
ONE TO ONE PROJECT
Registered Charity no. 299052

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023**



ONE TO ONE PROJECT
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YEAR ENDED 31 MARCH 2023

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ONE TO ONE PROJECT
LEGAL AND ADMINISTRATIVE DETAILS
YEAR ENDED 31 MARCH 2023

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) (Resigned 31/01/23)
S Clarke (Vice Chair) (Appointed Chair 31/01/23)
N Steele
R Swinburn
Dalton Orchard (Appointed 27/01/23)

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 2023. 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) (Resigned 31/01/23)
S Clarke (Vice Chair) (Appointed Chair 31/01/23)
N Steele
J R Swinburn
D Orchard (Appointed 27/01/23)

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

Although it has been three years since the pandemic, we are still seeing the impact of that experience on mental health which is evidenced in the demand for services, in addition to clients presenting with much more complex issues.

We continue to support clients both face to face and remotely (online supported by Zoom) offering a wider choice for clients, but also, our aim is to address pockets of isolation within the county.

In terms of demographics, we mirror the community in terms of age and gender and continue to see a younger demographic in the service since we now deliver within a hybrid provision. We monitor access to services within the project and currently have only an outreach at Fakenham but will be looking at other potential outreach areas to increase accessibility within west Norfolk, Kings Lynn, and North Norfolk.

We have fostered good relationships with education providers within both Norfolk and Suffolk for students studying to become counselling practitioners and continue to offer placements. These facilities gain us, as a placement provider, a reputation for being a supportive and ethical placement where students can complete their training hours.

We were lucky to receive another grant from the lottery which funds 50% of our running costs over the next 3 years (until 2025) and we are waiting confirmation of the OPCCN grant and its extension to 2025.

Again, within our current data, we continue to evidence the demand on our services through our hybrid provision meaning the project is able to offer more choice. This embeds the projects philosophical stance of empowerment and autonomy for the client maximising the choice into their own recovery plan. We as a service, (staff and volunteers included) continued to demonstrate a commitment to deliver support to the community, with adults disadvantaged by mental health, proving our flexibility and resilience as a project.

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 £197,663.

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.....and signed on their behalf

S Clarke - CHAIRMAN:


.....

ONE TO ONE PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2023

| | Notes | Restricted Fund 2023 £ | Unrestricted Fund 2023 £ | Total 2023 £ | Total 2022 £ |
|------------------------------------|----------|------------------------------|--------------------------------|--------------------|--------------------|
| <u>INCOMING RESOURCES</u> | | | | | |
| Charitable activities | | - | 1,045 | 1,045 | 3,319 |
| Grants and Funding | | 140,085 | 27,250 | 167,335 | 185,649 |
| Donations | | - | 8,424 | 8,424 | 2,617 |
| Investments | | - | - | - | - |
| Total Income | 3 | 140,085 | 36,718 | 176,803 | 191,585 |
| <u>RESOURCES EXPENDED</u> | | | | | |
| Charitable activities | 4 | 141,765 | 14,250 | 156,015 | 137,774 |
| Governance costs | 5 | 1,140 | - | 1,140 | 1,056 |
| Total Expenditure | | 142,905 | 14,250 | 157,155 | 138,830 |
| Net income/(expenditure) | | (2,820) | 22,468 | 19,648 | 52,755 |
| Transfer between funds | | 9,468 | (9,468) | - | - |
| Total funds brought forward | | 178,015 | - | 178,015 | 125,260 |
| Total funds carried forward | | 184,663 | 13,000 | 197,663 | 178,015 |

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 2023

| | Notes | <u>2023</u> | | <u>2022</u> | |
|--------------------------------------|-------|----------------|-----------------------|----------------|-----------------------|
| | | £ | £ | £ | £ |
| <u>FIXED ASSETS</u> | | | | | |
| Equipment | 6 | | 1,638 | | 33 |
| <u>CURRENT ASSETS</u> | | | | | |
| Debtors | 7 | 31,256 | | 47,610 | |
| Cash at bank | | 187,463 | | 143,952 | |
| | | <u>218,720</u> | | <u>191,562</u> | |
| <u>CURRENT LIABILITIES</u> | | | | | |
| Creditors | 8 | 1,112 | | 1,080 | |
| Deferred income - unrestricted funds | | 12,500 | | 12,500 | |
| Deferred income - restricted funds | | <u>9,083</u> | | <u>13,580</u> | |
| | | 22,695 | | | |
| <u>NET CURRENT ASSETS</u> | | | 196,025 | | 177,982 |
| <u>NET ASSETS</u> | | | <u><u>197,663</u></u> | | <u><u>178,015</u></u> |
| <u>FUNDS OF THE CHARITY</u> | | | | | |
| Unrestricted Reserves | 12 | | 13,000 | | - |
| Restricted Reserves | 13 | | 184,663 | | 178,015 |
| <u>TOTAL FUNDS</u> | | | <u><u>197,663</u></u> | | <u><u>178,015</u></u> |

Approved by the Trustees on.......... and signed on their behalf

S Clarke - 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 2023

| | Restricted 2023 £ | Unrestricted 2023 £ | Total 2023 £ | Total 2022 £ |
|---------------------------------|-------------------------|---------------------------|--------------------|--------------------|
| 3 Incoming Resources | | | | |
| Charitable Activities | | | | |
| Training | | | - | - |
| Workshops & Fundraising | | 765 | 765 | 2,638 |
| Room rent | | 280 | 280 | 681 |
| Grants and Funding | | | | |
| Grants | 140,085 | 27,250 | 167,335 | 185,649 |
| Funding | | | - | - |
| Donations and Legacies | | | | |
| Donations | | 8,424 | 8,424 | 2,577 |
| Compensation | | | - | 40 |
| Investments | | | | |
| Interest | | | - | - |
| Total | 140,085 | 36,718 | 176,803 | 191,585 |
| | Restricted 2023 £ | Unrestricted 2023 £ | Total 2023 £ | Total 2022 £ |
| 4 Charitable Activities | | | | |
| Salaries and Expenses | 62,798 | | 62,798 | 58,241 |
| Training and Supervision | 17,366 | | 17,366 | 14,772 |
| Recruitment | 992 | | 992 | 581 |
| Group Work | 33,955 | | 33,955 | 31,757 |
| Travelling expenses | 580 | | 580 | - |
| Rent, rates and service charges | 2,625 | 14,250 | 16,875 | 16,875 |
| Outreach venues | 276 | | 276 | - |
| Light & Heat | 2,321 | | 2,321 | 2,321 |
| Equipment & Leasing | 3,978 | | 3,978 | 4,460 |
| Telephone and Internet | 4,172 | | 4,172 | 3,433 |
| Insurance | 2,583 | | 2,583 | 2,546 |
| Sundries | 311 | | 311 | 31 |
| Postage and Stationery | 2,165 | | 2,165 | 2,196 |
| Repairs & Maintenance | 5,956 | | 5,956 | - |
| Depreciation | 546 | | 546 | 11 |
| Subscriptions | 325 | | 325 | 535 |
| Legal & Professional | 323 | | 323 | - |
| Fundraising | 358 | | 358 | - |
| Bank Charges | 134 | | 134 | 15 |
| Bank Interest | | | - | - |
| | 141,765 | 14,250 | 156,015 | 137,774 |
| 5 Governance costs | | | | |
| Accountancy | 1,140.00 | - | 1,140 | 1,056 |

| 6 Fixed Assets | Equipment £ | Total £ |
|---------------------------|----------------|--------------|
| Cost | | |
| at 1 April 2022 | 6,158 | 6,158 |
| Additions | 2,151 | 2,151 |
| At 31 March 2023 | 8,309 | 8,309 |
| Depreciation | | |
| at 1 April 2022 | 6,125 | 6,125 |
| Charge for year | 546 | 546 |
| At 31 March 2022 | 6,671 | 6,671 |
| Net book value | | |
| As 31 March 2022 | 33 | 33 |
| Net book value | | |
| As 31 March 2023 | 1,638 | 1,638 |

| 7 Debtors | 2023 | 2022 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Prepayments | 4,941 | 4,941 |
| Taxation and social security | 5,398 | 3,002 |
| Debtors | 20,917 | 39,667 |
| | 31,256 | 47,610 |

| 8 Creditors | 2023 £ | 2022 £ |
|------------------------------|--------------|--------------|
| Trade creditors | - | - |
| Taxation and social security | - | - |
| Wages control | | |
| Accruals | 1,112 | 1,080 |
| | 1,112 | 1,080 |

ONE TO ONE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

| 9 Staff Costs | 2023 | 2022 |
|----------------------|----------------------|----------------------|
| | £ | £ |
| Salaries | 61,966 | 57,122 |
| Social Security | 33 | 232 |
| Employer Pension | 799 | 887 |
| | <u>62,798</u> | <u>58,241</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 | 3 | 2 |
| | <u>4</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 | 1,638 | - | 1,638 |
| Current assets | 193,220 | 25,500 | 218,720 |
| Current liabilities | (10,195) | (12,500) | (22,695) |
| | <u>184,663</u> | <u>13,000</u> | <u>197,663</u> |

ONE TO ONE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

12 Unrestricted Funds

| | Balance At 1.4.2022 £ | Incoming Resources £ | Outgoing Resources £ | Transfers £ | Balance at 31.03.2023 £ |
|-------------------|-----------------------------|----------------------------|----------------------------|----------------|-------------------------------|
| General Fund | - | 9,468 | | 9,468 | - |
| Lloyds Foundation | - | 27,250 | 14,250 | - | 13,000 |
| | - | 36,718 | 14,250 | 9,468 | 13,000 |

13 Restricted Funds

| | Balance At 1.4.2022 £ | Incoming Resources £ | Outgoing Resources £ | Transfers £ | Balance at 31.03.2023 £ |
|------------------------|-----------------------------|----------------------------|----------------------------|----------------|-------------------------------|
| Big Lottery fund grant | 119,835 | 45,416 | 15,973 | 9,468 | 158,746 |
| Groundwork (UK) | 1,000 | - | | | 1,000 |
| OPCCN | 57,180 | 90,669 | 126,932 | | 20,917 |
| NCC | - | 4,000 | | | 4,000 |
| | 178,015 | 140,085 | 142,905 | 9,468 | 184,663 |
| Total Funds | 178,015 | 176,803 | 157,155 | 18,936 | 197,663 |

13a Purpose of restricted funds

| | |
|-------------------|---|
| Big Lottery fund: | To cover the costs of providing mental health counselling and services |
| Groundwork (UK) | To cover the costs of providing mental health counselling and services |
| OPCCN | is a pilot scheme for two years that funding is restricted to a programme from 01/04/2021 to 31/03/23 |
| NCC | To cover the cost of providing mental health counselling and services |

13 Related party transactions

During the year the charity paid D Orchard, a trustee, £2,763 for IT services. This comprised £2,663 paid prior to his appointment on 27 January 2023, and £100 thereafter.

ONE TO ONE PROJECT

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ONE TO ONE PROJECT YEAR ENDED 31 MARCH 2023

I report on the accounts of the Trust for the year ended 31 March 2023, 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 2023**

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: 5th Sept 2023

