

**Off the Record (Bristol)**

(A company limited by guarantee)

**Audited**

**Report and Financial Statements  
For the period 1 April 2016 to 31 March 2017**

**Charity number 1085351**

**Company number 4150044**

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

**Financial Statements for the year 1 April 2016 to 31 March 2017**

<b>Contents</b>	<b>Page</b>
Report of the Board of Trustees	3
Independent Auditors Report	10
Statement of Financial Activities	12
Balance Sheet	13
Statement of Cashflows	14
Notes forming part of the financial statements	15

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

### **Report of the Board of Trustees for the year 1 April 2016 to 31 March 2017.**

The Board of Trustees presents its report and audited financial statements for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2017 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**

Off the Record (Bristol) might be one of the oldest established young people's mental health charities in the country, but if this year proves anything, it is that OTR is an incredibly proactive, innovative and forward thinking organisation.

The year saw us grow and improve our offer to young people. The availability as well as diversity of services on offer never ceases to amaze and impress me. As well as the more traditional counselling we are now able to offer a range of therapies to improve young people's health and wellbeing. This can take the form of one-to-one appointments or joining a variety of more informal groups exploring a wide range of issues affecting young people's lives today.

These groups, run by our staff, volunteers and young people themselves, are a crucial part of the service OTR offers. One-to-one counselling might not be the most appropriate route for all. Joining one of our groups is an informal and often fun way to explore a wide range of contemporary issues. The following is just a brief snapshot of the offer available during 2016/17;

- The Resilience Lab – delivered by young people, provides techniques to cope with anxiety, stress and worry.
- Project Freedom – our LGBTQ young person led group for those questioning their sexuality or gender.
- Project Zazi – focusing on those from BME communities and exploring issues around identity and culture
- Project Mentality – our award winning youth led social action project challenging the stigma and discrimination around young people's mental health.
- Strive – our anti-bullying support group.
- hARMED – for those struggling with self-harm or thoughts of self-harm.
- Mind Aid – a workshop for those struggling with feelings of stress, anxiety, low mood or depression
- Sel-Wise Central - a Dialectical Behaviour Therapy Group run in partnership with the NHS.
- Bliss-Up - a weekly group for young people who have been admitted to hospital for self-injury.
- Art and drama therapies

So OTR is offering a massively diverse range of services, not just in Bristol but also throughout South Gloucestershire (see the section on achievements and performance for more detail). All of this continues to take place in an environment of shrinking funding from the public sector.

Moving forward it is crucial that we explore alternative funding sources to ensure financial resilience. We would really like to look at community based trading opportunities, possibly providing training, development and employment opportunities for young people. A longer term aim to maintain financial stability is to look at the possibility of purchasing a further building should the opportunity arise. However these aspirations need the financial resources to seed them. To this end we will be looking closely at our reserves policy, developing a more targeted, risk based approach to holding reserves while looking to fund our long term strategic aims.

We remain extremely grateful to all those organisations and individuals who support us financially in the work we do. I would also like to take this opportunity to thank all the staff and volunteers for their amazing dedication. I feel sure we can look forward to an equally exciting 2017/18.

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

## **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 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 (called The Resilience Lab).
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**

The year has been characterised by continued growth, diversification of services, and integration with wider public services and systems. The charity's impact is now more substantial than at any time in its long history, in relation to both the direct impact we have working with local young people (numbers and outcomes), and the wider influence we have on systems and policy (evidenced by our partnerships and growing external profile).

In April we published a new five-year Strategic Plan for the period 2016-2021. This is the key strategic and business document for the organisation going forward, and describes the direction of travel, goals and priorities for OTR in the coming period. It is available for download from our website, [www.otrbristol.org.uk](http://www.otrbristol.org.uk)

After a period of some years very significant growth in front-line services, we invested this year in our back-office functions, bringing in additional staff and expertise in marketing, communications and digital, finance, human resources and fundraising. We did manage to expand our service offer too though, opening a new arts-based community drop-in in Old Market, called Inspiration Works. Combining group work with open-access to a creative studio staffed by young volunteers and art

therapists, Inspiration Works represents a paradigm shift for OTR in the way it thinks about and delivers services. With an emphasis on wellbeing, participation, purpose and peer relationships, the studio is a pilot in delivering mental health support through non-stigmatising mass participation designs that do not rely on mental health specialists, but instead contain in them a therapeutic design meaningful to local young people.

A second pilot ran in South Gloucestershire, where the local CCG funded us to develop a model of early intervention for 11-15 year olds across the county. Given the challenging geography, we piloted an outreach service into schools, running mental health drop-ins alongside psycho-education support (The Resilience Lab) and, in a new development for OTR, a support group for parents of children with mental health difficulties. In Bristol, the CCG responded to the high demand for OTR by investing in a third pilot exploring the potential in group work. Out of this, two groups emerged; Mind Aid (a general recovery focussed group for depression and anxiety) and Harm Less (focussed on self-harm). These groups, and the work being done in South Gloucestershire, proved incredibly effective at both reducing our wait times for one-to-one counselling and achieving equivalent, often better, therapeutic outcomes for our clients. Importantly, and representative of our change in approach, in scaling these groups up we have trained and supported a number of young people who were our first wave participants in them.

In the winter of 2016/17, this all culminated in our successfully tendering to the local CCGs to deliver the early intervention work across Bristol and South Gloucestershire for the next five, potentially seven years. In this, we consolidated our core services and our expansion into South Gloucestershire for the foreseeable future.

A further notable achievement included the launch of our own Multidisciplinary Supervision course, one recommended by the British Psychological Society, where fee paying external students study the OTR clinical model over a six-month period.

Finally, right at the end of the year OTR identified a premises in Old Market that would satisfy the ongoing estates needs of the organisation. Number 8-10 West Street was known to us as the Terrence Higgins Trust building from where we often ran youth work sessions throughout the last few years. It's availability, size, location and design represent an enormous opportunity for OTR to really ground and consolidate the gains of recent years.

## **Financial Review**

As well as continuing to thrive in the delivery and expansion of existing services, over the past year OTR has also positioned itself well for delivering against our longer-term objectives in line with the 2016 – 2021 strategic plan. Investment in back-office functions and the new premises in Old Market in particular aid in providing a strong basis for enhanced service delivery, development and growth.

The strategic plan also notes the need to achieve a balance of income away from state funding (currently c. 75% of our total income). Whilst OTR is grateful of all contributions, we are also wary of protecting our ability to pursue our charitable mission, which could potentially be compromised by a heavy dependence on the state. As such, over the next few years OTR will be focussing on new ways of raising unrestricted income in particular, likely through the development of a trading arm. It is envisaged that this will allow us to reduce our level of state funding to 49% by 2021.

This year we have delivered a surplus which comprises predominantly unrestricted funds, providing a boost to our reserves. We are below our target of 3 months running costs, however OTR's liabilities remain low and risks around cuts in funding are moderate. As such, Trustees are confident that our existing reserves are sufficient to cover the risks currently facing the organisation

## **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 75% 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 unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be equal to one month's expenditure. The total expenditure for 2016/17 was £1,600,212 therefore the target is £133,351 in general reserves. The reserves are needed to meet the working capital requirements of the Charity and 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. At the end of 2016/17 free cash reserves stood at £150,944, which represents more than one month's running costs. 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 reserve balances on the organisations risk register which is reviewed by the Board on a quarterly basis.

### **Plans for future periods**

With a new premises finally secured in Old Market, future plans in the short to medium term involve an ongoing effort to embed a shared culture of practice across OTR's newly diverse offer and growing team. This goes hand-in-hand with the evolution of our organisational design towards a 'membership' delivery model and an increasing emphasis on outreach, group work, wellbeing, prevention and peer support.

Other key strategic priorities for 2017-18 and beyond include the realisation of a re-structured senior leadership team (an Operations Director and Director of Resources to sit alongside the Clinical Director) that can supply consistent leadership to the wider team and improved governance and succession planning to the Board.

With key services now funded to 2020-2022, this is also a period where OTR will invest more heavily in exploring and developing non-governmental unrestricted income streams – particularly trading.

### **Reference and Administrative Information**

**Charity Name:** Off the Record (Bristol)

**Charity Registration Number:** 1085351

**Company Registration Number:** 4150044

**Registered Office:** 2 Horfield Road, St Michael's Hill, Bristol, BS2 8EA

#### **Advisors**

**Company Secretary:** Dr Simon Newitt, 2 Horfield Road, St Michael's Hill, Bristol, BS2 8EA

**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:

Tony Whitlock (Chair)  
Mandy Bancroft (Vice Chair)  
Craig Lovatt (Treasurer) (Resigned, April, 2016)  
Amanda John (Treasurer) (Joined, December, 2016)  
Peter Hobbs  
Diana Wetz (Resigned, September 2016)  
Dr Rachel Brown

Tim Manley  
Jean Sapeta  
Dr Jochen Binder  
Karen Drake (Joined, March 2017)  
Patsy Hudson (Joined, December 2016)

### **Key Management Personnel**

Chief Executive Officer – Dr Simon Newitt  
Clinical Director – Dr Niklas Serning  
Service Manager – Jonathan Parker  
Service Manager – Karen Black

## **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.



Tony Whitlock (Director)

16<sup>th</sup> October 2017

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF**

### **OFF THE RECORD (BRISTOL)**

We have audited the financial statements of Off The Record (Bristol) for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)(effective 1 January 2015)

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement, the trustees (some of whom are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE TRUSTEES OF**  
**OFF THE RECORD (BRISTOL) (CONTINUED)**

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)(effective 1 January 2015); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements;
- the charitable company has not kept adequate accounting records;
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Wormald & Partners  
Statutory Auditor  
Redland House  
157 Redland Road  
Redland  
Bristol  
BS6 6YE

Date: 4<sup>th</sup> October 2017

Wormald & Partners is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**Statement of Financial Activities for the year ending 31st March 2017  
(Incorporating an Income and Expenditure Account)**

		<b>Unrestricted Funds 2017 £</b>	<b>Restricted Funds 2017 £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
	<b>Note</b>				
<b>Incoming Resources</b>					
Donations		43,328		<b>43,328</b>	16,270
Grants and contracts for counselling and advice	2	746,101	843,171	<b>1,589,273</b>	1,199,428
Interest Receivable		161		<b>161</b>	129
Training Courses		10,994		<b>10,994</b>	6,162
<b>Total Incoming Resources</b>		<u>800,584</u>	<u>843,171</u>	<u><b>1,643,755</b></u>	<u>1,221,989</u>
<b>Resources Expended</b>					
Direct Charitable Expenditure		635,772	714,213	<b>1,349,985</b>	977,684
Management and Administration		125,621	124,606	<b>250,227</b>	172,360
<b>Total Resources Expended</b>	3	<u>761,393</u>	<u>838,819</u>	<u>1,600,212</u>	<u>1,150,044</u>
<b>Net Incoming Resources for the year</b>	4	39,191	4,352	43,543	71,945
<b>Other recognised gains / losses</b>					
Gain on revaluation of fixed assets for Charity's own use		-	-	-	-
<b>Total Funds 1 April 2016</b>		<u><b>423,836</b></u>	<u><b>5</b></u>	<u><b>423,841</b></u>	<u><b>351,896</b></u>
<b>Total Funds 31 March 2017</b>	10	<u><b>463,027</b></u>	<u><b>4,357</b></u>	<u><b>467,384</b></u>	<u><b>423,841</b></u>

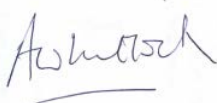
# Off The Record - Bristol

## Balance Sheet as at 31st March 2017

	Notes	2017 £	2016 £
<b><u>Fixed Assets</u></b>			
Tangible Assets	6	215,039	195,000
<b><u>Current Assets</u></b>			
Debtors	7	169,779	227,539
Other Debtors	8	3,530	7,995
Cash at bank and in hand		169,715	207,038
<b>Total Current Assets</b>		<b>343,024</b>	<b>442,572</b>
<b>Creditors: amounts falling due within one year</b>	9	<b>90,679</b>	<b>213,731</b>
<b>Net Current Assets</b>		<b>252,345</b>	<b>228,841</b>
<b>Total Assets less Current Liabilities</b>		<b>467,384</b>	<b>423,841</b>
<b><u>Funds</u></b>			
Restricted Funds		4,357	5
Unrestricted Funds		463,027	423,836
<b>Total Funds</b>	10	<b>467,384</b>	<b>423,841</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 16<sup>th</sup> October 2017 and is signed on its behalf by:



Tony Whitlock (Director)

**Statement of Cashflows for the year ending 31st  
March 2017**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Cash used in operating activities</b>	<b>(10,162)</b>	<b>64,392</b>
<b>Cash flows from investing activities</b>		
Interest Income	161	129
Capital Expenditure	(27,321)	
<b>Cash provided by (used in) investing activities</b>	<b>(27,160)</b>	<b>129</b>
<b>Cash used in financing activities</b>	<b>-</b>	<b>-</b>
<b>Increase (decrease) in cash and cash equivalents in the year</b>	<b>(37,322)</b>	<b>64,521</b>
<b>Cash and cash equivalents at the beginning of the year</b>	<b>207,037</b>	<b>142,516</b>
<b>Total cash and cash equivalents at the end of the year</b>	<b>169,715</b>	<b>207,037</b>

## **Notes forming part of the Financial Statements for the year ending 31<sup>st</sup> March 2017**

### **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.

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

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

			2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Bristol City Council	-	27,800	27,800	27,800
City Of Bristol College	18,900	-	18,900	19,470
Bristol CCG CAMHS	137,102	87,729	224,831	84,595
Bristol CCG Pilot (POT)	-	250,128	250,128	157,746
Bristol CCG (CYP IAPT)	82,000	98,593	180,593	40,000
North Bristol NHS Trust (CYP IAPT)	-	-	-	117,500
South Glos Clinical Commissioning Group	-	183,938	183,938	69,000
Avon & Wiltshire NHS Trust	166,391		166,391	136,392
Youth Access	-	-	-	50,500
Esme Fairbairn	-	37,107	37,107	36,908
Comic Relief		40,000	40,000	39,710
IAPT Funding	119,272	-	119,272	70,000
The Big Lottery Fund	-	60,499	60,499	57,735
Bristol Youth Links	170,581	-	170,581	145,581
Pilgrim Trust	-	12,100	12,100	3,025
GSK Impact	-	-	-	30,000
Heritage Lottery	-	10,240	10,240	12,800
EACH / DFE	-	-	-	22,937
Trusts & Foundations	50,656	-	50,656	58,835
Rayne Foundation	-	15,000	15,000	-
Health Education England	-	15,269	15,269	15,045
Donations	43,328	-	43,328	16,270
Other Income	12,194	4,769	16,963	10,011
<b>Total Grants and Contracts</b>	<b>800,423</b>	<b>843,171</b>	<b>1,643,594</b>	<b>1,221,860</b>



### 3. Total resources expended

	Direct Charitable Expenditure	Management & Admin	2017 Total	2016 Total
	£	£	£	£
Staff Costs	978,203	235,370	1,213,573	870,253
Counselling & Volunteer Costs (inc Outreach)	86,118		86,118	111,651
NNDR	3,163		3,163	2,418
Rents & Room Hire	72,413		72,413	12,599
Lighting, Heating and Water	6,805		6,805	3,003
Repairs and Maintenance	30,615		30,615	8,104
Insurance	5,294		5,294	4,047
Telephone	29,880		29,880	17,657
I.T. Equipment & Maintenance	9,066		9,066	15,425
Equipment	25,587		25,587	19,501
Audit Fee	-	1,200	1,200	500
Other Professional Fees	(1,200)	13,657	12,457	3,905
Fund Raising Costs	-		-	544
Marketing (includes Printing & stationery)	14,180		14,180	9,459
Canteen	11,017		11,017	6,464
Subscriptions	9,480		9,480	2,074
Misc	6,511		6,511	9,976
50th Birthday Celebrations	-		-	6,865
Training Costs	23,400		23,400	10,075
Evaluation	32,172		32,172	35,524
Depreciation	7,283		7,283	-
<b>Total resources expended</b>	<b>1,349,986</b>	<b>250,227</b>	<b>1,600,213</b>	<b>1,150,044</b>

### 4. Net incoming resources for the year

This is stated after charging

	2017 £	2016 £
Audit Fee	1,200	500

## 5. Staff costs and numbers

	2017 £	2016 £
Gross Salaries and National Insurance	1,188,916	836,763
Recruitment Expenses	1,749	2,578
	<u>1,190,665</u>	<u>839,341</u>

The average number of full time equivalents employed by the charity during the year was as follows

Number of support staff	39.5	19
Number of management staff	4	3.5
	<u>43.5</u>	<u>22.5</u>

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

The trustees received no remuneration for their services and no reimbursed expenses were paid to the trustees during the year. (2016: £Nil)

## 6. Tangible Fixed Assets

	Freehold Property £	Computer Equipment £	Total £
Cost or Valuation 1 April 2016	195,000	-	195,000
Additions in Year	-	27,321	27,321
Accumulated Depreciation	-	(7,283)	(7,283)
Net Book Value 31 March 2017	<u>195,000</u>	<u>20,038</u>	<u>215,038</u>

## 7. Debtors

	2017 Total	2016 Total
General Debtors	<u>169,779</u>	<u>227,539</u>

## 8. Other Debtors

	2017 Total	2016 Total
Prepayments	<u>3,530</u>	<u>7,995</u>

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

	2017 Total	2016 Total
Other creditors and accruals	90,679	213,731

## 10 (i). Analysis of Net Assets Between Funds

	At 31 March 2016 £	Incoming Resources £	Outgoing Resources £	Gains And Losses £	At 31 March 2017 £
<b>Restricted Funds:</b>					
Bristol City Council	(15)	27,800	(27,800)	-	(15)
Bristol CCG CAMHS	152	87,729	(87,729)	-	152
Bristol CCG Pilot (POT)	-	250,128	(250,128)	-	(0)
Bristol CCG (CYP IAPT)		98,593	(98,953)	(360)	(360)
South Glos Clinical Commissioning Group	-	183,938	(183,938)	-	-
Esme Fairbairn	492	37,107	(37,267)	(160)	332
Comic Relief	(624)	40,000	(39,896)	104	(520)
The Big Lottery Fund	-	60,499	(60,499)	-	-
Pilgrim Trust	-	12,100	(12,100)	-	-
Heritage Lottery	-	10,240	(10,240)	-	-
Health Education England	-	15,269	(15,269)	(1)	(1)
Other Income - Freedom	-	4,769	-	4,769	4,769
<b>Total Restricted Funds</b>	<b>5</b>	<b>828,171</b>	<b>(823,819)</b>	<b>4,352</b>	<b>4,357</b>
<b>Unrestricted Funds:</b>					
General Funds	228,836	815,584	(776,394)	39,191	268,027
Fixed Asset Fund	195,000	-	-	-	195,000
<b>Total Unrestricted Funds</b>	<b>423,836</b>	<b>815,584</b>	<b>(776,394)</b>	<b>39,190</b>	<b>463,027</b>
<b>Total Funds</b>	<b>423,841</b>	<b>1,643,755</b>	<b>(1,600,212)</b>	<b>43,543</b>	<b>467,384</b>

## Purpose of Restricted Funds

Bristol City Council Information and Support grant provides funding for 1FTE Youth Support Worker.

Bristol Clinical Commissioning Group funds the central therapeutic and counselling service at St Michaels Hill five days a week, and a pilot outreach service for young people admitted to Bristol's Accident and Emergency departments.

CYP-IAPT funds five staff to participate in Exeter University training in Cognitive Behavioural Therapy.

South Gloucestershire Clinical Commissioning Group fund a pilot counselling service in Patchway, Kingswood and Yate.

Esme Fairbairn Foundation and The Pilgrim Trust funds our outreach project for Black and Minority Ethnic young people called, Zazi, including 2 FTE staff.

Comic Relief funds the Mentality Project providing opportunities for young people to lead on innovative social action campaigns.

The Big Lottery Reaching Communities grant funds our Talking Points project, providing an outreach service to young people in four localities (Withywood, Barton Hill, Lockleaze and Lawrence Weston) across the city.

The Heritage Lottery Fund is for a one-year oral history project about Freedom Youth.

Higher Education England provide funding in respect of training backfill for OTR staff at Exeter University on full-time CYP IAPT courses

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

## 10 (i). Analysis of Net Assets Between Funds

	Restricted £	Unrestricted £	Total Funds £
Tangible Fixed Assets	-	215,039	215,039
Cash at Bank & in Hand	18,771	150,944	169,715
Other Net Current Assets	(14,414)	97,043	82,630
	<u>4,357</u>	<u>463,027</u>	<u>467,834</u>

## 11. 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.