

Charity Registration No. 1109956

Company Registration No. 5410167 (England and Wales)

OXFORD PARENT-INFANT PROJECT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

OXFORD PARENT-INFANT PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr R Bailey-Williams	
	Dr N Best	
	Mrs E B H Burns-Lundgren	
	Mr A Carey	
	Mrs S Connaughton	(Appointed 13 March 2017)
	Mr S Donald	(Appointed 25 May 2017)
	Dr S Graham-Jones	
	Mr P D G Riviere	(Appointed 13 March 2017)
	Mr J Vater	
	Mrs E Willmott	(Appointed 13 October 2016)
Executive Director	Anna Thorne	(Appointed September 2017)
Clinical Director	Helen Callaghan	(current) shared with Joanna Tucker (until April 2017)
Charlty number	1109956	
Company number	5410167	
Registered office	Suite J The Kidlington Centre High Street Kidlington Oxford OX5 2DL	
Independent examiner	Lynne Buchholz Pearson Buchholz Limited Units 4 & 5 Swinford Farm Eynsham Oxford OX29 4BL	
Bankers	Co-operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT	

OXFORD PARENT-INFANT PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Lloyds TSB
9 Sheep Street
Bicester
Oxfordshire
OX26 6JE

COIF Charity Funds
80 Cheapside
London
EC2V 6DZ

OXFORD PARENT-INFANT PROJECT

CONTENTS

	Page
Trustees' report	1 - 10
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Notes to the accounts	14 - 23

OXFORD PARENT-INFANT PROJECT
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

About Oxford Parent-Infant Project (OXPIP)

At OXPIP we help parents and their babies build close and loving relationships from the start of life. For over 20 years, we have provided parent-infant psychotherapy to parents and their babies from conception to 2 years old, as well as training for professionals. OXPIP works with policy makers and the general public to build awareness, support and capacity for parent-infant attachment, infant mental health and peri-natal mental health.

Objects

The company is a registered charity and our objects, set out in the Memorandum and Articles of Association, are:

- To promote and preserve the health and well-being of parents to be, new parents, and the parents of babies and young children, who may be experiencing stress or facing problems within the normal range of parenting.
- To promote and advance, for the benefit of the public, an understanding of infant mental health and early child development, within the broad framework of Object Relations and Attachment Theories, and to provide a focus for this approach in the Charity's area.
- To promote, by training and research, the awareness of the importance of early childhood development among health professionals and other professionals involved with early childhood, and actively to disseminate information and examples of best practice among these groups.

To meet these objects, OXPIP aims:

- To provide specialist therapeutic support, from conception to 2 years, for infants and parents who are in need of assistance for issues such as establishing and building close nurturing relationships, depression and anxiety, birth trauma, loss, or unresolved issues from a parent's own early life.
- To work with professionals, policy makers and the general public to build awareness and support, and for the delivery of services for parent-infant attachment, and infant and parental mental health.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

All OXPIP's work is guided by our core values and competencies.

Core Values

- **Relationships.** A healthy parent-infant relationship forms the foundation for a child to develop the capacity to recognise what they feel, to regulate their emotions, and develop their social and cognitive abilities.
- **Early Intervention.** Early identification of relationship difficulties and preventative intervention are effective for both improving individual outcomes and reducing costs to society in the short and long term.
- **Accessibility.** Therapeutic support should be available to all parents who may need help to improve their relationship with their baby.

Core Competencies

- **Clinical Expertise.** OXPIP clinicians are all highly qualified therapists who draw on a wide range of interventions and are experienced in working to improve parent-infant relationships.
- **Knowledge and Experience.** OXPIP was one of the founding parent-infant organisations and has in-depth knowledge and experience of working with parent and infant mental health in a wide range of settings, and across a diverse group of clients and situations.
- **Training and Cascading Knowledge.** OXPIP has strong expertise in explaining, communicating and sharing its clinical expertise with therapists and non-therapists in order to develop their capacity to support parent-infant relationships. We provide consultation to allied professionals.

Our work

OXPIP is a pioneer in parent-infant psychotherapy in the UK. Founded in 1998 (registered as a charity in 1999) we support parents in Oxfordshire and surrounding areas who are struggling to form a secure attachment to their baby. We work with babies up to the age of two and their parents, often the mother but also with fathers and other carers.

OXPIP provides two main services, parent-infant psychotherapy and training.

Our parent-infant psychotherapy is offered in two ways:

- Work with parents and their babies, which improves the quality of the parent-infant relationship and improves the emotional well-being and mental health of the parent and infant.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

- Therapeutic groups for parents and babies, which increases parental attunement and confidence.

Our training is focused on two main groups:

- Training qualified therapists to enable them to work as parent-infant psychotherapists
- Training allied professionals to help them understand attachment and infant mental health and apply their understanding in their work

Business Planning

OXPIP has continued to develop services and promote parent infant partnerships and practice across Oxfordshire and neighbouring counties in line with our 2014-17 Business Plan. However, due to the changing and uncertain funding landscape, 2016-17 was very much a year of consolidation, with plans for service and training programme development put on hold in order to ensure organisational sustainability.

The board and executive team of OXPIP entered this financial year with some anxiety due to the ending of some long running and sizeable funding contracts and the continuing uncertainty over our largest contract with Oxfordshire County Council. Throughout 2016 OXPIP was made aware that the contract with the County Council was under threat, due to the continuing pressure of ongoing austerity funding cuts from Central Government. Although, in the end, this funding was maintained until March 2017, the ongoing uncertainty meant that we had to conduct a managed reduction of our clinical commitments throughout 2016-17 to ensure clinical good practice.

This uncertainty also informed the decision not to recruit a replacement Executive Director when the role became vacant in April 2016. Instead we chose to keep our overheads low, in line with the predicted fall in revenues. Our priorities during this period were to maintain services to our clients, find new sources of funding, retain our clinical team and maintain the very high quality of our clinical service and the training that we provide. We are delighted to report that we achieved all of these goals. Trustees assisted considerably by providing their valuable skills during this period and as a result we managed to achieve a modest surplus of just over £5,000 for the year.

Public Benefit

The charity provides public benefit through its help to parents and infants through parent-infant psychotherapy. These activities are described below. The charity offers treatment on the basis of need, through contracts, outreach projects, partnerships and self-referrals where clients may be asked to make a contribution to costs if they can afford to do so.

The charity offers a range of lectures, training and consultation available to allied professionals, including health staff, and the public.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

The benefits of OXPIP's work are many with evidence of positive impacts for individuals, families and the wider community. These include direct improvements in early parent infant relationships (shown in 90% of our case work) and a reduction in maternal anxiety and depression (shown in 70% of our clients). These benefits impact on both current and future siblings from families seeing OXPIP, resulting in stronger families as well as children developing into happier, more emotionally resilient adults. There is considerable evidence of the economic benefits of early interventions such as OXPIP's, due to a reduction in demand on statutory health and social care provision, as well as the development of a happier society.

Activities and Achievements 2016-2017

Direct work with parents and children

Children's Centres: For over six years OXPIP had been contracted to work within six of Oxfordshire's Children's Centres and our services were highly regarded by the Centre Managers and staff. This work ended in March 2017, following the County Council's decision to close Children's Centres, which has had a dramatic impact on OXPIP's capacity to reach target families.

OXPIP lobbied for parent infant therapy to be included as a core element of the new countywide multi-disciplinary service for families in high need, but this was unsuccessful. We are still in conversations with County Council leads and Children and Family Centre Managers and hope to develop new partnerships and service models for the future.

Rural Outreach: Our rural outreach programme in West Oxfordshire continues to be a service with a high level of demand, targeting parents and babies who are often isolated and depressed. Oxfordshire is the most rural county in the South East of England and this figures as a risk factor in 2017's Health and Inequalities report for the county.

Open Access (Access for All): In 2016-17 we developed our open access service for families who do not have access to other provision through directly funded projects. This has been particularly important given the closure of Children's Centres and ending of OXPIP's County Council funding. The work has also trialled the way for paying clients, an increasingly important income stream for OXPIP, though we remain committed to ensuring free services remain available.

Saplings antenatal groups: We work with antenatal groups in Oxford City where vulnerable mothers receive their healthcare in groups supported and facilitated by an OXPIP therapist, and are now expanding to Banbury.

Inner City Outreach: This has been running in Oxford City Centre for six years. We have achieved our objective of increasing the referral of Asian parents to our service, in line with the population demographic. This project was funded by The Henry Smith Charity and we plan to develop the work in areas such as Banbury and Reading.

Military: We have projects that concentrate on military families where separation, trauma and reintegration into family life add additional stresses to an already difficult time.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

In 2016-17 this work was established with funding from The Royal British Legion and is being developed with additional funding from the Armed Forces Covenant Fund and the Royal Air Forces Association.

Social Services: Social Services continue to refer clients to us on an individual basis. This is some of our most demanding and difficult work and can involve being part of the team determining whether a baby is able to remain with its family.

Reading Project: We delivered a pilot project in Reading working in two Children's Centres located in the city's most deprived areas. This was OXPIP's first and currently only non-Oxfordshire based work. OXPIP has an impressive track record in working intensively with high risk families, where the children may be removed for their protection. This project focused on preventive work, aiming to support families at an early enough stage to be helped and supported before destructive patterns become entrenched. This was a three-year project funded by Trusthouse and, due to the impact of OXPIP's work, Reading local authority were keen to continue funding. However, funding cuts meant that these discussions did not progress, and the project has now ended.

Assessment tools

OXPIP uses the following five nationally recognized assessment tools to monitor and evaluate our work:

- Caregiving Relationship Index
- Parent Infant Relationship Global Assessment Scale (PIRGAS)
- Ages and Stages Questionnaire (ASQ)
- Hospital Anxiety and Depression Scale (HADS)
- Keys to interactive Parenting Strategy (KIPS)

The last two are recent additions and we have taken them on board to stay in line with PIP UK so our data matches across the country.

Key data from our parent-infant work

- 397 clients accessed support from OXPIP in 2016-17, including 291 new clients.
- 268 (329 2015/16) individual clients and their babies have accessed direct parent-infant psychotherapy sessions with an OXPIP clinician. The decrease from 2016 is due to the winding down of services in response to cuts to local authority funding.
- 129 (129 2015/16) clients and their babies have attended parent-infant groups with an OXPIP clinician.
- 90% (97% 2015/16) of clients recorded an improvement in the quality of the parent-infant relationship (measured by the recognised PIRGAS score).
- 75% of clients reported an improvement in levels of anxiety and depression.
- A sample of 122 clients surveyed gave the service an average score of 4.5 out of 5 (4.6 2015/16) on average.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

Training and awareness raising

OXPIP is a highly regarded provider of specialist parent-infant training. We run two tiers of training programmes, one to train up the next generation of parent-infant therapists, and one to share our knowledge of attachment with early years professionals.

Early Years training: We run a series of short courses including 'An Introduction to Watch, Wait and Wonder', 'Assessing Parent Infant Relationships' and 'Emotional Regulation in Pregnancy'. These are one and two-day courses attended by early years professionals, social workers, psychotherapists and clinical psychologists and have a national and international profile with some attendees travelling from abroad. In 2016-17 272 people attended OXPIP short courses.

Parent Infant Therapy Training: For the last three years we have run an external training course for those wishing to train as parent infant psychotherapists. In 2016 this programme received accreditation through APPCIOS (The Association for Psychodynamic Practice and Counselling in Organisational Settings). Initially, this training was subsidised by a Department for Education grant, which enabled us to offer it at a reduced rate. This funding ended in March 2016 and we have reviewed the programme administration and delivery - with the aim of reducing costs, where possible, whilst maintaining quality. Further funding will be sought to enable us to run the training again, and as a result we expect to welcome a new cohort in September 2018. In 2016-17 16 trainees participated in this training.

OXPIP Public Lecture Series and External Presentations: OXPIP has been running a lecture programme each year in Oxford since 2012. Our trainees attend these lectures and they are open to the public as well, at a charge. Until the end of 2017 the Lecture Series has comprised six lectures a year. The 2018 programme comprises three lectures, with the aim of delivering to a larger audience at each one. In 2016-17 158 people attended our lectures and we delivered presentations to 550 people at external events.

OXPIP Conference: After the success of the 2016 conference, OXPIP will be holding a landmark conference on the 8th June 2018 to celebrate 20 years in operation: 'Early relationships: a window into our shared future'.

Future Plans

Following a period of consolidation, OXPIP is now developing a strategic plan for the next three years based on a vision to grow and embed our services in Oxfordshire, at the same time as maintaining and developing our national and international profile to influence policy and practice.

We are considering both how to strengthen and develop our current services and to explore new areas of work. In particular we plan to develop our specialist training and consultancy services.

Central to this planning will be a commitment to our core value that our services should be available to all, and we will be focussing on securing funding to increase and maintain our open access service offer.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

Partnerships

OXPIP has a strong relationship with our partner Northamptonshire Parent Infant Partnership and since 2013 have worked closely with Parent Infant Partnership UK to develop and support the development of parent infant practice across the UK, including establishing new services and access to specialist training for new practitioners.

We have also been actively involved with the work of the All Party Parliamentary Group, 1001 Critical Days and participating in the Oxfordshire group that seeks to apply the national learning in a local setting.

Locally our clinicians have active working relationships with local Health Visitors, Midwives and GPs, as well as Oxfordshire County Council Children and Family Services staff. Our senior staff and trustees engage with strategic partnerships and have been building links with the new Commissioning Structures and Perinatal networks in Oxfordshire and the Thames Valley.

Staffing

OXPIP has a highly experienced team of specialist parent-infant therapists.

We currently have four employed therapists with an additional five regular freelance therapists and a wider pool of therapists associated with OXPIP and available for occasional projects.

Throughout 2016-17, joint Clinical Directors Helen Callaghan and Joanna Tucker, along with Operations Manager Emma Blunt, led the organisation through a period of stabilisation. Much of the year was difficult and challenging for our employees, all our clinicians and our trustees, because of the uncertainty created by the County Council cuts. We are grateful to all those who persevered during this difficult time and for steering OXPIP safely through this period.

Joanna Tucker retired from the CD role in April 2017 after very many years of valuable service for OXPIP, with Helen Callaghan remaining as the Clinical Director.

Emma Blunt and Fundraiser Ursula Saunders have now left OXPIP to move on to new roles, and we are very grateful for the contribution they made.

Following the decision to appoint a new Executive Director, we are delighted to have been able to recruit Anna Thorne in September 2017 who line manages our Office Manager and Administration Assistant.

Funders, Volunteers and Supporters

We are grateful to the charitable trusts, foundations and local organisations that provided much needed funds to enable our work with families in 2016-17.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

The Henry Smith Charity, Oxfordshire Community Foundation, Porticus, The Royal British Legion, Trusthouse, Carterton Town Council, M&C Trust and Tedworth.

In addition to this we are delighted to be supported in our work in 2017-18 by the Armed Forces Covenant Fund, CHK Charities, The Rayne Foundation, the Royal Air Forces Association and The Tudor Trust.

We are also grateful to Oxfordshire County Council for their support both through the Children's Centre contract and for purchasing our training. We hope that this relationship will continue and develop within the new County services.

OXPIP's work continues to be supported by the voluntary commitment of many individuals through helping with events, marketing, fundraising and specific areas of development. A particular thank you to Maggie Abrahams, Charity Mentors and The Media Trust for the voluntary mentoring and consultancy they have provided. Also, thank you to the many volunteers, staff and trustees who have organised a range of fundraising events and activities this year including our annual Opera, the Merton College Carol Service in Oxford and those who ran the Oxford half marathon for OXPIP.

Structure, Governance & Management

Constitution and Organisation

Oxford Parent-Infant Project registered as a charity on 10th June 2005, governed by a memorandum and articles of association, and a company limited by guarantee incorporated on 1st April 2005. The charity is governed by its board of Trustees, which may number between six and eighteen members. During the financial year, the operational and financial aspects of the charity were managed by the Clinical Directors and Operations Manager, overseen by the board of trustees in the absence of an Executive Director. Subsequent to the year end, following a detailed review, it was decided that the financial position was strong and stable enough to recruit a full time Executive Director.

The trustees, who are also directors for the purposes of company law, and who served during the year were:

Adrian Carey (Chair, appointed Nov 2016)
Rachel Bailey-Williams
Nick Best
Eva Burns-Lundgren
Sarah Connaughton (appointed March 2017)
Susanna Graham-Jones
Jan Maulden (retired Nov 2016)
Sue Raikes (Chair, retired Nov 2016)
Peregrine Riviere (appointed March 2017)
John Vater
Chloe West (resigned Jan 2017)
Mathew Williams
Elisabeth Willmott (Treasurer, appointed October 2016)

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

Recruitment and Appointment of Trustees

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees and constitute its members of council. The Chair's period of office shall be two years, renewable to a maximum of eight years. All other members retire at each year's Annual General Meeting. A retiring council member shall be eligible for re-election subject to a maximum period of office of eight years. As detailed on page 1 of the report we had three trustees resign and two retire during the year and we are very grateful for their valuable contributions. Informed by skills audits showing a need for Finance, HR and Commercial experience on the Board, four new Trustees have been successfully recruited, three during and one more subsequent to the year-end. They have already made substantial contributions during their time on the board.

Rachel Bailey-Williams will be standing down at the AGM having served the maximum period of eight years as a trustee, the last two as Deputy Chair. She has provided invaluable advice and guidance and been very generous with her time and the board are extremely grateful for the tremendous service she has given over many years.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. This guarantee does not end until one year after they cease to be a director.

The total amount of such guarantees at 31 March 2017 was £9 (2016: £10)

Risk assessment

The Trustees of Oxford Parent-Infant Project recognise and accept their responsibility for ensuring that risks to which the Charity is exposed are reviewed and steps taken to mitigate potential damage by the use of appropriate preventative controls and corrective actions.

Trustees are aware of the Charities SORP (revised 2015) and accept the requirement, in relation to all aspects of their work, for regular assessment of operating strengths and weaknesses.

To this end the risk management strategy comprises a regular review of the risks, which the charity may face; the establishment of systems and procedures to mitigate those risks identified; and the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

Financial Results

Financial Overview

OXPIP recorded a net contribution for the year of £5,653 (2016 deficit £51,115). We worked hard to reduce our costs in the light of our known reduced funding and managed to secure a significant increase in income from grant making bodies.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

We continue to have good cash reserves and some very strong donors and are working to diversify our mix of income streams.

Reserves Policy

The Trustees' established reserves policy sets a target for general unrestricted funds held by the charity of six months of budgeted expenditure. This policy has been reviewed and for future accounting periods the target will be to hold sufficient undesignated reserves to cover the cost of maintaining OXPIP's core service delivery for six months. The reserves policy is supported by a regular assessment of need and risk, and forecasts of future income levels.

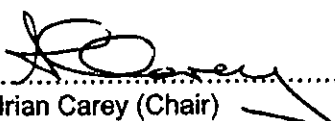
As at 31 March 2017 our general unrestricted reserves amounted to £121,987 against forecast six months budgeted expenditure of £144,000 and six months core service expenditure of £125,000.

Details of designated funds totalling £35,000 are set out in note 18 and include amounts to cover our obligations under our lease, an amount to cover completion of sessions with clients where there is no grant or statutory funding and amounts to cover the development of our IT infrastructure and data management capability.

The Trustees have complied with the duty in section 17(5) of the Charities Act 2011 and have due regard to public benefit guidance published by the Charity Commission.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 30th November 2017 and signed on their behalf by


.....
Adrian Carey (Chair)

Registered Office
Suite J, The Kidlington Centre
High Street
Kidlington
Oxford
OX5 2DL

Date 30 11 2017

OXFORD PARENT-INFANT PROJECT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OXFORD PARENT-INFANT PROJECT

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 12 to 23.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of Oxford Parent-Infant Project for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Lynne Buchholz FCA
Pearson Buchholz Limited

Institute of Chartered Accountants in England & Wales
Units 4 & 5
Swinford Farm
Eynsham
Oxford
OX29 4BL

Dated: 11.12.2017.

OXFORD PARENT-INFANT PROJECT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds general £	Unrestricted funds designated £	Restricted funds £	Total 2017 £	Total 2016 £
<u>Income from:</u>						
Donations and legacies	3	52,276	-	111,937	164,213	264,568
Charitable activities	4	156,896	-	6,383	163,279	170,739
Other trading activities	5	6,173	-	-	6,173	8,738
Investments	6	412	-	-	412	751
Total income		215,757	-	118,320	334,077	444,796
<u>Expenditure on:</u>						
Raising funds	7	45,290	-	-	45,290	29,946
Charitable activities	8	170,438	-	112,696	283,134	465,965
Total resources expended		215,728	-	112,696	328,424	495,911
Net incoming/(outgoing) resources before transfers		29	-	5,624	5,653	(51,115)
Gross transfers between funds		(4,000)	4,000	-	-	-
Net (expenditure)/income for the year/ Net movement in funds		(3,971)	4,000	5,624	5,653	(51,115)
Fund balances at 1 April 2016		125,958	31,000	17,696	174,654	225,769
Fund balances at 31 March 2017		121,987	35,000	23,320	180,307	174,654

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

OXFORD PARENT-INFANT PROJECT

BALANCE SHEET

AS AT 31 MARCH 2017


	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	12		1,489		4,873
Current assets					
Debtors	14	15,526		54,534	
Cash at bank and in hand		184,062		189,159	
		199,588		243,693	
Creditors: amounts falling due within one year	15	(20,770)		(73,912)	
Net current assets			178,818		169,781
Total assets less current liabilities			180,307		174,654
Income funds					
Restricted funds	17		23,320		17,696
Unrestricted funds					
Designated funds	18	35,000		31,000	
General unrestricted funds		121,987		125,958	
			156,987		156,958
			180,307		174,654

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.


The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Trustees on 30 November 2017



Mr A Carey
Trustee Chair



Mrs E Willmott
Trustee Treasurer

Company Registration No. 5410167

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

Charity information

Oxford Parent-Infant Project is a private company limited by guarantee incorporated in England and Wales. The registered office is Suite J, The Kidlington Centre, High Street, Kidlington, Oxford, OX5 2DL.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2017 are the first accounts of Oxford Parent-Infant Project prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

The Trustees have established a policy whereby the target for general unrestricted funds held by the charity should be six months of budgeted expenditure. This policy is supported by a regular assessment of need and risk, and forecasts of future income levels.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds comprises the costs associated with attracting voluntary income, applications to grant giving bodies and costs of organising fundraising events.

Charitable expenditure comprises those costs incurred by the charity in the delivery of services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	over the life of the lease
Fixtures and fittings	25% straight line
Office equipment	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	52,276	111,937	164,213	264,568
For the year ended 31 March 2016	72,095	192,473		264,568

4 Charitable activities

	Parent and infant counselling and development	Training and raising awareness	Total 2017	Total 2016
	£	£	£	£
Sales within charitable activities	99,898	63,381	163,279	170,739
Analysis by fund				
Unrestricted funds - general	93,515	63,381	156,896	
Restricted funds	6,383	-	6,383	
	99,898	63,381	163,279	
For the year ended 31 March 2016				
Unrestricted funds - general	170,739	-		170,739

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

5 Other trading activities

	2017	2016
	£	£
Fundraising events	6,173	8,738

6 Investments

	2017	2016
	£	£
Interest receivable	412	751

7 Raising funds

	2017	2016
	£	£
<u>Fundraising and publicity</u>		
Staging fundraising events	2,310	2,044
Other fundraising costs	3,393	4,306
Staff costs	39,249	23,118
Depreciation and impairment	338	478
Fundraising and publicity	45,290	29,946
	45,290	29,946
For the year ended 31 March 2016		29,946

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

8 Charitable activities

	Parent and infant counselling and development	Training and raising awareness	Total 2017	Total 2016
	£	£	£	£
Staff costs	149,430	69,798	219,228	251,534
Depreciation and impairment	1,523	1,523	3,046	4,302
Consultant	-	-	-	14,144
Recruitment	363	-	363	1,187
Provision of training	-	19,988	19,988	152,605
Office stationery	878	1,843	2,721	5,391
Telephone and internet	1,116	526	1,642	626
Insurance	1,440	720	2,160	2,018
Rent, rates, utility and other premise costs	6,393	3,196	9,589	16,554
Miscellaneous expenses	2,858	318	3,176	4,745
Professional development	4,432	-	4,432	5,650
Accountancy fee	-	-	-	678
	<u>168,433</u>	<u>97,912</u>	<u>266,345</u>	<u>459,434</u>
Share of support costs (see note 9)	9,538	6,051	15,589	6,531
Share of governance costs (see note 9)	734	466	1,200	-
	<u>178,705</u>	<u>104,429</u>	<u>283,134</u>	<u>465,965</u>
Analysis by fund				
Unrestricted funds - general	97,762	72,676	170,438	
Restricted funds	80,943	31,753	112,696	
	<u>178,705</u>	<u>104,429</u>	<u>283,134</u>	
For the year ended 31 March 2016				
Unrestricted funds - general	194,776	65,507		260,283
Restricted funds	76,259	129,423		205,682
	<u>271,035</u>	<u>194,930</u>		<u>465,965</u>

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

9 Support costs

	Support costs	Governance costs	2017	2016	Basis of allocation
	£	£	£	£	
Consultant	-	-	-	1,768	Apportioned by income
Office stationery	1,099	-	1,099	674	Apportioned by income
Telephone and internet	505	-	505	78	Apportioned by income
Insurance	1,080	-	1,080	87	Apportioned by income
Rent, rates and utilities	5,349	-	5,349	2,069	Apportioned by income
Miscellaneous expenses	541	-	541	567	Apportioned by income
Accountancy fee	1,766	-	1,766	1,288	Apportioned by income
Training received	1,108	-	1,108	-	Apportioned by income
IT infrastructure & data	1,831	-	1,831	-	Apportioned by income
Recruitment costs	2,310	-	2,310	-	Apportioned by income
Audit fees	-	1,200	1,200	-	Governance
	<u>15,589</u>	<u>1,200</u>	<u>16,789</u>	<u>6,531</u>	
Analysed between					
Charitable activities	<u>15,589</u>	<u>1,200</u>	<u>16,789</u>	<u>6,531</u>	

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
	<u>8</u>	<u>7</u>
Employment costs	2017 £	2016 £
Wages and salaries	<u>258,477</u>	<u>274,652</u>

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

12 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Office equipment £	Total £
Cost				
At 1 April 2016	2,960	5,785	14,052	22,797
At 31 March 2017	2,960	5,785	14,052	22,797
Depreciation and impairment				
At 1 April 2016	2,960	2,850	12,114	17,924
Depreciation charged in the year	-	1,446	1,938	3,384
At 31 March 2017	2,960	4,296	14,052	21,308
Carrying amount				
At 31 March 2017	-	1,489	-	1,489
At 31 March 2016	-	2,935	1,938	4,873

13 Financial instruments

	2017 £	2016 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	12,981	27,660
Carrying amount of financial liabilities		
Measured at amortised cost	17,814	66,395

14 Debtors

	2017 £	2016 £
Amounts falling due within one year:		
Trade debtors	8,981	27,041
Other debtors	4,000	619
Prepayments and accrued income	2,545	26,874
	15,526	54,534

15 Creditors: amounts falling due within one year

	2017 £	2016 £
Other taxation and social security	2,956	7,517
Trade creditors	12,964	29,909
Accruals and deferred income	4,850	36,486
	20,770	73,912

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

16 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £2,310 (2016 - £2,044).

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2016 £	Movement in funds		Balance at 31 March 2017 £
		Incoming resources £	Resources expended £	
The Henry Smith Trust - Outreach Projects	-	25,000	(20,834)	4,166
OCC Social Services Training	-	1,987	-	1,987
Oxfordshire Community Foundation	-	4,950	(4,950)	-
Porticus	-	50,000	(37,500)	12,500
Royal British Legion	-	10,000	(5,833)	4,167
Trusthouse	-	20,000	(20,000)	-
Carterton Town Council	-	260	(260)	-
Client fees	-	6,123	(6,123)	-
ISIS - Training Counsellors	17,196	-	(17,196)	-
Martha Louise Jackson	500	-	-	500
	<u>17,696</u>	<u>118,320</u>	<u>(112,696)</u>	<u>23,320</u>

18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2016 £	Movement in funds			Balance at 31 March 2017 £
		Incoming resources £	Resources expended £	Transfers £	
Clients' Treatment Completion Fund	12,000	-	-	(10,000)	2,000
Contingency Reserve	4,000	-	-	(4,000)	-
Lease Obligation Reserve	15,000	-	-	-	15,000
IT infrastructure and Data Storage Management	-	-	-	18,000	18,000
	<u>31,000</u>	<u>-</u>	<u>-</u>	<u>4,000</u>	<u>35,000</u>

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

19 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2017 are represented by:				
Tangible assets	1,489	-	-	1,489
Current assets/(liabilities)	120,498	35,000	23,320	178,818
	<u>121,987</u>	<u>35,000</u>	<u>23,320</u>	<u>180,307</u>

20 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2017 £	2016 £
Aggregate compensation	<u>49,619</u>	<u>83,303</u>

During the year, trustees donated £1,000 to the charity.