

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

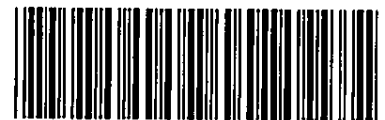
Company No 2987817

Charity No 1051144

FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31ST MARCH 2008

BALDWIN SCOFIELD & CO
CHARTERED ACCOUNTANTS

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'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2008

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LEGAL AND ADMINISTRATIVE DETAILS

The charity was incorporated on the 8th November 1994 as a company limited by guarantee, and is registered with the Charity Commission. Its objects are to promote the preservation and protection of good health and to undertake any other charitable activity, and in the promotion of these objects the charity is particularly involved in providing youth counselling, a young carers project and a youth drug project. The affairs of the charity are governed by its memorandum and articles of association. The liability of the members, in the event of the charity being wound up, is limited to a sum not exceeding £1

Company Number 2987817

Charity Number 1051144

Registered Office Address 72 Queens Road, Croydon, CR0 2PR

Directors/Trustees Patricia Adams
John Denham (appointed June 2007)
Philip Hunt
Alexander Ngoma
Eric Trout (Chairman)
Lorna White (appointed September 2007)

Company Secretary Philip Hunt

Bankers The Co-operative Bank Plc
91 George Street
Croydon, CR9 3QT

Auditors Baldwin Scofield & Co
Chartered Accountants
3 Newhouse Business Centre
Old Crawley Road, Horsham
West Sussex, RH12 4RU

Solicitors Russell-Cooke
2 Putney Hill
Putney
London, SW15 6AB

"OFF THE RECORD"
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Trustees Report for Year Ended 31st March 2008

The trustees (who are also directors for the purpose of company law) present their Annual Report on the affairs of the charity together with the Accounts and Auditors' Report for the above period. The financial statements have been prepared in accordance with the Companies Act 1985, the Statement of Recommended Practice Accounting Reporting by Charities and applicable accounting standards.

Structure, Governance and Management

"Off The Record's" mission statement states that the agency provides a broad range of free, accessible, responsive and inclusive support services for vulnerable children, young people and young adults from all communities in the Croydon area. We also identify, represent and raise awareness of the needs of young people both within Croydon and at a national level.

"Off The Record" recruits new trustees through local and national adverts and interviews potential members with reference to a trustee job description and person specification. If selected from interview, trustees are offered an induction process including an induction pack and the opportunity to observe a trustee meeting.

Trustees consider governance issues at their monthly meetings and during 2007 undertook a series of governance workshops, in conjunction with senior staff, in order to deepen their awareness and understanding of their roles and responsibilities. The Management Committee works to an annual calendar to ensure key governance issues are regularly addressed.

Trustees continue to make decisions related to the overall strategic direction of the agency and ensure that "Off The Record" is working in accordance with its aims and objectives and Memorandum and Articles of Association. The governing documents were substantially updated in 2007 and the changes approved at the Annual General Meeting .

The agency's senior management team ensure that service provision is carried out within the overall agency strategy, oversee the agency's progress in meeting its objectives, and ensure that the agency meets its legal and financial obligations including compliance with laws on race relations, equal opportunities, disability and health and safety in the way that it employs and delivers services.

"Off the Record's" engagement with vulnerable young people means that risk is a feature of the agency's daily work and therefore we need to monitor the types of risk that agency staff and management take, and strategies for managing risk. During 2007/8 the agency has built on its review of risk policies and continues to develop new procedures to strengthen staff awareness and management of risk.

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Trustees Report for Year Ended 31st March 2008 (continued)

General Review

The company continues to deliver its established three core services, a counselling service, a young carers project and a young people's drug and alcohol project. However in 2007/8 the agency has expanded its work in relation to Black Minority Ethnic (BME) communities and mental health to form a fourth core service. The staff in our core services work together with central agency staff such as our Administrators and senior managers and are supported by teams of committed volunteers. The company continues to operate from the freehold property at 72 Queens Road, Croydon, which it purchased in 1995 by means of a capital grant of £138,000 from the South Thames Regional Health Authority. The counselling service, drug project and central agency services are delivered from Queens Road. The BME mental health projects operate largely as outreach services. The young carers project operates from a shared base with other carers' workers at Courtyard House in Central Croydon.

Counselling Service Activities and Achievements

The counselling service provides free, confidential counselling to 14-25 year olds. Counselling has continued to be in high demand in the past year, sometimes resulting in young people having to wait for on-going sessions to become available. The complexities of the issues presented appear to increase year by year also with the most frequently discussed issues including stress, anxiety, family issues, emotional issues, self-esteem, childhood issues and interpersonal relationship issues.

Counselling is provided through a team of paid and volunteer counsellors supported by a Counselling Co-ordinator. Volunteer counsellors are recruited from counselling diploma courses and receive training and supervision from the charity in accordance with the British Association of Counselling and Psychotherapy Ethical Framework. We have been fortunate in recruiting a dedicated and resourceful volunteer counselling team who reflect to a high degree the diversity of the young people in Croydon. Counsellors are expected to attend regular quarterly team meetings in order to discuss issues related to counselling young people, receive training and raise any concerns that they may have.

The counselling service saw 227 young people between April 2007 and March 2008, of these, 49% defined themselves as white British, the other 51% as coming from a range of other backgrounds, reflecting again the great diversity of communities and backgrounds in Croydon. Of the clients we saw, 165 were female and 62 male. Overall we made 2301 counselling sessions available, with 1475 appointments being attended.

Through 2007/8 the service has piloted a range of new developments including group work, personal development workshops, life coaching and counselling through interpreters. We now have a regular 'menu' of

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Trustees Report for Year Ended 31st March 2008 (continued)

and counselling through interpreters. We now have a regular 'menu' of group-based workshops and a small but successful life coaching project. Delivering counselling through interpreters has been driven primarily by the increased number of young refugees seen within the counselling service and we are continuing to build our skills and practices in this area. This work will be further developed in conjunction with our new service offering counseling to young refugees in schools.

Young Carers Project Activities and Achievements

The Young Carers Project provides information, advocacy, befriending, educational, emotional and social support for young people with caring responsibilities within the home.

The project continues to provide an extensive programme of trips and activities in school holidays with 50 different events organised in the last year. The trips and activities remain very popular with young people and play an important role in reducing isolation and providing respite from caring responsibilities. Additionally, this year once again the Project has been able to offer assistance to families through the Carers Support Grant. This grant has been used to provide financial assistance to enable young carers to participate in organised trips or to take respite holidays with their families; to provide residential trips away with the project and to provide days out in the school holidays.

The Young Carers Support Teacher post, established in September 2003, is employed through the local authority and placed with "Off the Record" to provide dedicated education support to young carers in schools, in their homes and through the learning support club. This year education support was offered to 72 young carers. Through this work, Young Carers have successfully returned to school after long absences, transitions to new schools have been supported and those remaining out of education are encouraged and helped to continue their learning.

Transition support in Year 6 has promoted a positive start to secondary education. In 2007/8 this work featured in the borough's JAR inspection with positive feedback from the Inspectors.

The Young Carers Assessor post established in 2005/6 has now become a key part of the project offering statutory carers assessments to young people entering the service. This enables us to build a comprehensive picture of the challenges facing the young people with whom we work and to target our support accordingly. The assessment worker also provides casework support to some of the project's most vulnerable families.

The project now has a client list of 360 young carers of whom 42% are male and 58% female. Over 60% of these young people are involved in caring for their mother and the most common reasons for caring are due to physical ill health, mental ill health or physical disabilities.

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Trustees Report for Year Ended 31st March 2008 (continued)

DNA (Drugs 'n' Alcohol Project) Activities and Achievements

DNA (Drugs 'n' Alcohol Project) offers information, drug awareness sessions and counselling for young people with substance misuse needs and training and consultancy for parents and professionals. Since October 2006 the project has also hosted the new Virtual Team Co-ordinator post responsible for supporting and co-ordinating the work of the specialist young people's substance misuse practitioners based in different agencies across the borough.

DNA's outreach team continues to provide weekly drop in sessions at Connexions, Pupil Referral Units, at a young people's housing project, at a local health centre and a new weekly session within a large comprehensive school. In addition the project delivers an extensive programme of drug education sessions particularly through the DASH (Drug, Alcohol and Sexual Health) programme in Coulsdon College, Croydon College and, for the first time this year, John Ruskin College where DNA outreach workers co-ordinate a multi-agency team delivering sessions to post-16 students. Overall, the outreach programme reached in excess of 3000 young people.

The number of young people accessing the drug project counsellors has increased this year. DNA has two part-time specialist drugs counsellors offering short and long term counselling. This year the counsellors offered 72 new counselling assessments and offered 507 counselling sessions. The young people were evenly spread across the 14-25 age range with the most common drugs of concern being alcohol, cannabis and cocaine.

The 'Young People's Substance Misuse Virtual Team' has strengthened and expanded its work facilitated by the Virtual Team Co-ordinator at Off the Record. Emphasis has been familiarising themselves with one another's work and building a team identity, skills and resources. The team also organised and delivered two large street campaigns, one around alcohol and the other around cannabis. These campaigns offered information and drug awareness to approximately 750 young people.

Black Minority Ethnic (BME) Mental Health Work Activities and Achievements

Off the Record has hosted a BME Outreach Worker since 1997 and the focus of the post has been on building awareness of, and access into, local mental health services for young people from Croydon's diverse communities.

Following a review and tendering process from the Primary Care Trust, Off the Record was awarded a contract in 2007 to extend its BME work through the creation of two BME Mental Health Community Development Workers to replace our BME Outreach post. Our two 'CDWs' work in partnership with two other 'CDWs' hosted by Croydon BME Forum. The new posts have a strong strategic emphasis aiming to address the inequalities in mental health often experienced by BME communities. Their work involves direct liaison with local community groups to

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Trustees Report for Year Ended 31st March 2008 (continued)

strengthen their delivery of mental health services alongside work with key statutory service providers to build more culturally

appropriate service provision. The CDW team is currently working on its first year report that will highlight key areas of work for the coming year.

For the last two years, Off the Record staff have been part of a multi-agency group looking at delivering services to young refugees in schools. Staff have delivered service awareness and personal development workshops but had been unable to offer the one-to-one therapeutic support often requested. Following discussions with Croydon's Unaccompanied Minors Team, a pilot project was established in January 2008 delivering short-term counselling to young refugees in secondary schools. The pilot has been very successful with high demand and positive feedback. Building on this Off the Record has succeeded in attracting funding to establish the refugee counselling project, Compass, on a more substantial basis with effect from September 2008

Financial Review

During the year the Agency's income increased by 16% to £562,613 and expenditure increased by 17% to £546,584, resulting in a surplus of £16,029. As in the previous year, the increase in expenditure is mainly attributable to additional staff costs and reflecting a higher level of activity. Staff costs were also the main category of expenditure of the unrestricted funds, and the deficit (£42,663) was covered by management charges from other funds. The resulting unrestricted surplus for the year was £17,205, and unrestricted funds carried forward were £65,202. Although below the trustees' target, this is not a matter of concern as the trustees' regularly monitor the financial position to ensure that reserves are adequate for the charity's operating requirements. The deficit, after transfers, on restricted funds was £(1,176) and restricted funds carried forward were £42,114. The capital fund carried forward, £138,672, was unchanged, and total funds carried forward were £245,988

Plans for the Future

Croydon is a very diverse London borough and we are committed to ensuring that our services are accessible to all. Over the next year we will be focusing on developing our BME mental health work taking forward the themes identified from the first year of the CDW project and establishing our Compass project counselling young refugees in schools. We plan to use the experience and knowledge generated from this work to help the whole agency look at issues of diversity and help ensure that diversity and equality are central to our service planning and delivery.

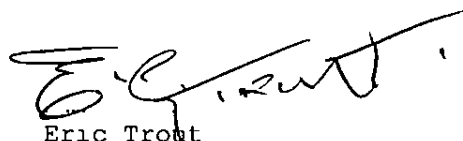
We continue to be committed to expanding the range of therapeutic services offered to young people. We will be reviewing our group work programme and life coaching pilot to see how these can be further developed. We are also planning to establish a pilot auricular

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Trustees Report for Year Ended 31st March 2008 (continued)

acupuncture session for young people from all parts of the agency having had two staff members trained in auricular acupuncture during 2007.

Approved by the trustees and directors on 22/10/08
and signed on their behalf by:



Eric Trout
Trustee and Director

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31ST MARCH 2008

Company law requires the trustees (who are also directors for the purposes of company law) to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the trustees are required to.-

- a) select suitable accounting policies and then apply them consistently,
- b) make judgements and estimates that are reasonable and prudent,
- c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that any statements of account comply with the requirements of the Companies Act 1985 and Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TO THE TRUSTEES OF 'OFF THE RECORD' YOUTH COUNSELLING CROYDON

We have audited the financial statements on pages 5 to 7 which have been prepared under the accounting policies set out therein

Respective responsibilities of trustees and auditors

As described on page 3 the trustees (who are also directors for the purposes of company law) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the trustees' report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed. We read the trustees' report and consider whether it is consistent with the financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31st March 2008 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and have been properly prepared in accordance with the Companies Act 1985; and the information given in the trustees' report is consistent with the financial statements.

Baldwin Scofield & Co

Baldwin Scofield & Co
Chartered Accountants
Registered Auditors
3 Newhouse Business Centre
Old Crawley Road
Horsham, West Sussex
RH12 4RU

29 October 2008

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2008

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	Note	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Capital Fund</u> £	<u>2008 Total</u> £	<u>2007 Total</u> £
<u>INCOME & EXPENDITURE ACCOUNT</u>						
<u>Incoming Resources</u>						
Voluntary income	3	5,142	4,202	-	9,344	1,660
Investment income	4	1,593	-	-	1,593	1,298
		<u>6,735</u>	<u>4,202</u>	<u>-</u>	<u>10,937</u>	<u>2,958</u>
Incoming resources from charitable activities	5	-	533,532	-	533,532	454,847
Other incoming resources	6	4,758	13,386	-	18,144	28,986
Total Incoming Resources		<u>11,493</u>	<u>551,120</u>	<u>-</u>	<u>562,613</u>	<u>486,791</u>
<u>Resources Expended</u>						
Charitable activities	7	54,156	490,724	-	544,880	465,445
Governance costs	9	-	1,704	-	1,704	2,250
Total Resources Expended		<u>54,156</u>	<u>492,428</u>	<u>-</u>	<u>546,584</u>	<u>467,695</u>
Net Incoming Resources before Transfers		(42,663)	58,692	-	16,029	19,096
Transfers between funds	10	59,868	(59,868)	-	-	-
Net Movement in Funds		<u>17,205</u>	<u>(1,176)</u>		<u>16,029</u>	<u>19,096</u>
Total Funds as at 1.4 07		<u>47,997</u>	<u>43,290</u>	<u>138,672</u>	<u>229,959</u>	<u>210,863</u>
Total Funds as at 31.3.08		<u>65,202</u>	<u>42,114</u>	<u>138,672</u>	<u>245,988</u>	<u>229,959</u>

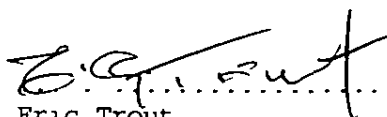
The notes form an integral part of these accounts

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

BALANCE SHEET AS AT 31ST MARCH 2008

	Note	£	2008 £	£	2007 £
<u>TANGIBLE FIXED ASSETS</u>					
Tangible Assets	12		144,634		138,672
<u>CURRENT ASSETS</u>					
Debtors	13	14,517		24,568	
Bank & Cash		115,509		97,201	
		<u>130,026</u>		<u>121,769</u>	
<u>CREDITORS</u>					
Amounts falling due within 1 year	14	28,672		30,482	
		<u>28,627</u>		<u>30,482</u>	
<u>NET CURRENT ASSETS</u>			101,354		91,287
			<u>245,988</u>		<u>229,959</u>
<u>FUNDS</u>					
Unrestricted Funds	15	65,202		47,997	
Restricted Funds	15	42,114		43,290	
Capital Fund	15	138,672		138,672	
		<u>245,988</u>		<u>229,959</u>	

Approved by the trustees and directors on 22/10/08
and signed on their behalf by


Eric Trout
Trustee and Director

The notes form an integral part of these accounts.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2008

1 ACCOUNTING POLICIES

Basis of Accounting

The accounts have been prepared in accordance with the Companies Act 1985, the Statement of Recommended Practice Accounting Reporting by Charities and applicable accounting standards. Where necessary the headings laid down in the Companies Act have been adapted to meet the special activities of the charity. The charity qualifies as a small company under the Act and the directors/trustees have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

Income

Donations and legacies are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as it is prudent to do so.

Gifts in kind

Where the charity receives the benefit of work carried out by volunteers and receives the use of facilities and equipment without charge, no value is placed on these items, except where the benefit extends over several periods, in which case they are valued and included in the balance sheet at a reasonable valuation.

Grants receivable

Revenue grants are credited to the income and expenditure account as received. Grants relating to a specific period are placed in a restricted fund until used. Grant income received but not utilised during the year is potentially refundable to the grant provider and is included as a liability in the balance sheet, except where authority has been received to utilise the unused grant in the following period, in which case it is carried forward in the fund to which it applies.

Support costs

These are allocated to or apportioned between activity cost categories on a basis consistent with the use of resources.

Fixed assets

Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computer equipment 25% on cost

Individual acquisitions costing less than £5,000 are fully written off as revenue in the year of purchase. No depreciation is provided on freehold property. The property is fully maintained and, in the opinion of the directors, its market value is not less than cost.

Taxation

The charity benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax, but not VAT. VAT which is not recoverable is included in the cost of those items to which it relates.

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YOUTH COUNSELLING CROYDON

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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2008

2 TRANSACTIONS WITH TRUSTEES AND OTHER CONNECTED PERSONS

No trustees received any remuneration or were reimbursed expenses in the current or preceding period.

3. VOLUNTARY INCOME

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>2008</u> £	<u>2007</u> £
<u>DONATIONS</u>				
Young Carers' Specific Donations	-	1,202	1,202	1,600
Other	5,142	3,000	8,142	-
	<u>5,142</u>	<u>4,202</u>	<u>9,344</u>	<u>1,600</u>

4 INVESTMENT INCOME

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>2008</u> £	<u>2007</u> £
Interest Received	1,593	-	1,593	1,298
	<u>1,593</u>	<u>-</u>	<u>1,593</u>	<u>1,298</u>

5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Grants Received

	<u>Bfwd</u> £	<u>Received</u> £	<u>Cfwd</u> £	<u>2008</u> £	<u>2007</u> £
Youth Counselling Service					
Croydon PCT/LB Croydon	-	144,583	-	144,583	141,748
CAMHS	-	48,648	(16,000)	32,648	18,912
Outreach/BMECD Worker					
Croydon PCT/LB Croydon	-	-	-	-	25,984
Croydon PCT	-	62,876	-	62,876	-
Young Carers Project					
LB Croydon - Assessor	-	39,041	-	39,041	35,092
Croydon PCT/LB Croydon	-	39,747	-	39,747	39,747
LB Croydon - Support	-	22,440	-	22,440	22,000
S London Connexions	7,823	23,467	-	31,290	31,290
LB Croydon - Education	-	5,211	-	5,211	-
DNA Project					
Drug Action Team	-	125,696	-	125,696	95,074
Tudor Trust	-	-	-	-	15,000
Henry Smith Charity	-	30,000	-	30,000	30,000
	<u>7,823</u>	<u>541,709</u>	<u>(16,000)</u>	<u>533,532</u>	<u>454,847</u>

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2008

6. OTHER INCOME

	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Miscellaneous	4,758	13,386	18,144	28,986
	<u>4,758</u>	<u>13,386</u>	<u>18,144</u>	<u>28,986</u>

7. CHARITABLE ACTIVITIES

	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Young Carers' Donations	-	1,369	1,369	1,047
Young Carers' & Other Activities	-	12,196	12,196	12,305
Staff Salaries	53,225	396,256	449,481	367,565
Consultancy	-	6,282	6,282	10,965
Recruitment	-	2,927	2,927	6,632
Supervision	855	4,140	4,995	5,570
Training	-	9,493	9,493	4,473
Travel & Subsistence	27	5,486	5,513	6,662
Books & Publications	-	944	944	1,909
Printing & Reproduction	-	4,910	4,910	5,767
Support Costs	-	46,721	46,721	42,550
	<u>54,156</u>	<u>490,724</u>	<u>544,880</u>	<u>465,445</u>

8. SUPPORT COSTS

	<u>Charitable</u>		
	<u>Activities</u>	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Rent & Rates	5,764	5,764	2,139
Light, Heat & Water	2,395	2,395	2,446
Equipment & Maintenance	5,877	5,877	4,993
Property Repairs	3,628	3,628	1,752
Office Expenses	4,976	4,976	18,104
Telephone	7,554	7,554	5,230
Publicity	2,594	2,594	410
Insurance	2,910	2,910	1,968
Health & Safety	2,081	2,081	-
Cleaning	3,909	3,909	-
Payroll Administration	1,160	1,160	1,210
Accountancy	999	999	952
Sundry Expenses	2,923	2,923	5,098
	<u>46,535</u>	<u>46,535</u>	<u>42,550</u>

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2008

9. GOVERNANCE COSTS

	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Audit Fee	-	1,704	1,704	1,598
Other	-	-	-	652
	<u>-</u>	<u>1,704</u>	<u>1,704</u>	<u>2,250</u>

The amount of staff time spent on Governance has not been quantified, but is considered to be too small to warrant disclosure

10. TRANSFERS BETWEEN FUNDS

Transfers between funds include management charges of £54,393 incurred by Restricted Funds

11. STAFF COSTS

	<u>Unrestricted</u>	<u>Restricted</u>		
	<u>Funds</u>	<u>Funds</u>	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Salaries	48,428	360,541	408,969	335,087
Social Security Costs	4,797	35,715	40,512	32,478
	<u>53,225</u>	<u>396,256</u>	<u>449,481</u>	<u>367,565</u>

The average weekly number of full time equivalent employees was 15 (14)
No employee received remuneration exceeding £60,000.

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

7e.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2008

12 TANGIBLE FIXED ASSETS

	<u>Buildings</u>	<u>Computer Equipment</u>	<u>Total</u>
	£	£	£
Cost/Valuation			
At 1.4.07	138,672	-	138,672
Additions	-	6,221	6,221
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 3.08	138,672	6,221	144,893
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1.4 07	-	-	-
Charge for year	-	259	259
On disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 3.08	-	259	259
	<hr/>	<hr/>	<hr/>
Written Down Amount			
At 31.3 08	138,672	5,962	144,634
	<hr/>	<hr/>	<hr/>
At 31.3.07	138,672	-	138,672
	<hr/>	<hr/>	<hr/>

The charity acquired the freehold property at 72 Queens Road, Croydon in 1995/96. Funding for this was provided by the South Thames Regional Health Authority on behalf of the Secretary of State for Health and is refundable should the property be disposed of, or cease to be used for its authorised charitable purposes, and in the event that the charity shall cease to be registered. The charity has declared that it holds the property on trust for the Secretary of State, to whom the property is charged by way of a legal mortgage and in equity

13 DEBTORS

	<u>2008</u>	<u>2007</u>
	£	£
Grants Receivable	-	7,823
Sundry Debtors & Prepayments	14,517	16,745
	<hr/>	<hr/>
	14,517	24,568
	<hr/>	<hr/>

14. CREDITORS

	<u>2008</u>	<u>2007</u>
	£	£
Amounts falling due within one year:		
Sundry Creditors & Accruals	12,672	30,482
Grants in Advance & Other Deferred Income	16,000	-
	<hr/>	<hr/>
	28,672	30,482
	<hr/>	<hr/>

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2008

15 FUNDS

	<u>Balance</u> <u>2007</u> £	<u>Incoming</u> <u>Resources</u> £	<u>Outgoing</u> <u>Resources</u> £	<u>Transfers</u> £	<u>Balance</u> <u>2008</u> £
Unrestricted Funds					
General & Designated	47,997	11,493	(54,156)	59,868	65,202
Restricted Funds					
Youth Counselling Service	6,835	182,552	(173,643)	(3,082)	12,662
Outreach/BMECDW Fund	2,190	66,923	(53,643)	(8,515)	6,955
Young Carers Project Fund	13,099	139,608	(121,819)	(13,674)	17,214
DNA Fund	21,166	162,037	(143,323)	(34,597)	5,283
Capital Fund	138,672	-	-	-	138,672
	<u>229,959</u>	<u>562,613</u>	<u>(546,584)</u>	<u>-</u>	<u>245,988</u>
			<u>Fixed</u> <u>Assets</u> £	<u>Current</u> <u>Assets</u> £	<u>Balance</u> <u>2008</u> £
Represented by:					
Unrestricted Funds			-	65,202	65,202
Restricted Funds			5,962	36,152	42,114
Capital Fund			<u>138,672</u>	<u>-</u>	<u>138,672</u>
			<u>144,634</u>	<u>101,354</u>	<u>245,988</u>

The Capital Fund represents an amount received in 1995 which was used to acquire the freehold property, 72 Queens Road, Croydon

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2008

	<u>Counselling</u>	<u>Young</u>	<u>Outreach</u>			
	<u>Service</u>	<u>Carers</u>	<u>Worker</u>	<u>DNA</u>	<u>2008</u>	<u>2007</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£	£	£
<u>RESTRICTED FUNDS</u>						
<u>Incoming Resources</u>						
Grants Received	177,231	137,729	62,876	155,696	533,532	454,847
Donations	3,000	1,202	-	-	4,202	1,660
Other Income	2,321	677	4,047	6,341	13,386	25,052
Total Income	182,552	139,608	66,923	162,037	551,120	481,559
<u>Resources Expended</u>						
Grants & Donations	-	1,369	-	-	1,369	1,047
Activities	-	12,087	-	-	12,087	12,305
Staff Salaries & NI	136,687	93,871	45,082	120,616	396,256	325,725
Consultancy	-	-	-	6,282	6,282	10,965
Recruitment	-	-	2,927	-	2,927	6,632
Supervision	2,340	-	-	1,800	4,140	4,625
Training	5,833	805	300	2,555	9,493	4,281
Travel & Subsistence	2,503	1,315	262	1,406	5,486	6,541
Books & Publications	349	38	5	552	944	1,909
Printing & Reproduction	2,344	1,554	69	943	4,910	5,767
Rent & Rates	1,095	3,645	318	706	5,764	2,139
Light, Heat & Water	855	741	248	551	2,395	2,446
Equipment & Maintenance	2,463	770	1,670	974	5,877	4,993
Property Repairs	3,628	-	-	-	3,628	-
Office Expenses	2,018	978	601	1,379	4,976	18,104
Telephone	1,986	2,545	1,086	1,937	7,554	5,230
Publicity	1,012	141	-	1,441	2,594	410
Insurance	2,674	236	-	-	2,910	1,968
Sundry Expenses	1,638	319	373	544	2,874	5,751
Payroll Administration	1,146	-	14	-	1,160	1,210
Audit Fee	1,704	-	-	-	1,704	1,598
Accountancy	999	-	-	-	999	952
Health & Safety	1,075	-	312	694	2,081	652
Cleaning	1,294	1,405	376	834	3,909	-
Total Resources Expended	173,643	121,819	53,643	143,323	492,428	424,598
Net Movement before Transfers	8,909	17,789	13,280	18,714	58,692	56,961
Transfers between Funds	(3,082)	(13,674)	(8,515)	(34,597)	(59,868)	(48,619)
Net Movement in Resources	5,827	4,115	4,765	(15,883)	(1,176)	8,352
Fund Balances as at 1 4 07	6,835	13,099	2,190	21,166	43,290	34,948
Fund Balances as at 31.3.08	12,662	17,214	6,955	5,283	42,114	43,290

'OFF THE RECORD'
YOUTH COUNSELLING CROYDON
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2008

	<u>General</u>	<u>Young</u>	<u>DNA</u>	<u>2008</u>	<u>2007</u>
	<u>Fund</u>	<u>Carers</u>	<u>Fund</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£	£
<u>UNRESTRICTED FUNDS</u>					
<u>INCOME & EXPENDITURE ACCOUNT</u>					
<u>Incoming Resources</u>					
Donations	983	4,159	-	5,142	-
Investment Income	1,593	-	-	1,593	1,298
Other Income	4,758	-	-	4,758	3,934
	<u>7,334</u>	<u>4,159</u>	<u>-</u>	<u>11,493</u>	<u>5,232</u>
<u>Charitable Expenditure</u>					
Staff Salaries & NI	53,225	-	-	53,225	41,840
Supervision	855	-	-	855	945
Training	-	-	-	-	192
Travel & Subsistence	120	-	-	120	120
Sundry Expenses	49	-	-	49	-
	<u>54,156</u>	<u>-</u>	<u>-</u>	<u>54,156</u>	<u>43,097</u>
Net Movement before Transfers	(46,822)	4,159	-	(42,663)	(37,865)
Transfers between Funds	54,393	-	5,475	59,868	48,619
	<u>7,571</u>	<u>4,159</u>	<u>5,475</u>	<u>17,205</u>	<u>10,754</u>
Net Movement in Resources	7,571	4,159	5,475	17,205	10,754
Fund Balance as at 1 4 07	29,913	3,305	14,779	47,997	37,243
Fund Balance as at 31.3.08	<u>37,484</u>	<u>7,464</u>	<u>20,254</u>	<u>65,202</u>	<u>47,997</u>