
ONE TO ONE PROJECT
Registered Charity no. 299052

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022**



One to One Project
Counselling • Mentoring • Group Work

ONE TO ONE PROJECT
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YEAR ENDED 31 MARCH 2022

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**ONE TO ONE PROJECT
LEGAL AND ADMINISTRATIVE DETAILS
YEAR ENDED 31 MARCH 2022**

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)
N Steele
R Swinburn

Independent Examiner:

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

**ONE TO ONE PROJECT
TRUSTEES REPORT
YEAR ENDED 31 MARCH 2022**

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2022. 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)
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 particularly challenging year in terms of demand for services, demonstrating the real impact of covid on mental health wellbeing in the community.

During this time we have converted the service into hybrid services delivering both a remote and face to face provision. Initially we saw 1/3 clients wanting face to face support whereas, the remainder of clients were happy to be supported remotely, however we are seeing this slowly rise again as the environment has become more conducive. We are still engaging a lower age demographic, as before, the majority of this age group remaining happy to be supported within our remote provision which enables us to reach isolated individuals throughout rural Norfolk.

The project remains a viable support placement provision for local educational institutes, maintaining a good reputation within the community. Many students remain in the service once qualified, and having specialised commissioned work in the project, practitioners are happy to upskill in this area as a continual personal and professional development of their vocation.

We continue to be led by our community feedback, although in terms of demographics, the project is currently mirroring the community and, therefore a remote provision is vital to continue that support within the community with a continual review in terms of being fit for purpose.

We have evidenced, over the last few years, the resilience of the project, in terms of our adaptability to deliver, current demand and continuation of support delivered through a hybrid provision. Moreover, we have demonstrated, as a project, the commitment of all staff and volunteers, to continue to deliver support to the community, to adults who are disadvantaged by mental health, as well as parent/carers of those suffering mental health problems.

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 £178,015.

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, the applicable Charities (Accounts and Reports) Regulations.

They 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.

This report was approved by the Trustees on 30/11/22 and signed on their behalf

C MacLeod - CHAIRMAN:



ONE TO ONE PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2022

	Notes	Restricted Fund 2022 £	Unrestricted Fund 2022 £	Total 2022 £	Total 2021 £
<u>INCOMING RESOURCES</u>					
Charitable activities		-	3,319	3,319	1,591
Grants and Funding		159,669	25,980	185,649	179,425
Donations		-	2,617	2,617	8,677
Investments		-	-	-	-
Total Income	3	159,669	31,916	191,585	189,693
<u>RESOURCES EXPENDED</u>					
Charitable activities	4	106,914	30,860	137,774	129,975
Governance costs	5	-	1,056	1,056	1,104
Total Expenditure		106,914	31,916	138,830	131,079
Net income/(expenditure)		52,755	0	52,755	58,614
Transfer between funds		-	-	-	-
Total funds brought forward		125,260	-	125,260	66,646
Total funds carried forward		178,015	-	178,015	125,260


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 2022

	Notes	<u>2022</u>		<u>2021</u>	
		£	£	£	£
<u>FIXED ASSETS</u>					
Equipment	6		33		44
<u>CURRENT ASSETS</u>					
Debtors	7	47,610		25,706	
Cash at bank		<u>143,952</u>		<u>114,094</u>	
		191,562		139,800	
<u>CURRENT LIABILITIES</u>					
Creditors	8	1,080		1,104	
Deferred income - unrestricted funds		<u>12,500</u>		<u>13,480</u>	
		13,580		14,584	
<u>NET CURRENT ASSETS</u>			177,982		125,216
<u>NET ASSETS</u>			<u>178,015</u>		<u>125,260</u>
<u>FUNDS OF THE CHARITY</u>					
Unrestricted Reserves	12	-		-	
Restricted Reserves	13	178,015		125,260	
<u>TOTAL FUNDS</u>			<u>178,015</u>		<u>125,260</u>

Approved by the Trustees on 30/11/22 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 2022

	Restricted 2022 £	Unrestricted 2022 £	Total 2022 £	Total 2021 £
3 Incoming Resources				
Charitable Activities				
Training	-	-	-	-
Workshops & Fundraising	-	2,638	2,638	1,460
Room rent	-	681	681	131
Grants and Funding				
Grants	159,669	25,980	185,649	179,425
Funding	-	-	-	-
Donations and Legacies				
Donations	-	2,577	2,577	8,602
Compensation	-	40	40	75
Investments				
Interest	-	-	-	-
Total	159,669	31,916	191,585	189,693

	Restricted 2022 £	Unrestricted 2022 £	Total 2022 £	Total 2021 £
4 Charitable Activities				
Salaries and Expenses	58,241	-	58,241	64,210
Training and Supervision	14,772	-	14,772	8,238
Recruitment	581	-	581	769
Group Work	22,877	8,880	31,757	21,299
Travelling expenses	-	-	-	-
Rent, rates and service charges	-	16,875	16,875	16,875
Outreach venues	-	-	-	28
Light & Heat	2,096	225	2,321	2,321
Equipment & Leasing	3,937	523	4,460	6,308
Telephone and Internet	1,442	1,991	3,433	2,711
Insurance	1,273	1,273	2,546	2,396
Sundries	-	31	31	90
Postage and Stationery	1,427	769	2,196	3,520
Depreciation	-	11	11	15
Subscriptions	268	267	535	575
Legal & Professional	-	-	-	620
Fundraising	-	-	-	-
Bank Charges	-	15	15	-
Bank Interest	-	-	-	-
	106,914	30,860	137,774	129,975

5 Governance costs				
Accountancy	-	1,056	1,056	1,260

ONE TO ONE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

6 Fixed Assets	Equipment £	Total £
Cost		
at 1 April 2021	6,158	6,158
Additions	-	-
At 31 March 2022	<u>6,158</u>	<u>6,158</u>
Depreciation		
at 1 April 2021	6,114	6,114
Charge for year	11	11
At 31 March 2022	<u>6,125</u>	<u>6,125</u>
Net book value		
As 31 March 2021	<u>44</u>	<u>44</u>
Net book value		
As 31 March 2022	<u>33</u>	<u>33</u>
7 Debtors	2022 £	2021 £
Prepayments	4,941	5,186
Taxation and social security	3,002	1,770
Debtors	39,667	18,750
	<u>47,610</u>	<u>25,706</u>
8 Creditors	2022 £	2021 £
Trade creditors	-	-
Taxation and social security	-	-
Accruals	1,080	1,104
	<u>1,080</u>	<u>1,104</u>

ONE TO ONE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

9 Staff Costs	2022	2021
	£	£
Salaries	57,122	61,364
Social Security	232	1,831
Employer Pension	887	1,015
	<u>58,241</u>	<u>64,210</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

	<u>Restricted</u>	<u>Unrestricted</u>	
	<u>Fund</u>	<u>Fund</u>	<u>Total</u>
Tangible fixed assets	33	-	33
Current assets	179,062	12,500	191,562
Current liabilities	(1,080)	(12,500)	(13,580)
	<u>178,015</u>	<u>-</u>	<u>178,015</u>

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

12 Unrestricted Funds

	Balance At 1.4.2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2022 £
General Fund	-	31,916	31,916	-	-
	-	31,916	31,916	0	-

13 Restricted Funds

	Balance At 1.4.2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2022 £
Big Lottery fund grant	44,835	75,000			119,835
White Cube Limited	52,000		52,000		-
Groundwork (UK)	-	1,000			1,000
OPCCN	28,425	83,669	54,914		57,180
Lloyds Foundation	-	-			-
	125,260	159,669	106,914	-	178,015
Total Funds	125,260	191,585	138,830	-	178,015

13a Purpose of restricted funds

Big Lottery fund:	to cover the costs of providing mental health counselling and services
Groundwork (UK)	
OPCCN	is a pilot scheme for two years that funding is restricted to a programme from 01/04/2021 to 31/03/23
Lloyds Foundation	Two year project from October 2021 to October 2023.

13 Related party transactions

There are no related party transactions to report.

ONE TO ONE PROJECT

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ONE TO ONE PROJECT YEAR ENDED 31 MARCH 2022

I report on the accounts of the Trust for the year ended 31 March 2022, 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.

**ONE TO ONE PROJECT
INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ONE TO ONE PROJECT
YEAR ENDED 31 MARCH 2022**

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:

Independent examination letter of representation

To: Julie Gladman Independent Examiner on behalf of Hayhow & Co

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the One To One Project financial statements for the year ended 31 March 2022. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

General

1. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.
- 2 We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.
3. We confirm that the One To One Project was entitled to exemption under section 144 of the Charities Act 2011 the requirement to have its financial statements for the financial year ended 31 March 2022 audited.
4. We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter dated, under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
5. All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
6. All the accounting records have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
7. The financial statements are free of material misstatements, including omissions.
8. The effects of uncorrected misstatements are immaterial both individually and in total.

Assets and liabilities

9. The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.
10. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
11. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

Accounting estimates

12. The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

Legal claims

14. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

Laws and regulations

15. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

Related parties

16. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

Subsequent events

17. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going concern

18. We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

19. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully



.....
Signed on behalf of the board of trustees

Date 30/11/22