

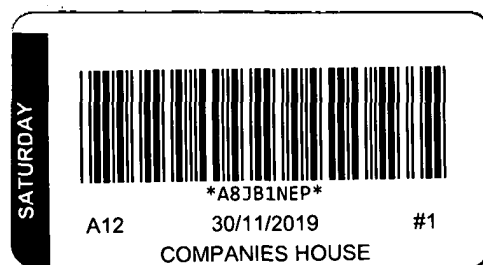
**Off the Record (Bristol)**  
(A company limited by guarantee)

**Audited**

**Report and Financial Statements**  
**For the period 1 April 2018 to 31 March 2019**

**Charity number 1085351**

**Company number 4150044**



## **Off the Record (Bristol)**

**Financial Statements for the year 1 April 2018 to 31 March 2019**

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## **Off the Record (Bristol)**

### **Report of the Board of Trustees for the year 1 April 2018 to 31 March 2019.**

The Board of Trustees presents its report and audited financial statements for the period 1 April 2018 to 31 March 2019.

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2019 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015).

### **Chair's Report**

OTR has had another excellent year. The charity has made significant progress towards becoming a Social Movement, empowering young people and wider communities to join us in delivering our mission.

The charity has continued to develop its offer for young people, including launching new projects and extending our provision for groups most at risk of poor mental health, such as Black, Asian and Minority Ethnic (BAME) and LGBTQ+ young people. Diffusion (the training arm) has developed a range of tools and training offers in order to share ideas and knowledge with other professionals across various sectors. In addition to extending OTR's impact, Diffusion is generating funds to allow the charity to become more self-sufficient and less reliant on grant and statutory funding. OTR has also continued to develop partnerships with local and national organisations, including Anna Freud and Youth Access, to further enhance the offer for young people.

This year has seen OTR appoint a new CEO, who has settled in well and is already starting to shape the future direction of the charity. New premises in central Bristol now accommodates all staff, which is paying dividends in terms of support and team building, not to mention 'The Hub' for young people, which is always full of great activities and energy.

The work that OTR does would not be possible without the commitment, enthusiasm and dedication of all of the staff, volunteers and trustees. It is a privilege and a pleasure to be part of such a dynamic, forward thinking and supportive organisation.

My sincere thanks and gratitude to everyone who makes OTR a very special place to be.

To know more visit our website <http://www.otrbristol.org.uk/>

**Mandy Bancroft**

## **Our Aims and Objectives**

### **Purposes and Aims**

The Charity's purposes as set out in the objectives contained in the company's memorandum of association, and further developed in the current Business Plan, are:

- To support young people to empower and intellectually defend themselves through the provision of mental health services and development work.
- To promote positive mental health and the resilience of all young people.
- To challenge the wider social and structural inequalities that lead to poorer mental health and life chances.

### **Delivering public benefit**

In shaping our objectives for the year and planning our activities the trustees have considered the Charity Commission's guidance on public benefit, including the guidance "public benefit: running a charity (PB2)".

All OTR's charitable activities focus on the provision of accessible and effective mental health support, education and campaigning for young people 11-25 resident in Bristol and South Gloucestershire. Such a programme of activity is invariably of public benefit insofar as it contributes to healthy, active citizens, family and community cohesion, and increased social inclusion and mobility. Public benefit is also derived from the prevention of escalating levels of mental ill-health among OTR's service users as a consequence of their accessing the organisation. That OTR offers a free and timely service for vulnerable young people is of public benefit in terms of cost-effectiveness in both the short and long term.

The strategies employed to achieve the charity's aims and objectives are to:

1. Deliver a range of direct mental health support including one-to-one and group talking and creative therapies, online support and casework.
2. Deliver a programme of preventative psychological education and digital resources for young people in schools and other youth settings.
3. Deliver a programme of targeted youth work to engage communities of young people that face barriers to accessing services early and social disadvantages and discrimination that lead to poorer mental health.
4. Run participatory social action projects to de-stigmatise mental health with young people who have lived experience of mental health difficulties.
5. Deliver training to professionals.

### **Achievements and Performance**

2018/19 has continued to see OTR expand across all areas. OTR is particularly proud of its preventative work through the Peer Navigator programme, with young volunteers providing mental health support to their peers. This has created a significant opportunity to bring young people into the workforce in paid roles.

The change in CEO has been a smooth transition. OTR's new CEO led an expansion of the charity's work through diversifying its offer for young people and developing new partnerships. OTR has invested in establishing firmer foundations to ensure the charity runs smoothly. This is evident in the strengthening of its management structures, investment in senior managers through an intensive training programme and the creation of a more robust HR, finance and facilities management function.

Alongside developing new projects, OTR were thrilled to secure multi-year funding for Freedom, which is celebrating its 25<sup>th</sup> year of supporting LGBTQ+ young people. The charity also secured funding to extend the reach of project ZAZI for Black Asian and Minority Ethnic young people. The work features partnering with other organisations on a national level and a robust evaluation, helping to inform practice and future policy, as well as creating broader networks around young people's mental health.

A crucial part of this year's success was the recruitment of a dedicated 'Community Champion' to ensure that individuals who fundraise for OTR are supported and connected to the organisation. OTR has seen an increase in donations from a range of sources. The future looks bright, with several large local corporates selecting OTR as their Charity of the Year, offering funding, volunteering time and expertise.

The charity has dramatically increased its influence on the wider community. Through Diffusion, OTR is upskilling schools, youth services and companies to promote good mental health among young people. Despite little marketing, demand for OTR's training, consultancy and other services grew significantly during the year. This is a significant development as it both broadens public understanding of mental health and diversifies income, supporting sustainability and enabling innovation.

During the year OTR supported 17,681 young people. Of these, 15,714 were seen in open access and drop in services and 1,967 participated in structured (1-1/ group work) programmes. Significantly, the number of self-referrals into OTR's structured programmes decreased from 2017/18. This is reflective of the choices that young people are making during their first engagement with OTR. Many young people are now choosing OTR's wide range of informal mental health projects, including their allotment and creative drop ins, over clinic based therapy.

In addition, the charity has had 51,588 unique visitors to [www.otrbristol.org](http://www.otrbristol.org), where young people and professionals can find a range of signposting and self-help tools. Over 60% of young people the charity supports are female. To shift the gender balance, the charity is stepping up its efforts to attract and engage with young men, including through working with other local organisations.

The future is exciting. OTR has a continually evolving model, able to respond to new challenges faced by young people and find new ways to work alongside them to promote good mental health. Key plans for the year ahead include expanding the charity's work with young people most at risk of poor mental health and scaling Diffusion to extend OTR's impact.

### **Financial Review**

Despite a challenging financial year and major changes in senior management OTR managed to post a small surplus of £348, increasing unrestricted reserves to £262,627. This is in line with the reserves policy to hold at least one month's of running costs, which was an average of £123,967 for the year. As such, the Trustees are confident that our existing reserves are sufficient to cover the risks currently facing the organization.

There has been a conscious effort to re-balance the financial model of OTR and make services sustainable for longer. OTR developed three new income streams – trading (through offering mental health training and other services through Diffusion), Corporate Fundraising and Events. The charity has built a small team with expertise to develop these new channels and made a good start, securing £180,000 in the first year.

### **Reserves Policy and Going Concern**

The Board of Trustees has examined the Charity's requirement for reserves in the light of the main risks to the organisation. Around 70% of OTR's income comes from the State by way of competitive tenders for contracts, many of which run over a number of years. As such, risks around cuts to funding in the short to medium term are minimal. OTR's liabilities are also moderate, taking into account those in respect of redundancies and pensions. As such, the Board of Trustees has

established a reserves policy such that the general unrestricted funds not committed to or invested in tangible fixed assets held by the Charity should be equal to one month's expenditure as a minimum. The total expenditure for 2018/19 was £1,487,604 therefore the target is £123,967 in general reserves. At the end of 2018/19, unrestricted reserves stood at £262,627 (£270,285 free cash reserves and unrestricted net assets of -£7,658). This represents more than two month's running costs.

These reserves are needed to meet OTR's working capital requirements. The Executive are confident that, at this level, they would be able to continue the current activities of the Charity, taking into account the risk of a significant drop in funding. The trustees are of the view that OTR is a going concern.

In recognition of the importance of maintaining a healthy level of reserves the Board of Trustees have included the charity's reserve balances on the organisations risk register, which is reviewed by the Board on a quarterly basis.

### **Plans for future periods**

Our key goals for the coming year for OTR are:

- To ensure we continue to develop a social movement to support and encourage young people to champion their needs in relation to mental health.
- To invest in developing our management structure and staff to ensure we have the right skill mix to sustain and enhance the future of the charity.
- To continue diversifying our income to ensure we are financially robust and reduce our reliability on public sector funding.
- To review our constitution and risk register to ensure we are relevant and reflective of current changes and to ensure we are future proof moving forward.
- Continue to engage creatively with young people in order that they influence and shape the future direction of the organisation.
- Following the appointment of a new CEO, the appointment of a supporting senior role will be reviewed during this period to ensure that we recruit to a position that will allow OTR to continue to flourish and embrace new opportunities.

### **Reference and Administrative Information**

Charity Name: Off the Record (Bristol)

Charity Registration Number: 1085351

Company Registration Number: 4150044

Registered Office: 8-10 West Street, Old Market, Bristol, BS2 0BH

### **Advisors**

Company Secretary: Karen Black, 8-10 West Street, Old Market, Bristol, BS2 0BH

Bankers: The Co-operative Bank, 16 St. Stephens Street, Bristol, BS1 1JR.

Auditor: Wormald & Partners, Chartered Accountants and Registered Auditor, Redland House, 157 Redland Road, Redland, Bristol, BS6 6YE

### **Directors and Trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year are as follows:

**Mandy Bancroft (Chair) (Elected to Chair in October 2018)**  
**Karen Drake(Vice Chair)**  
**Bethan Bennett(Treasurer)**  
**Dr Rachel Brown**  
**Jean Sapeta**  
**Dr Jochen Binder-Dietrich**  
**Patsy**  
**Hudson**  
**Dr Joseph Hartland**  
**Emma Carter**

**Key Management Personnel**

**Chief Executive Officer – Karen Black**  
**Finance Manager – Lorna Whitlock**  
**Director of Opportunities (Enterprise and Income) – Michael Fuller**

## **Structure, Governance and Management**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 1<sup>st</sup> October 2007 and registered as a charity in 1964. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Appointment of the Board of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association there are a minimum of four and maximum of fifteen trustees. Not more than three trustees may be volunteers and a third of trustees must retire at each AGM, with the longest in office retiring first

### **Trustee Management and Training**

All trustees are fully inducted into OTR's governance. Trustees are drawn from a variety of health, education and social care, legal and finance professional backgrounds and a skills analysis is kept to ensure trustees are able to contribute in full.

### **Organisation**

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations the Chief Executive has delegated authority, within prescribed limits, for operational matters including finance, employment and clinical related activities

### **Pay Policy for Senior Staff**

The directors consider the charity's trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating OTR on a day to day basis. All directors give of their time freely and no director received remuneration in the year.

The pay of senior staff is reviewed annually and normally increased in line with an agreed incremental salary scale. Pay levels are regularly benchmarked against similar roles in appropriate voluntary sector organisations.

### **Risk Assessment and Management**

The trustees have a risk management strategy which comprises:

- a quarterly review of the principal risks and uncertainties that the charity face
- the establishment of policies, systems and procedures to mitigate those risks identified in the quarterly review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.



### **Responsibilities of the Board of Trustees**

The charity trustees (who are also the directors of Off The Record for the purposes of company law) are responsible for preparing the trustees annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the surplus deficit of the charitable company for that period. In preparing those financial statements, the Board of Trustees is required to

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards 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's inappropriate to presume that the company will continue its operations

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

So far as each trustee is aware, there is no relevant audit information of which the charity's auditors are unaware. Each director has taken all steps necessary to make both themselves and the auditors aware of any relevant audit information.

Mandy Bancroft

(Director)

October 14<sup>th</sup> 2019

## **Independent auditor's report to the members of Off The Record (Bristol)**

### **Opinion**

We have audited the financial statements of Off The Record (Bristol) (the "Charity") for the year ended 31<sup>st</sup> March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31<sup>st</sup> March 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and

- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

*In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report including the Strategic Report.*

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

**Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement set out on page 9, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Neil Dando (Senior Statutory Auditor)  
Wormald & Partners (Statutory Auditor)  
Redland House  
157 Redland Road  
Redland  
Bristol  
BS6 6YE  
8<sup>th</sup> October 2019

**Statement of Financial Activities for the year ending 31st March 2019  
(Incorporating an Income and Expenditure Account)**

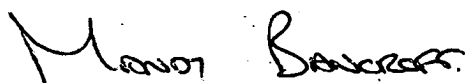
	Note	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
<b>Incoming Resources</b>					
Donations		108,405	-	108,405	83,349
Grants and contracts for counselling and advice	2	531,671	797,737	1,329,408	1,663,623
Training Courses		50,139	-	50,139	24,991
<b>Total Incoming Resources</b>		<b>690,215</b>	<b>797,737</b>	<b>1,487,952</b>	<b>1,771,963</b>
<b>Resources Expended</b>					
Direct Charitable Expenditure		561,964	649,909	1,211,874	1,537,154
Management and Administration		127,903	147,827	275,730	242,068
<b>Total Resources Expended</b>	3	<b>689,867</b>	<b>797,737</b>	<b>1,487,604</b>	<b>1,779,222</b>
<b>Net Incoming Resources for the year</b>		<b>348</b>	<b>-</b>	<b>348</b>	<b>(7,259)</b>
<b>Other recognised gains / losses</b>					
Gain on revaluation of fixed assets for Charity's own use					
<b>Total Funds 1 April 2018</b>		<b>454,925</b>	<b>-</b>	<b>454,925</b>	<b>462,187</b>
<b>Total Funds 31 March 2019</b>	11	<b>455,273</b>	<b>-</b>	<b>455,273</b>	<b>454,925</b>

**Off The Record - Bristol**  
**Balance Sheet as at 31st March 2019**

	Notes	2019 £	2018 £
<b><u>Fixed Assets</u></b>			
Tangible Assets	6	184,600	198,132
Intangible Assets	7	8,046	16,092
<b>Total Fixed Assets</b>		<b>192,646</b>	<b>214,224</b>
<b><u>Current Assets</u></b>			
Debtors	8	125,925	82,085
Other Debtors	9	9,555	10,892
Cash at bank and in hand	11	198,481	202,697
<b>Total Current Assets</b>		<b>333,961</b>	<b>295,675</b>
<b>Creditors: amounts falling due within one year</b>	10	<b>71,334</b>	<b>54,973</b>
<b>Net Current Assets</b>		<b>262,627</b>	<b>240,701</b>
<b>Total Assets less Current Liabilities</b>		<b>455,273</b>	<b>454,925</b>
<b><u>Funds</u></b>			
Restricted Funds			
Unrestricted Funds		455,273	454,925
<b>Total Funds</b>	11	<b>455,273</b>	<b>454,925</b>

These accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 15<sup>th</sup> July 2019 and is signed on its behalf by:



Mandy Bancroft (Chair)

14.10.19

**Statement of Cashflows for the year ending 31 March 2019**

	2019	2018
<b>Cash used in operating activities</b>	<u>(4,216)</u>	<u>57,120</u>
<b>Cash flows from investing activities</b>		
Interest Income	-	-
Capital Expenditure	-	(24,138)
Cash provided by (used in) investing activities	<u>-</u>	<u>(24,138)</u>
<b>Cash used in financing activities</b>	<u>-</u>	<u>-</u>
Increase (decrease) in cash and cash equivalents in the year	<u>(4,216)</u>	<u>32,982</u>
Cash and cash equivalents at the beginning of the year	202,697	169,715
<b>Total cash and cash equivalents at the end of the year</b>	<u>198,481</u>	<u>202,697</u>

## **Notes forming part of the Financial Statements for the year ending 31<sup>st</sup> March 2019**

### **1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006

Off the Record (Bristol) 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 note(s)

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds are unrestricted funds earmarked by the Board of Trustees for particular purposes.

#### **Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT, which is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs directly incurred by the Charity in the delivery of its activities and services for its beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fee and costs linked to the strategic management of the Charity.

#### **Fixed Assets**

Freehold property is stated at cost or valuation. The property component is depreciated on a straight-line basis over 50 years. The land component is not depreciated.

IT Equipment is stated at cost and depreciated on a straight-line basis with nil residual balance over three years from month of purchase.

#### **Intangible Assets**

Website costs are stated at price of design less amortization over three years from year of design.

**2. Incoming resources from activities to further the charity's objectives**

	Unrestricted	Restricted	2019 Total	2018 Total
	£	£	£	£
Bristol City Council	-	69,210	69,210	58,858
City Of Bristol College	18,450	-	18,450	18,600
Exeter University	0	6,000	6,000	36,000
Avon & Wiltshire NHS Trust - CAMHS	354,000	-	354,000	-
Bristol CCG (CYP IAPT)	-	-	-	18,750
Sirona	-	-	-	270,000
Transformation	-	-	-	44,100
Avon & Wiltshire NHS Trust - CTAO	-	198,770	198,770	231,731
Avon & Wiltshire NHS Trust - AHMS	-	184,170	184,170	177,449
Esme Fairbairn	-	-	-	38,179
Comic Relief	-	50,000	50,000	-
IAPT Funding	95,704	-	95,704	113,834
The Big Lottery Fund	-	84,981	84,981	89,209
Bristol Youth Links	-	-	-	170,581
Pilgrim Trust	-	-	-	15,125
Children in need	-	29,808	29,808	28,680
Coop Foundation	-	17,225	17,225	35,000
Trusts & Foundations	63,517	-	63,517	98,866
Health Education England	-	157,573	157,573	218,661
Donations	108,405	-	108,405	83,349
Other Income	50,139	-	50,139	24,991
<b>Total Grants and Contracts</b>	<b>690,215</b>	<b>797,737</b>	<b>1,487,952</b>	<b>1,771,963</b>



### 3. Total resources expended

	Direct Charitable Expenditure	Management & Admin	2019 Total	2018 Total
	£	£	£	£
Staff Costs	917,197	273,985	1,191,182	1,387,452
Counselling & Volunteer Costs (inc Outreach)	29,327	-	29,327	40,710
NNDR	3,642	-	3,642	3,824
Rents & Room Hire	66,275	-	66,275	71,067
Lighting, Heating and Water	9,996	-	9,996	8,419
Repairs and Maintenance	24,392	-	24,392	40,745
Insurance	8,751	-	8,751	8,927
Telephone	17,284	-	17,284	25,240
I.T. Equipment & Maintenance	3,506	-	3,506	7,077
Office Equipment	16,527	-	16,527	24,232
Audit Fee	-	1,400	1,400	1,230
Other Professional Fees	7,684	345	8,029	29,381
Marketing (includes Printing & stationery)	9,710	-	9,710	13,235
Canteen	7,891	-	7,891	10,765
Subscriptions	8,091	-	8,091	12,392
Misc	15,972	-	15,972	7,497
Training Costs	9,698	-	9,698	21,580
Evaluation	34,354	-	34,354	40,927
Depreciation & Amortisation	21,578	-	21,578	19,753
Freedom of Mind	-	-	-	4,769
<b>Total resources expended</b>	<b>1,211,874</b>	<b>275,730</b>	<b>1,487,604</b>	<b>1,779,222</b>

	2019	2018
	£	£
<b>4. Audit Fee</b>		
<b>Audit Fee</b>	<b>1,400</b>	<b>1,230</b>

	2019	2018
	£	£
<b>5. Staff costs and numbers</b>		
Gross Salaries and National Insurance	1,176,098	1,370,417
Recruitment Expenses	2,499	2,737
<b>Total</b>	<b>1,178,597</b>	<b>1,373,154</b>

There are also many part time volunteers working for the benefit of young people through the trust.

<b>Full time equivalents for the year ending</b>	<b>2019</b>	<b>2018</b>
Number of support staff	45.4	51.6
Number of management staff	1.5	2.4
<b>Total</b>	<b>46.9</b>	<b>54.0</b>

The trustees received no remuneration for their services and no reimbursed expenses were paid to the trustees during the year. (2018: £Nil)

#### 6. Tangible Fixed Assets

	<b>Freehold Property</b>	<b>Computer Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cost or Valuation 1 April 2018	195,000	27,321	222,321
Additions in Year	-	-	-
Accumulated Depreciation	(10,400)	(27,321)	(37,721)
<b>Net Book Value 31 March 2019</b>	<b>184,600</b>	<b>-</b>	<b>184,600</b>

#### 7. Intangible Assets

	<b>Total</b>
	<b>£</b>
<b>Website Design</b>	
Cost or Valuation 1 April 2018	24,138
Additions in Year	-
Amortisation	(16,092)
<b>Net Book Value 31 March 2019</b>	<b>8,046</b>

#### 8. Debtors

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
General Debtors	125,925	82,085

#### 9. Other Debtors

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Prepayments	9,041	10,512
Cycle Scheme	514	380
<b>Total</b>	<b>9,555</b>	<b>10,892</b>

#### 10. Creditors: amounts falling due within one year

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Other creditors and accruals	71,334	54,973

### 11 (I). Analysis of Net Assets Between Funds

	At 31 March 2018 £	Incoming Resources £	Outgoing Resources £	Gains And Losses £	At 31 March 2019 £
<b>Restricted Funds:</b>					
Bristol City Council	-	69,210	(69,210)	-	-
Exeter University	-	6,000	(6,000)	-	-
Avon & Wiltshire NHS Trust - CTAO	-	198,770	(198,770)	-	-
Avon & Wiltshire NHS Trust - AHMS	-	184,170	(184,170)	-	-
Comic Relief	-	50,000	(50,000)	-	-
The Big Lottery Fund	-	84,981	(84,981)	-	-
Children in need	-	29,808	(29,808)	-	-
Coop Foundation	-	17,225	(17,225)	-	-
Health Education England	-	157,573	(157,573)	-	-
<b>Total Restricted Funds</b>	-	<b>797,737</b>	<b>(797,737)</b>	-	-
<b>Unrestricted Funds:</b>					
General Funds	240,701	690,215	(668,289)	21,925	262,627
Fixed Asset Fund	214,224	-	(21,578)	(21,578)	192,646
<b>Total Unrestricted Funds</b>	<b>454,925</b>	<b>690,215</b>	<b>(689,867)</b>	<b>348</b>	<b>455,273</b>

#### Purpose of Restricted Funds

Bristol City Council – Delivery of resilience lab and training (2 posts)

Exeter University – Carry over of support costs for Wellbeing Practitioners

Avon & Wiltshire NHS Trust – Delivery of CAMHS partnership work (5 posts)

Avon & Wiltshire NHS Trust – Delivery of Adult Transitions and Support work (4 posts)

Comic Relief – Delivery of Boxing Programme with boys and young men (supporting various staff areas including Diffusion/ Empire)

The Big Lottery Fund – Delivery of LGBT+ support (2 posts)

Children in need – Support to BAME young people (1 post)

Coop Foundation – Delivery of loneliness work across two projects (2 post)

Health Education England - The delivery of Recruit to Train posts within CYP-IAPT roll out (WP'S and CBT)

Other- Freedom is a grant to support costs associated with the Freedom LGBTQ project.

**11 (II). Analysis of Net Assets Between Funds**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed Assets	-	192,646	192,646
Cash at Bank & in Hand	(71,804)	270,285	198,481
Other Net Current Assets	71,804	(7,658)	64,146
	<b>-</b>	<b>455,273</b>	<b>455,273</b>

**12. Limited Liability**

The charitable company is limited by guarantee and has no share capital. In the event of the Charity being wound up, the liability of each member is limited to £1 per member of the Charity as stated in the Memorandum and Articles of Association.