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**ONE TO ONE PROJECT**  
Registered Charity no. 299052

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2024**



**ONE TO ONE PROJECT**  
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**YEAR ENDED 31 MARCH 2024**

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**ONE TO ONE PROJECT**  
**LEGAL AND ADMINISTRATIVE DETAILS**  
**YEAR ENDED 31 MARCH 2024**

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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:**

S Clarke ( Chair )  
N Steele resigned 17/10/2023  
R Swinburn resigned 17/10/2023  
Dalton Orchard  
L May appointed 17/10/2023  
S Anderson ( vice chair)appointed 17/10/2023  
R Wilson appointed 17/10/2023 resigned 4.12.2023

**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 2024. 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:

S Clarke ( Chair )

N Steele resigned 17/10/2023

R Swinburn resigned 17/10/2023

Dalton Orchard

L May appointed 17/10/2023

S Anderson ( vice chair)appointed 17/10/2023

R Wilson appointed 17/10/2023 resigned 4.12.2023

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**

We continue to observe the ongoing impact of COVID-19, reflected in the increased demand for our services and the more complex issues presented by our clients. We have maintained our support for clients through both face-to-face interactions and remote sessions via Zoom. This dual approach offers greater flexibility and choice, accommodating working clients and carers with children, and helps address pockets of isolation within the county.

Our demographic data shows that we effectively mirror the community in terms of age and gender, which helps us maintain a younger client base. We currently have an outreach program in Fakenham and are exploring additional outreach locations to enhance accessibility in West Norfolk, King's Lynn, and North Norfolk, although sustaining these outreaches can be challenging.

We are also considering developing our allotment to offer mental health sessions and outdoor activities, particularly to encourage more males to access our services, especially in the context of sexual violence (SV).

With the appointment of our Assistant manager as placement lead, we have streamlined the application process and strengthened our relationships with educational institutions in Norfolk and Suffolk. This has enhanced our reputation as a supportive and ethical placement provider for students training to become counselling practitioners.

We are fortunate to have received another grant from the lottery, which will cover 50% of our running costs over the next three years, until 2025. Additionally, we have secured a contract with the OPCCN grant through to 2025.

Our current data continues to show the high demand for our services, supported by our hybrid provision. This approach allows us to offer more choices to our clients, aligning with our philosophical stance of empowering clients and promoting autonomy in their recovery plans.

The impact on our clients has been profound. By providing flexible and accessible support options, we have enabled many individuals to take control of their recovery journey, fostering a sense of empowerment and self-determination. Our commitment to delivering support, demonstrated by both staff and volunteers, has been pivotal in helping adults disadvantaged by mental health issues. This dedication underscores our project's flexibility and resilience, ensuring that we can meet the diverse needs of our 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 £255,346

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;

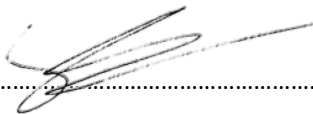
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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 2024**

	Notes	Restricted Fund 2024 £	Unrestricted Fund 2024 £	Total 2024 £	Total 2023 £
<b><u>INCOMING RESOURCES</u></b>					
Charitable activities		-	3,190	3,190	1,045
Grants and Funding		213,176		213,176	167,335
Donations		-	-	-	8,424
Investments		-	-	-	-
<b>Total Income</b>	<b>3</b>	<b>213,176</b>	<b>3,190</b>	<b>216,366</b>	<b>176,803</b>
<b><u>RESOURCES EXPENDED</u></b>					
Charitable activities	<b>4</b>	144,543	13,000	157,543	156,015
Governance costs	<b>5</b>	1,140	-	1,140	1,140
<b>Total Expenditure</b>		<b>145,683</b>	<b>13,000</b>	<b>158,683</b>	<b>157,155</b>
Net income/(expenditure)		67,493	(9,810)	57,683	19,648
Transfer between funds				-	-
Total funds brought forward		184,663	13,000	197,663	178,015
<b>Total funds carried forward</b>		<b>252,156</b>	<b>3,190</b>	<b>255,346</b>	<b>197,663</b>

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 2024**

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	Notes	<u>2024</u>		<u>2023</u>	
		£	£	£	£
<b><u>FIXED ASSETS</u></b>					
Equipment	6		1,229		1,638
<b><u>CURRENT ASSETS</u></b>					
Debtors	7	7,789		31,256	
Cash at bank		<u>270,037</u>		<u>187,463</u>	
		277,826		218,720	
<b><u>CURRENT LIABILITIES</u></b>					
Creditors	8	1,112		1,112	
Deferred income - unrestricted funds				12,500	
Deferred income - restricted funds		<u>22,597</u>		<u>9,083</u>	
		23,709		22,695	
<b><u>NET CURRENT ASSETS</u></b>			254,117		196,025
<b><u>NET ASSETS</u></b>			<u><u>255,346</u></u>		<u><u>197,663</u></u>
<b><u>FUNDS OF THE CHARITY</u></b>					
Unrestricted Reserves	12		3,190		13,000
Restricted Reserves	13		252,156		184,663
<b><u>TOTAL FUNDS</u></b>			<u><u>255,346</u></u>		<u><u>197,663</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 2024**

	Restricted 2024 £	Unrestricted 2024 £	Total 2024 £	Total 2023 £
<b>3 Incoming Resources</b>				
<b>Charitable Activities</b>				
Training		1,000	1,000	-
Workshops & Fundraising		62	62	765
Room rent		280	280	280
<b>Grants and Funding</b>				
Grants	213,176		213,176	167,335
Funding			-	-
Donations and Legacies		1,848	1,848	
Donations			-	8,424
Compensation			-	-
Investments				
Interest			-	-
<b>Total</b>	<b>213,176</b>	<b>3,190</b>	<b>216,366</b>	<b>176,803</b>

	Restricted 2024 £	Unrestricted 2024 £	Total 2024 £	Total 2023 £
<b>4 Charitable Activities</b>				
Salaries and Expenses	84,367		84,367	62,798
Training and Supervision	15,260		15,260	17,366
Recruitment	1,512		1,512	992
Group Work	16,520		16,520	33,955
Travelling expenses	1,492		1,492	580
Rent, rates and service charges	3,784	13,000	16,784	16,875
Outreach venues	955		955	276
Light & Heat	2,321		2,321	2,321
Equipment & Leasing	3,184		3,184	3,978
Telephone and Internet	4,640		4,640	4,172
Insurance	1,824		1,824	2,583
Sundries	2,428		2,428	311
Postage and Stationery	2,061		2,061	2,165
Repairs & Maintenance			-	5,956
Depreciation	409		409	546
Subscriptions	2,902		2,902	325
Legal & Professional	239		239	323
Fundraising	464		464	358
Bank Charges	181		181	134
Bank Interest			-	-
	<b>144,543</b>	<b>13,000</b>	<b>157,543</b>	<b>156,015</b>

<b>5 Governance costs</b>				
Accountancy	1,140.00	-	1,140	1,140

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6 Fixed Assets	Equipment £	Total £
<b>Cost</b>		
at 1 April 2023	8,309	8,309
Additions	-	-
At 31 March 2023	<b>8,309</b>	<b>8,309</b>
<b>Depreciation</b>		
at 1 April 2023	6,671	6,671
Charge for year	410	410
At 31 March 2022	<b>7,081</b>	<b>7,081</b>
Net book value		
As 31 March 2022	<b>1,229</b>	<b>1,229</b>
<b>Net book value</b>		
<b>As 31 March 2024</b>	<b>1,229</b>	<b>1,229</b>

7 Debtors	2024	2023
	£	£
Prepayments	6,144	4,941
Taxation and social security	1,645	5,398
Debtors	-	20,917
	<b>7,789</b>	<b>31,256</b>

8 Creditors	2024 £	2023 £
Trade creditors	-	-
Taxation and social security	-	-
Wages control		
Accruals	1,112	1,112
	<b>1,112</b>	<b>1,112</b>

**ONE TO ONE PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2024**

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<b>9 Staff Costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Salaries	81,403	61,966
Social Security	1,199	33
Employer Pension	1,369	799
subcontract	396	
	<u><b>84,367</b></u>	<u><b>62,798</b></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	3
	<u><b>4</b></u>	<u><b>4</b></u>

**11 Analysis of net assets between funds**

	<u><b>Restricted</b></u>	<u><b>Unrestricted</b></u>	
	<u><b>Fund</b></u>	<u><b>Fund</b></u>	<u><b>Total</b></u>
Tangible fixed assets	1,229	-	1,229
Current assets	274,636	3,190	277,826
Current liabilities	(23,709)		(23,709)
	<u><b>252,156</b></u>	<u><b>3,190</b></u>	<u><b>255,346</b></u>

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

**12 Unrestricted Funds**

	Balance At 1.4.2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2024 £
General Fund	-	3,190			3,190
Lloyds Foundation	13,000		13,000	-	-
	<b>13,000</b>	<b>3,190</b>	<b>13,000</b>	<b>0</b>	<b>3,190</b>

**13 Restricted Funds**

	Balance At 1.4.2023 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 31.03.2024 £
Big Lottery fund grant	158,746	125,147	31,737		252,156
Groundwork (UK)	1,000	-	1,000		-
OPCCN	20,917	75,872	96,789		-
NCC	4,000		4,000		-
Sue Lambert Trust		12,157	12,157		
	<b>184,663</b>	<b>213,176</b>	<b>145,683</b>	<b>-</b>	<b>252,156</b>
<b>Total Funds</b>	<b>197,663</b>	<b>216,366</b>	<b>158,683</b>	<b>-</b>	<b>255,346</b>

**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 01/04/2022 to 31/03/24
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, £1,894 for IT services.

## **ONE TO ONE PROJECT**

### **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ONE TO ONE PROJECT YEAR ENDED 31 MARCH 2024**

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I report on the accounts of the Trust for the year ended 31 March 2024, 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 2024**

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**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:**