 Fixed Assets		Equipment		Total	
	£		£		£
Cost					
at 1 April 2020	6,158		6,158		6,158
Additions	-		-		-
At 31 March 2021	6,158		6,158		6,158
Depreciation					
at 1 April 2020	6,099		6,099		6,099
Charge for year	15		15		15
At 31 March 2021	6,114		6,114		6,114
Net book value					
As 31 March 2020	59		59		59
Net book value					
As 31 March 2021	44		44		44
7 Debtors					
Prepayments	5,186		5,186		5,234
Taxation and social security	1,770		1,770		1,060
Debtors	18,750		18,750		23,509
	25,706		25,706		29,803
8 Creditors					
Trade Creditors	-		-		48
Taxation and social security	-		-		-
Accruals	1,104		1,104		1,080
	1,104		1,104		1,128

9 Staff Costs	2021	2020
Salaries	61,364	62,366
Social Security	1,831	1,763
Employer Pension	1,015	801
	<u>64,210</u>	<u>64,930</u>
No employee received remuneration of more than £60,000.		
Trustees are not remunerated. No expenses are reimbursed to Trustees.		

10 Staff numbers

Manager	1	1
Administration	2	2
	<u>3</u>	<u>3</u>

11 Analysis of net assets between funds

	Restricted Fund	Unrestricted Fund	Total
Tangible fixed assets	44	-	44
Current assets	139,800	-	139,800
Current liabilities	(14,584)	0	(14,584)
	<u>125,260</u>	<u>-</u>	<u>125,260</u>

ONE TO ONE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

12 Unrestricted Funds					
Balance	Incoming Resources	Outgoing Resources	Transfers	Balance	
At 1.4.2020	At 1.4.2020	At 1.4.2020	At 1.4.2020	At 1.4.2020	At 1.4.2020
£	£	£	£	£	£
54,548	9,151	63,699	0	-	
54,548	9,151	63,699	0	-	General Fund

13 Restricted Funds					
Balance	Incoming Resources	Outgoing Resources	Transfers	Balance	
At 1.4.2020	At 1.4.2020	At 1.4.2020	At 1.4.2020	At 1.4.2020	At 1.4.2020
£	£	£	£	£	£
-	75,000	30,165	44,835	-	Big Lottery fund grant
2,386	14,000	2,386	-	-	Big Lottery building capabilities
-	52,000	14,000	-	-	Big Lottery comic relief
-	-	-	52,000	-	White Cube Limited
1,971	1,971	1,971	0	-	Tesco Bags for Help 1
134	134	134	-	-	Tesco Bags for Help 2
2,607	2,607	2,607	-	-	Postcode community trust
-	-	-	-	-	Purfleet
-	1,117	1,117	-	-	OPCCN
-	28,425	-	28,425	-	NCF Grant
5,000	10,000	5,000	-	-	Edward Gosling
12,098	180,542	67,380	-	125,260	
66,646	189,693	131,079	-	125,260	Total Funds

13a Purpose of restricted funds

Big Lottery fund:	to cover the costs of providing mental health counselling and services
White Cube Limited	to fund support for clients with 12 to 24 week support service
OPCCN	is a pilot scheme for two years that funding is restricted to a programme from 01/04/2021 to 31/03/23
NCF Grant	for bereavement services

13 Related party transactions

There are no related party transactions to report.

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 1 to 11.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Respective Responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Julie Gladman FCCA
Hayhow & Co
Chartered Certified Accountants
19 King Street
King's Lynn
Norfolk
PE30 1HB
Date:

