

Off the Record (Bristol)

(A company limited by guarantee)

Report and Financial Statements
For the period 1 April 2019 to 31 March 2020

Charity number 1085351

Company number 4150044

Off the Record (Bristol)

Financial Statements for the year 1 April 2019 to 31 March 2020

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Off the Record (Bristol)

Report of the Board of Trustees for the year 1 April 2019 to 31 March 2020.

The Board of Trustees presents its report and audited financial statements for the period 1 April 2019 to 31 March 2020.

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2020 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

It is both a pleasure and a privilege to present the Trustees Annual Report. This will be my last report as I hand over the position of Chair at the 2020 AGM. Off the Record (OTR) is an amazing young people's mental health charity to work with and as I reflect on my time here I have watched the dynamism grow and flourish. In that time, we have embedded a new CEO, gained a new building to bring young people together and enhanced our provision. Alongside this we have purposefully diversified, developed and built on the Board of Trustees. We have tried alternative methods of recruiting trustees improving and enhancing our board in terms of age range, backgrounds and skills sets. This change allows us to be current, fresh and dynamic, we have also updated the Articles of Association. I am proud of the team I work with and the skills they bring, better reflecting the communities we serve.

OTR continues to build on the principles of a Social Movement and encourages young people to be at the very epicentre of moulding and developing the service to reflect their needs. We are particularly proud of the work of ZAZI a new targeted Programme for BAME young people. We have seen the Peer Navigators develop and become embedded in our delivery. This is an opportunity for young people to volunteer and help support and shape the activities at OTR. Our young people's survey reflected the huge benefits of OTR and the staff survey reflected that 100% would recommend OTR as a place to work, which is thanks to the tremendous work of Karen Black, CEO. We have also been highlighted in Kings Fund publications and cited as good practice.

We are excited to have secured a grant to develop a non-traditional model of mental health provision with in our communities. This involves investigating how we can use sports, nature and arts as a way of providing mental health provision and we very much look forward to seeing this develop and thrive.

We have had another excellent year for income generation and as our reputation grows we continue to see our fundraising profile develop and OTR were David Wilson Homes charity of the year this year, gaining £ 58,215 from this partnership. We would like to take this opportunity to thank David Wilson Homes for all their support this year and whilst large corporate donations are extremely welcome we are hugely grateful to all the individuals that support us with their fundraising efforts too.

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 please visit our website <http://www.otrbristol.org.uk/>

Mandy Bancroft
Chair Trustees

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 promote and support the mental health of young people focusing on Bristol and the surrounding areas
- To raise awareness of the social, economic and cultural determinants that lead to poor mental health
- The advancement of education of the public including, in particular, public sector bodies, agencies, community bodies, corporates and organisations, on mental health issues experienced by young people and on the provision of support to prevent and alleviate these issues

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 the surrounding areas. 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

2019/20 has been a year that has continued to see huge developments within OTR, this has included continuing to diversify our income in order that we reach more young people and importantly have a model that is sustainable into the future and not reliant on one income stream. Some of the areas we are particularly proud of this year and wish to highlight include:

- Continuing to reach a significant number of young people, we have engaged with just under 14,000, this has been through a range of interventions including structured groups and 1-1 and our HUBS, these are engagement spaces that are supported and delivered by young people. 4,500 of these young people have been seen through our core programme, Resilience Lab and 1500 in structured treatment. 77% of these reporting improved outcomes.

- We have tested a number of models of non-traditional mental health delivery initially funded by our core funding in order to be sure that they are viable, this has now resulted in a grant for three years funding work with young people across the area from Esme Fairbairn to use arts, sports and nature to work with harder to reach young people.
- Our work with care leavers has developed, this has allowed us to offer more appropriate sign posting and support to care leavers, work more cohesively with other professionals supporting this population and also start to consider a model of future working where we could see real system change and improved outcomes for those young people leaving care.
- Our project ZAZI has cemented itself as one of our core offers, this is a project on working with young people who are BAME. The benefits of this service are becoming more apparent as they have influenced the internal work of OTR as well as using different methods to support young people, some of these have included 1:1 support, social action projects and more informal workshops and groups. This work has also meant that our relationships with local communities have expanded and we are now able to be more influential regarding strategy and development using and supporting the voices of young BAME people to do this.
- Similarly, our Freedom programme that supports young people who are LGBTQ+ and is celebrating its 25th birthday in July 2020 has further developed its reach. We are now successfully working with a number of education settings and supporting them to set up safe spaces for LGBTQ+ young people. We also joined the locally commissioned Voice and Influence Partnership as a partner to ensure that the voice of LGBTQ+ people across the city are involved in consultation and strategic decision making.
- We have received national recognition in a Kings Fund publication for delivering services that are not medical by design and ensure that strengths-based approaches are used to engage with young people. The Big Lottery Community Fund Board and Partners also came for a learning day to better understand how using an asset-based approach to funding would overall improve outcomes for young people.
- Our fundraising income had a considerable boost during this year cementing the appointment of our Community Champion role who has engaged and supported funders across the area. We have seen donations from individual fundraisers as well as larger business who selected OTR as their Charity of the Year. The benefits of the community Champion role also means that we are able to have conversations with companies about mental health and some of the positive things that organisations can do to support individuals. In total we raised £176,472.29.
- Internally we reviewed and updated our charitable objectives in order that they better reflect the work that is now carried out by OTR, this was a large piece of work but useful in that the direction and the strategic aims of the charity remain aligned to the work that we doing and the funding we are seeking.
- OTR underwent a rebranding exercise during this year in order stay relevant, up to date and identifiable to young people and the broader communities that we serve. This along with a strong social media presence and a clear focus on messaging has gained us local acknowledgment for being a service leader in this area.
- Diffusion, the enterprise arm of OTR, has seen growth throughout the year with us delivering training locally and also travelling north to deliver to an organisation who were motivated by our model. During 2019/20 we directly reached 60 organisations, 750 professionals and 1300 young people. The development of this work is allowing us to further cement our strategic aims ensuring that young people can be supported in the spaces they are already engaged with, this includes youth provision, schools and colleges along with companies and employers.
- We cannot review this year without highlighting the COVID-19 pandemic that hit globally in March 2020. As an organisation we mobilised quickly to ensure that staff and volunteers were safe and also able to deliver from home. All services undertook review and moved what was possible online and moved to this model. In addition we created opportunities for young people to engage

in more wellbeing focused activities including yoga, Italian lesson and daily mindfulness, we also reached out to statutory partners to offer additional support for hard to reach young people. This has ultimately allowed us to create an offer of peer to peer buddying and also increased the partnership work already in place with local CAMHS.

Financial Review

The charity finds itself in a strong financial position following the 2019/2020 year end. Income from trusts and foundations £1,427,586 (2019: £1,329,400) have remained strong, and we are grateful to our long-term funders and partners. Donations of £276,689 (2019: £108,405) saw a dramatic increase during the year, due to the significant donation from David Wilson Homes £58,215. We thank the donors and families of those who have left us legacies this year of £11,304.

Income from our Diffusion enterprise project has delivered directly to our mission and secured income this year of £80,321 (2019: £50,139)

Overall expenditure in the year £1,465,168 (2019: £1,487,604) was less than the prior year. This is mainly due to reductions in our salary, overheads and building costs, although there were increases in other areas, in particular professional fees as we updated our constitution during the year.

The unrestricted reserves of the charity are positive £640,848 (2019: £455,273) which helps us to weather cashflow variations in funder payments, and allows us to plan to realise our ambition to purchase a property.

Reserves policy

The Board has agreed on a reserve policy in two parts, one being the maintenance of a stability reserve and the other being the creation of a strategic reserve.

In order to maintain effective operations of the organisation the Board of Trustees has agreed to work towards a financial reserve of 3 months' operating costs. This level of reserve would allow staff to continue working to secure new funding and if necessary to allow a period of time to cut services in a way whereby service users are supported to move on. This is an amount it considers prudent in the event of a major business interruption as determined by an analysis of risks to the charity.

If difficulties were to arise then, it has been calculated that reserves of £375,000 would be needed to continue running current services for at least 3 months.

This figure is based on operating costs at the time of this policy being reviewed. This will be reviewed annually and the figure recalculated to take changes in operating costs (as services change in response to income generation) into account. This figure will also be reviewed on an ad-hoc basis if there are significant changes to business circumstances.

The reserves should be built up from the unrestricted income. The level of reserves should be calculated and monitored every 6 weeks by the finance team and reported to the board.

The strategic reserve represents unrestricted funds held in excess of the stability reserve, to allow the charity to take advantage of future opportunities to secure its longer term goals and ambitions as they arise. An example of such an opportunity would be to purchase office space which is currently utilised on a rental basis.

At the end of the year the unrestricted reserves stood at £640,848 (2019: £455,273).

Going concern

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. However, the COVID-19 pandemic is likely to have a profound impact on the global economy and may in turn affect the charity.

The trustees have considered the impact of this issue on the charity's current and future financial position. Much of the charity's income is traded through activities where the costs can be scaled to the related income and most service areas benefit from statutory support making them relatively robust to economic changes. As at the balance sheet date, the charity holds unrestricted, general reserves of £640,848 and a cash balance of £604,164. The trustees consider that the charity has sufficient reserves and cashflow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

Fundraising Approach

OTR has recently voluntarily registered with the fundraising regulator, Institute of Fundraising, and through staff and trustee training is working towards achieving, monitoring and reporting against the standards. All fundraising is planned and executed by our in-house team without external professional fundraisers. During the year there were no complaints about our fundraising, and we do not carry out any direct mail or telephone campaigns that might infringe the privacy rights of a person.

Plans for future periods

Our key goals for the coming year at OTR are:

- Ensure that we continue to have a focus on vulnerable and hard to reach young people in order that they have access to support that allows for individual circumstances
- Develop our offer to parent/ carers ensuring that we have a holistic approach to mental health that has a holistic approach to supporting children and young people
- Be a system influencer through the partnerships that we make, offers that we create and challenge that we bring.
- Ensure we continue to develop a social movement to support and encourage young people to champion their needs in relation to their mental health
- Establish robust monitoring and evaluation tools and processes within OTR, ensuring that we have measurements of success across the whole organisation as well as within individual projects
- To recruit and develop a senior leadership role that will support our marketing and fundraising, this will include having a key focus on Diffusion in order to increase reach
- To continue to diversify our income to ensure we are financially robust and reduce our reliability on public sector funding
- Plan and recover from COVID-19. This will include both understanding the offer for young people and also ensuring that our governance and financial systems are robust and allow us to be sustainable as we face a time of unprecedented challenges at all levels.

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 Bennet (Treasurer) – Resigned March 2020
Ben Fotheringham (Treasurer) – appointed March 2020
Dr Rachel Brown
Patsy Hudson
Jean Sapeta – resigned October 2019
Dr Jochen Binder-Dietrich
Dr Joseph Hartland
Emma Carter
Lizzie Johnson – appointed October 2019
Mark Allen – appointed January 2020

Key Management Personnel

Chief Executive Officer – Karen Black

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 1st 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. The charity's constitution was updated 25th October 2019.

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 Articles of Association there are a minimum of six and maximum of fifteen trustees. Trustees may serve a maximum of three terms of three years, after which they must not serve for one year.

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 (Chair)

June 2020

Signed: 

Date: 12th October 2020

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 31st March 2020 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 31st March 2020 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. 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 18 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
14th September 2020

statement of Financial Activities for the year ending 31st March 2020
(Incorporating an Income and Expenditure Account)

		Unrestricted Funds 2020	Restricted Funds 2020	Total Funds 2020	Total Funds 2019
	Not e	£	£	£	£
Incoming Resources					
Donations & Legacies		175,189	-	175,189	108,405
Charitable Activities		826,344	782,445	1,608,789	1,379,308
Other Trading Activities		5,118	-	5,118	239
Total Incoming Resources	2	<u>1,006,651</u>	<u>782,445</u>	<u>1,789,096</u>	<u>1,487,952</u>
Resources Expended					
Cost Of Fundraising		41,059	-	41,059	15,133
Direct Charitable Expenditure		780,017	648,593	1,428,610	1,472,470
Total Resources Expended	3	<u>821,076</u>	<u>648,593</u>	<u>1,469,669</u>	<u>1,487,603</u>
Net movement in funds		185,575	133,852	319,427	348
Reconciliation of funds	12				
Total Funds 1 April 2019		<u>455,273</u>	<u>-</u>	<u>455,273</u>	<u>454,925</u>
Total Funds 31 March 2020		<u>640,848</u>	<u>133,852</u>	<u>774,710</u>	<u>455,273</u>

Off The Record - Bristol

Balance Sheet as at 31st March 2020

	Notes	2020	2019 £
<u>Fixed Assets</u>			
Tangible Assets	7	182,000	184,600
Intangible Assets	8	-	8,046
Total Fixed Assets		182,000	192,646
<u>Current Assets</u>			
Debtors	10	94,055	135,480
Other Debtors		-	-
Cash at bank and in hand	12	604,164	198,481
Total Current Assets		698,219	333,961
Creditors: amounts falling due within one year	11	105,517	71,334
Net Current Assets		592,701	262,627
Total Assets less Current Liabilities		774,700	455,273
<u>Funds</u>			
Restricted Funds		133,852	-
Unrestricted Funds		640,848	455,273
Total Funds	12	774,700	455,273

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 14 September 2020 and is signed on its behalf by:



Mandy Bancroft (Chair)

Statement of Cashflows for the year ending 31 March 2020

	2020	2019
	£	£
Cash used in operating activities	405,683	(4,216)
Cash flows from investing activities	-	-
Cash provided by (used in) investing activities	-	-
Cash used in financing activities	-	-
Increase (decrease) in cash and cash equivalents in the year	405,683	(4,216)
Cash and cash equivalents at the beginning of the year	198,481	202,697
Total cash and cash equivalents at the end of the year	604,164	198,481

Reconciliation of Net Income to Net Cash Flow	2020	2019
	£	£
Net Income for Year	319,428	348
Adjustments for:		
Depreciation	10,646	21,578
Decrease/(Increase) in Debtors	41,426	(42,503)
Increase in Creditors	34,183	16,361
Cash used in operating activities	405,683	(4,216)

Notes forming part of the Financial Statements for the year ending 31st March 2020

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 using the revaluation method and is revalued every five years. 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. Analysis of income

			2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Donations & Legacies				
Legacies	11,304	-	11,304	-
David Wilson Homes	58,215	-	58,215	-
Donations	105,670	-	105,670	108,405
Charitable Activities				
Bristol City Council	-	66,216	66,216	69,210
Exeter University	57,000	-	57,000	6,000
Avon & Wiltshire NHS Trust - CAMHS	354,000	-	354,000	354,000
Avon & Wiltshire NHS Trust - CTAO	183,775	-	183,775	198,770
Avon & Wiltshire NHS Trust - AHMS	-	184,170	184,170	184,170
Comic Relief	-	50,000	50,000	50,000
IAPT Funding	37,136	-	37,136	95,704
The Big Lottery Fund	-	46,621	46,621	84,981
Children in need	-	30,808	30,808	29,808
Coop Foundation	-	52,775	52,775	17,225
Health Education England	-	200,329	200,329	157,573
City Of Bristol College	17,730	-	17,730	18,450
Diffusion	75,202	-	75,202	-
Quartet Foundation	-	10,691	10,691	500
Paul Hamlyn Foundation - Act for Change	-	49,750	49,750	-
Paul Hamlyn Foundation	-	30,000	30,000	30,000
The Ovo Charitable	-	20,000	20,000	-
Equal Access in mind	-	36,585	36,585	-
Co op - co research	10,000	-	10,000	-
Garfield Weston	30,000	-	30,000	-
Rayne Foundation	30,000	-	30,000	-
The Fidelity Foundation	20,000	-	20,000	-
Lockwell Trust/Batchwor Trust	10,000	-	10,000	10,000
Other Grants (Trusts & Foundations)	1,500	4,500	6,000	23,017
Other Trading Activities			-	
Other Income	5,118	-	5,118	50,139
Total All income	1,006,650	782,445	1,789,095	1,487,952

3. Total resources expended

			2020	2019
	Not e	Direct Charitable Expenditure	Cost of Fundraising	Total
		£	£	£
Employee Costs inc NI & Pension	5	1,130,396	33,577	1,163,973
Other Staff Cost inc Consultants, Recruitment & Expenses		25,386	-	25,386
Counselling & Volunteer Costs (inc Outreach)		7,976	-	7,976
NNDR Business Rates		3,633	-	3,633
Rents & Room Hire		57,712	-	57,712
Lighting, Heating and Water		10,777	-	10,777
Repairs and Maintenance		15,291	-	15,291
Insurance		9,628	-	9,628
Telephone		15,822	-	15,822
I.T. Equipment & Maintenance		8,663	-	8,663
Office Equipment		16,629	-	16,629
Audit Fee		1,625	-	1,625
Other Professional Fees		18,421	-	18,421
Marketing (includes Printing & stationery)		13,510	-	13,510
Canteen		9,304	-	9,304
Subscriptions		10,669	-	10,669
Misc		8,099	7,482	15,581
Empire Fighting Change		15,840	-	15,840
Training Costs		8,084	-	8,084
Evaluation		30,498	-	30,498
Depreciation & Amortisation		10,646	-	10,646
Total resources expended		1,428,609	41,059	1,469,668
				1,487,604

4. Audit remuneration

	2020	2019
	£	£
Fee for the audit of the financial statements	1,625	1,400

5. Staff costs and numbers	2020	2019
	£	£
Gross Salaries	1,063,754	1,033,313
National Insurance	79,105	79,289
Pension	18,113	14,172
Total	1,160,972	1,126,774

There are no employees with remuneration of more than £60,000

Staffing for the year ending	2020	2019
Total Head Count	104	102
Average Full time	24	21.5
Average Part Time	45.5	54.5
Average FTE	40.4	38.43

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

At OTR we see the role of volunteers as crucial to our delivery, it also means that we have an increased range of views and experiences within the organisation that further reaches our mission around mental health. We have three fundamental roles for volunteers (as outlined below) and we also have a small number of bespoke volunteers who are recruited to specific projects i.e. someone with specific horticultural knowledge for our Nature based project.

1. All members of the Board of Trustees are volunteers and contribute their time in order to oversee and support the strategy and governance of OTR.
2. We have volunteer counsellors who volunteer with OTR to support up to 4 young people each at any one time, this is structured therapeutic work and is governed by BACP guidelines.
3. Our peer navigators are our young volunteers, ranging in age from 18-30. This opportunity offers young people who are interested in the voluntary sector and mental health to gain skills, experience and a qualification in this area but importantly they are crucial to our engagement model. Our young volunteers are often the first person a young person will encounter when they engage with OTR and this peer to peer element is central to our delivery model, they also work across community settings promoting the work of OTR and our partner agencies.

The trustees received no remuneration for their services and no reimbursed expenses were paid to the trustees during the year. (2019: £Nil)

6. Related parties

There have been no transactions paid to persons or entities closely connected to the charity or the trustees during the year. (2019: Nil)

7. Tangible Fixed Assets

	IT	Freehold Property	Total
	£	£	£
Cost or Valuation 1 April 2019	27,321	195,000	222,321
Cost or Valuation 31 March 2020	27,321	195,000	222,321
Depreciation & Impairments			
Depreciation at 1 April 2019	(27,321)	(10,400)	(37,721)
Depreciation Charge	-	(2,600)	(2,600)
Depreciation at 31 March 2020	(27,321)	(13,000)	(40,321)
Net Book Value 31 March 2020	-	182,000	182,000

8. Intangible Assets

	Website Design	Total
	£	£
Cost or Valuation 1 April 2019	24,138	24,138
Cost or Valuation 31 March 2020	24,138	24,138
Amortisation & Impairments		
Amortisation at 1 April 2019	(16,092)	(16,092)
Amortisation Charge	(8,046)	(8,046)
Amortisation at 31 March 2020	(24,138)	(24,138)
Net Book Value 31 March 2020	-	-

9. Operating Leases

Buildings	2020	2019
	£	£
Minimum operating lease payments due:		
Within 1 year	46,652	46,652
1-2 Years	35,000	35,000
Total	81,652	81,652

10. Debtors

	2020	2019
	£	£
General Debtors	79,714	125,925
Prepayments	11,562	9,041
Cycle Scheme	2,779	515
Total	94,055	135,481

11. Creditors: amounts falling due within one year

	2020	2019
	£	£
Creditors	28,243	33,325
Accrued Expenses	7,274	2,234
Income in Advance	70,000	35,775
Total	105,517	71,334

12 (i). Analysis of Net Assets Between Funds

	At 31 March 2019 £	Incoming Resources £	Outgoing Resources £	Gains And Losses £	At 31 March 2020 £
Restricted Funds:					
AWP - AMHS	-	184,170	(184,170)	-	-
Health Education England - WPS	-	200,329	(200,329)	-	-
Bristol City Council	-	66,216	(66,216)	-	-
Comic Relief	-	50,000	(50,000)	-	-
Big Lottery Fund	-	46,621	(46,621)	-	-
BBC Children in Need	-	30,808	(30,808)	-	-
Co-Op Foundation	-	52,775	(26,388)	26,387	26,387
Quartet Foundation	-	10,691	(5,346)	5,345	5,345
Paul Hamlyn Foundation - Act for Change	-	49,750	(16,583)	33,167	33,167
Paul Hamlyn Foundation	-	30,000	(17,500)	12,500	12,500
The Ovo Charitable	-	20,000	(20,000)	-	-
Equal Access in mind	-	36,585	(36,585)	-	-
Yate District Council	-	4,500	(4,500)	-	-
Total Restricted Funds	-	782,445	(705,046)	77,399	77,399
Unrestricted Funds:					
General Funds	262,627	1,006,651	(753,976)	252,674	515,301
Fixed Asset Fund	192,646	-	(10,646)	(10,646)	182,000
Total Unrestricted Funds	455,273	1,006,651	(764,622)	242,028	697,301
Total Funds	455,273	1,789,096	(1,469,668)	319,427	774,700

Purpose of Restricted Funds

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

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)

2018/19

	At 31 March 2018 £	Incoming Resources £	Outgoing Resources £	Gains And Losses £	At 31 March 2019 £
Restricted Funds:					
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)	-	-
Total Restricted Funds	-	797,737	(797,737)	-	-
Unrestricted Funds:					
General Funds	240,701	690,215	(668,289)	21,926	262,627
Fixed Asset Fund	214,224	-	(21,578)	(21,578)	192,646
Total Unrestricted Funds	454,925	690,215	(689,867)	348	455,273

12 (ii). Analysis of Net Assets Between Funds

2019/20	Restricted £	Unrestricted £	Total Funds £
Fixed Assets	-	182,000	182,000
Cash at Bank & in Hand	77,400	526,764	604,164
Other Net Current Assets	56,453	(67,916)	(11,463)
	133,853	640,848	774,701

2018/19	Restricted £	Unrestricted £	Total Funds £
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
	-	455,273	455,273

13. 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.