

"OFF THE RECORD" YOUTH COUNSELLING CROYDON

(A Company Limited by Guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

Charity Registration Number 1051144

Registered Company Number 2987817

WILKINS KENNEDY
Chartered Accountants
Greytown House
221/227 High Street
Orpington
Kent BR6 0NZ

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OFF THE RECORD YOUTH COUNSELLING CROYDON
(A Company Limited by Guarantee)

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OFF THE RECORD YOUTH COUNSELLING CROYDON
(A company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS

Management Committee

John Denham – Chair
Philip Hunt - Secretary
Alexander Ngoma – Treasurer
Eric Trout
Lorna White
Liz Stopani

Company Secretary

Phillip Hunt

Chief Executive

Karen Stott

Principal Address

72 Queens Road
Croydon
Surrey
CR0 2PR

Statutory Auditor

Wilkins Kennedy
Greytown House
221/227 High Street
Orpington
Kent BR6 0NZ

Bankers

Cooperative Bank PLC
Croydon
Surrey
CR9 3QT

Santander UK plc
BBAM
Bridle Road
Bootle
Merseyside
GIR 0AA

OFF THE RECORD YOUTH COUNSELLING CROYDON (A company Limited by Guarantee)

REPORT OF THE MANAGEMENT COMMITTEE

The Management Committee have pleasure in presenting their Annual Report and Financial Statements for the year ended 31 March 2011

"Off the Record" Youth Counselling Croydon is a registered charity (Charity Number 1051144) and a company limited by guarantee (Company Number 2987817)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure

"Off the Record" Youth Counselling Croydon (Off the Record) is a registered charity and a company limited by guarantee, registered in England and governed by a Memorandum and Articles of Association

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.'

Governance and Management

The governance of the charity is the responsibility of the Management Committee who are elected and co-opted under the terms of the Articles of Association. The Management Committee consists of up to 12 elected trustees, elected by the members at the Annual General Meeting (AGM), up to 5 co-opted members, a representative from any body which the Management Committee certifies is providing substantial funding to the company (non-voting members of the Committee) and the honorary officers.

Every elected Trustee (excluding honorary officers) will retire from office at the end of the third annual general meeting following their election. Retiring Trustees may be eligible for re-election. The number of the Management Committee shall not fall below five.

The Management Committee who served during the year were as follows:

John Denham
Phillip Hunt
Alexander Ngoma
Eric Trout
Lorna White
Liz Stopani

Induction and Training of Management Committee

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

Organisational Structure and Decision Making

The Management Committee consider governance issues at their regular meetings. The Committee meet quarterly throughout the year to ensure all governance issues are regularly addressed.

The Management Committee continue to make decisions relating to the overall strategic direction of the charity and ensure that the organisation is working in accordance with its aims and objectives and Memorandum and Articles of Association. The Management Committee delegate responsibility to senior staff for ensuring that service provision is carried out within the overall charity's strategy, for overseeing the charity's progress in meeting its objectives, and ensuring that the charity meets its legal and financial obligations including compliance with laws on race relations, equal opportunities, disability and health and safety in the way it employs and delivers services.

OFF THE RECORD YOUTH COUNSELLING CROYDON (A company Limited by Guarantee)

REPORT OF THE MANAGEMENT COMMITTEE continued

STATEMENT ON PUBLIC BENEFIT

The objectives and activities, and achievement and performance sections of this report clearly set out the activities which the charity undertakes for the public benefit. The Management Committee confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission in determining the activities undertaken by the charity.

RISK MANAGEMENT

The Management Committee actively review the major risks which the charity faces on a regular basis and believe that maintaining a sufficient level of reserves combined with an annual review over key financial systems, will provide sufficient resources in the event of adverse conditions. The Management Committee have also examined other major risks and established systems to mitigate those risks. The Management Committee monitor and review the risks regularly.

OBJECTIVES, ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Through 2010/11 the charity continued to deliver its established core activities and services - Counselling service, Black Minority Ethnic (BME) Community Development service, Compass Refugee Project, Young Carer's Project and Drug and Alcohol Project. The staff in our direct services work together with central agency staff such as our administrators and senior managers and are supported by teams of committed volunteers.

The charity continues to operate from the freehold property at 72 Queens Road, Croydon, which it purchased in 1995 by means of a central grant of £138,000 from the South Thames Regional Health Authority. The counselling service and central agency services are delivered from Queens Road. The BME Community Development Service, Compass Refugee Counselling service and Drugs and Alcohol service operate largely as outreach services. The Young Carers Project operates from a shared base with other Carers' workers at Courtyard House in Central Croydon.

The Management Committee have considered the Charity Commission's guidance on public benefit and our main activities are described below. All these activities are undertaken to further our charitable purposes for the public benefit in accordance with our aim to provide 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 and to identify, represent and raise awareness of the needs of young people both within Croydon and at a national level.

The overall strategy within which the charity operates has been set and objectives and achievements in our activities are detailed in this report. The necessary funding, mainly in the form of grants, is in place and the risks to the charity have been listed and reviewed by both The Management Committee and senior staff of the agency. The Management Committee wish to express their appreciation for the hard work, undertaken by all staff within the agency, in obtaining funding for the charity's work. Future funding is certainly going to be a challenge, but one which The Management Committee feel to which the charity will rise.

a) COUNSELLING SERVICE

Objectives & Activities

The counselling service offers free, confidential counselling to 14-25 year olds in the Croydon borough with the aim of promoting young people's mental health and well-being and supporting young people to manage the current and future challenges in their lives.

The counselling service offers in excess of 100 counselling sessions per week and counselling is offered through a team of experienced paid clinicians and volunteer counsellors who predominantly come to the charity as part of their clinical training. Volunteer counsellors are professionally supervised and supported in their work and currently provide around 45% of all counselling within the service. Young people are offered high levels of confidentiality and are usually offered an initial assessment within a few days of making contact.

OFF THE RECORD YOUTH COUNSELLING CROYDON (A company Limited by Guarantee)

REPORT OF THE MANAGEMENT COMMITTEE continued

Achievements & Performance

It has been a busy year with a high demand for the service resulting in a fluctuating waiting list 2,921 individual counselling sessions were made available to 528 young people (356 female and 172 male)

Our clients present with an ever increasing complexity of issues Anxiety, depression, family, relationships, and isolation are some of the issues most frequently brought High proportions of the young people we see present with suicidal thoughts and attempts, and they often present with issues of abuse or neglect in the past or the present For the young refugees and asylum seekers who attend the service, the context within which therapeutic work takes place can often be challenging with some young people facing deportation back to hostile and threatening circumstances

The past year has seen proposals of changes to NHS talking therapy services and the consultations around future Improved Access to Psychological Therapies (IAPT) services in Croydon The NHS consultation about the future of IAPT services has allowed Off the Record, and other local services who deliver talking therapies, an opportunity to clarify the value of the diversity of choice available to clients in the borough It has also enhanced understanding and co-operation between services There is a shared intention to co-operate to further benefit clients in the future, ensuring that clients will be signposted to the service that best meets their needs and preferences

While the core of our work remains offering a safe space for a young person to speak to a skilled professional, we are constantly considering new ways of engaging with young people, including new technologies, waiting list interventions and groups

b) COMMUNITY DEVELOPMENT WORKERS (CDW)

Objectives & Activities

The CDW service was created as a result of a national government attempt to reduce the inequalities in mental health service experiences and outcomes for Black and Minority Ethnic (BME) communities Within Croydon the CDW service is delivered through a partnership between Off the Record and Croydon BME Forum with each partner employing two CDW posts focusing on different age ranges The four CDWs work on an outreach basis acting as a bridge between statutory mental health services and local BME communities Their work involves changing attitudes towards mental health amongst BME communities, improving BME access to, and experience of, existing services, building capacity within community organisations and developing mental health services

Achievements & Performance

In the past year the CDW service within Off the Record has

- Developed service and built capacity in 7 community groups by helping them register as charities, formulate management committees, apply for and receive funding, register and signpost them to local and national forums
- Examined the reasons for high levels of school/college exclusion for BME young people, the effects on their mental health and the impact of educational exclusion on the whole community
- Delivered mental health awareness, mental well-being and cultural competence training to 65 participants
- Researched the links between BME young people, knife crime/violence and mental health, producing a report on the findings
- Participated and contributed in 8 local and national forums that focus on BME mental health in order to influence positive change

New developments and planned areas of work in the coming year include

- Development of "With One Voice" project, which aims to promote community cohesion between faith groups, mental health and substance misuse professionals
- Examining the over representation in mental health admissions for BME young people
- Designing capacity building workshops for newly established BME organisations that support "Bringing their Dream to Life"

**OFF THE RECORD YOUTH COUNSELLING CROYDON
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REPORT OF THE MANAGEMENT COMMITTEE continued

c) COMPASS REFUGEE PROJECT

Objectives & Activities

Compass provides individual counselling and group work to Croydon young people who are refugees, asylum seekers or forced migrants. Counselling is generally short-term and delivered through schools and colleges as this maximises our accessibility for this vulnerable group of young people.

During the past year, we have offered services within 14 schools and 3 colleges, using interpreters where requested. Additionally we have supported new arrivals, age disputed young people and refused or destitute asylum seekers in specialist provision within Off the Record.

An important aspect of our work has been the development of a culturally sensitive approach to supporting the emotional and psychological needs of our clients. We support a wide range of issues, including trauma, torture, complex loss, self harm, suicide and transition difficulties. In the past year over 40% of clients experienced post traumatic stress, fear of persecution, nightmares and anxiety. Links with wider organisations provide opportunities for further support. Compass responded to 322 requests for additional support or onward referral last year. In response, we have created a specialist services leaflet, specific to our client's needs.

Achievements & Performance

Demand for our service is increasing, highlighted by a 16% increase in the number of referrals last year. Clients are presenting with more complex issues, leading us to offer longer term counselling and organise multi agency interventions.

In the past year we have worked with 500 young people from 34 different countries. 137 have received individual counselling and 363 participated in group work. 58% of clients accessing individual counselling were unaccompanied minors. Increased awareness of Compass has increased the number of agencies referring clients, however it is significant that self referrals have increased to 42%.

Group work remains successful, with new approaches developed to address emerging and differing needs. 34 structured group sessions explored specific issues, such as anger, loss and relationships. Informal group support, such as drop in sessions at Croydon College and our weekly Compass Boys Group, have provided more flexible support, reduced isolation and addressed wider wellbeing issues.

Professional training has been delivered to Child and Adolescent Mental Health Services (CAMHS), Croydon Independent Visitors, mental health practitioners, interpreters and school/ college staff.

Compass has recently secured funding from Comic Relief and Trust for London to expand and develop our service during the next 3 years. We aim to extend support for refugee and asylum seeking girls, who currently represent 25% of our clients. We also aim to expand the number of schools receiving Compass support through the creation of a flexible service.

d) YOUNG CARERS' PROJECT

Objectives & Activities

The Young Carers' Project offers educational, emotional and social support to children and young people from age 8 who are caring for family members as a result of physical or mental illness or disability within the family. The aim of the work is to reduce the effects of harmful caring and enable Young Carers to build their aspirations and fulfil their potential beyond their caring role. The project is staffed by a multi-disciplinary team co-located with other carers services. The team offer holistic carers assessments, educational support through a specialist teacher, information and key working, counselling and mental health support, and a programme of respite social and leisure activities.

Achievements & Performance

73 new Young Carers have been identified and registered with the Project this year. They have been assessed through home visits and care plans have been put place to support their needs. Two thirds of the new referrals were from social services departments and friends and family, with 8 from voluntary sector organisations and the remainder from other organisations. Once assessed, they are able to access many of the support programmes offered by the Project. The total of Young Carers registered with the project now stands at 480.

OFF THE RECORD YOUTH COUNSELLING CROYDON (A company Limited by Guarantee)

REPORT OF THE MANAGEMENT COMMITTEE continued

The project organised 69 respite activities for Young Carers with a total of 596 opportunities taken up over 6 school holidays. The activities range from fun and entertainment to learning and cultural activities and included sports, visits to various museums, and healthy eating/cooking. The newly formed monthly Boys and Girls group also offer an opportunity to check with Young Carers on a more regular basis.

The team continue to support Young Carers through targeted 1-1 support. 360 Young Carers received 691 one-to-one support sessions. The type of support required varied from mental health issues to supporting those that are not in education, employment or training. Counselling and Life-Coaching was offered both to Young Carers and their parents (recognising the beneficial impact on young carers if their parents are able to access support). However, this was time limited funding which ceased at the end of March 2011. Whilst the project has been able to continue its commitment to offering counselling to young carers, we are no longer able to offer Life Coaching or direct support to parents.

The educational support has been very busy too, offering support to young carers both within and outside school where necessary. There have been 30 weekly Learning Support Club sessions averaging 3-4 attendances per session and 130 young carers received support in transition from primary to secondary school, attendance and attainment in school.

e) DRUGS AND ALCOHOL PROJECT

Objectives & Activities

Off the Record has been delivering drug and alcohol services to young people since 2001 aimed at harm minimisation and supporting young people to reduce their substance use. This has included delivering substance misuse information and awareness raising sessions, offering information and support through weekly satellite services, and providing short and long-term counselling support to young people who are seeking to reduce their use of drugs and alcohol. Due to the re-commissioning of all drug and alcohol services supported by the local authority, the majority of Off the Record's substance misuse work closed in July 2010.

The agency continues to have one on-going drug and alcohol outreach post, supported by The Henry Smith Charity although we also currently continue to employ the Borough's Young People's Substance Misuse Co-ordinator who is placed with the local authority pending TUPE transfer to the new Young People's Substance Misuse Service. Our current Drug and Alcohol Worker delivers weekly substance misuse satellite services within Croydon's 3 post-16 colleges, offering information and support around substance misuse. This worker also supports other Off the Record staff in their work with young people who use substances and offers direct support where appropriate to young people who are accessing other parts of Off the Record, who have substance misuse related issues.

Achievements & Performance

Between April and July 2010, the full Drug and Alcohol Service team were operational, although the service was unable to take any new referrals from June 2010 due to the planned closure of most aspects of the work in July. Despite this, 95 counselling sessions were offered to 23 young people between April and July 2010 with a further 44 young people seen through weekly satellite services and 110 young people offered drug awareness training through 20 training workshops. A specific drug outreach project was undertaken through Croydon College working with a group of young Afghan refugees and an interpreter to devise drug education materials that were culturally and linguistically appropriate to this group.

The new Drug and Alcohol Outreach post became operational in October 2010. The initial phase of the work involved establishing links, developing publicity and making practical arrangements for the establishment of the weekly satellite services in the post-16 colleges. All three colleges were keen to engage the service and all three weekly sessions were operational by January 2011.

To publicise the new services, information campaigns were run in the colleges offering substance misuse resources, and practical drug awareness sessions were delivered to tutor groups. In total 259 young people aged between 15 and 21 years were contacted through the information campaigns with a further 68 students, aged between 15 and 19 years, offered sessions through their tutor groups. Within one college, a six-week 'Drug Award' programme was prepared and delivered offering in-depth substance misuse information to two groups of students with associated course work and a college accredited certificate at the end. 37 students took part in this programme with very positive feedback.

Take-up of the one-to-one intensive support within the colleges has been slow which is common with the establishment of new services. 12 young people (7 female and 4 male) have been offered support with 75% of these seeking support around cannabis use. Plans are in place to ensure the satellite services are fully integrated into the colleges at the start of the next academic year to increase the take-up of individual support.

OFF THE RECORD YOUTH COUNSELLING CROYDON (A company Limited by Guarantee)

REPORT OF THE MANAGEMENT COMMITTEE continued

FINANCIAL REVIEW

During the year Off the Record received income totalling £732,995 (2010 £778,638) Resources expended totalled £737,362 (2010 £777,107) The net movement in funds for the year is a loss of £4,367 (2010 a surplus of £1,531), resulting in total funds at 31 March 2011 of £267,654 (2010 £272,021)

Reserves Policy

Off the Record's general unrestricted reserves represent funds of the charity that are freely available, excluding designated funds and restricted funds In order to provide a quality, effective and efficient service to its beneficiaries the Management Committee have set a reserves level that in the event of funding not being sufficient to cover expenses in the future that a smooth transition can be made to a lower level of service The Management Committee have a target of approximately two months of budgeted operating expenses, being £100,000 Total general unrestricted reserves at 31 March 2011 are £69,451 (2010 £85,955)

Beyond 31 March 2011 several contracts are due to end and it is not known what services and projects may be commissioned in the future, therefore the Management Committee anticipate the possibility of having to use some of the reserves during the forthcoming financial year The Management Committee will review the reserve policy on an annual basis

PLANS FOR FUTURE PERIODS

"Off the Record" has had another successful year but the changing economic climate has lead to some contraction of our work in the last year and further contraction may be necessary in the next financial year Cuts to public sector finances will impact on all charities in receipt of statutory funding including Off the Record The agency has made a commitment to continue to offer a broad range of services targeted at Croydon's most vulnerable young people Achieving this goal will require flexible and innovative responses and The Management Committee will need to ensure rigorous ongoing assessment of risks and opportunities over the next year

To ensure the charity is well-placed to respond to both challenges and opportunities, senior staff have been undertaking a review of the charity's strategic plan with assistance from a management consultant Four key themes have emerged from this work Make services more accessible, Increase service choice and relevance, Improve effectiveness and quality, Work in partnership for sustainability These themes will be reflected in Off the Record's strategic objectives and work plans for the next year Staff are also undertaking preparation work to ensure the agency is ready to respond to commissioning opportunities due to be released by the local authority over the next few months

STATEMENT OF THE MANAGEMENT COMMITTEES RESPONSIBILITIES

Charity law requires the Management Committee 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 of the surplus or deficit of the charity for that period In preparing those financial statements the Management Committee are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business

The Management Committee 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 or other irregularities

**OFF THE RECORD YOUTH COUNSELLING CROYDON
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REPORT OF THE MANAGEMENT COMMITTEE continued

Statement as to Disclosure of Information to Auditors

So far as the Management Committee are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditors are aware of that information

Approved by the Management Committee on

16/9/11

and signed on their behalf by


John Denham
Chairman

OFF THE RECORD YOUTH COUNSELLING CROYDON

(A company Limited by Guarantee)

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF "OFF THE RECORD" YOUTH COUNSELLING CROYDON

We have audited the financial statements of "Off The Record" Youth Counselling Croydon for the year ended 31 March 2011 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 United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with regulations issued under the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's Management Committee those matters we are required to state 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 and the charity's Management Committee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of The Management Committee and auditor

As explained more fully in the Statement of Management Committee's responsibilities set out on page 6, the Management Committee (who are also the directors of the 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.

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 Management Committee, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Management Committee's Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

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 2011 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 United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Management Committee's Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of The Management Committee's remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.

Wilkens Kennedy

M Wilkes (Senior Statutory Auditor)

For and on behalf of Wilkins Kennedy, Statutory Auditor

Greytown House
221-227 High Street
Orpington
Kent
BR6 0NZ

26/2/11

OFF THE RECORD YOUTH COUNSELLING CROYDON
(A company Limited by Guarantee)
Company number 2987817

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011

INCOME AND EXPENDITURE ACCOUNT

		Unrestricted funds	Restricted funds	Total 2011	Total 2010 Restated £
	Notes	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income – donations		4,400	-	4,400	5,545
Other Income		-	-	-	14,322
Investment income – interest receivable		41	-	41	129
Income resources from charitable activities					
Grants receivable	2	-	722,365	722,365	748,005
Other income		5,517	672	6,189	10,637
Total incoming resources		<u>9,958</u>	<u>723,037</u>	<u>732,995</u>	<u>778,638</u>
Resources expended					
Cost of generating funds		-	1,170	1,170	667
Charitable activities					
Counselling service		-	204,556	204,556	228,082
BME CDW and Outreach Services		-	66,701	66,701	80,612
COMPASS Refugee Project		-	88,316	88,316	80,578
Young Carers Project		-	255,174	255,174	220,044
DNA Drug n Alcohol project		-	111,492	111,492	158,846
Governance costs	5	<u>1,952</u>	<u>8,001</u>	<u>9,953</u>	<u>8,278</u>
Total resources expended	3	<u>1,952</u>	<u>735,410</u>	<u>737,362</u>	<u>777,107</u>
Net movement in funds	7	8,006	(12,373)	(4,367)	1,531
Funds brought forward at 1 April 2010		<u>210,117</u>	<u>61,904</u>	<u>272,021</u>	<u>260,490</u>
Total funds carried forward at 31 March 2011		<u>218,123</u>	<u>49,531</u>	<u>267,654</u>	<u>272,021</u>

All of the charity's transactions are derived from continuing activities

The Statement of Financial Activities includes all gains and losses recognised in the year

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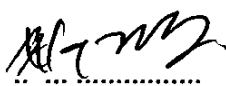
BALANCE SHEET
AS AT 31 MARCH 2011

	Note	2011		2010 Restated	
		£	£	£	£
Fixed Assets	9		139,969		141,524
Current Assets					
Debtors	10	51,320		43,924	
Cash at bank and in hand		133,455		131,371	
		<u>184,775</u>		<u>175,295</u>	
Creditors' amounts falling due within one year	11	<u>(57,090)</u>		<u>(44,798)</u>	
Net Current Assets			127,685		130,497
Net Assets			<u>267,654</u>		<u>272,021</u>
Represented by.					
Restricted funds	12		49,531		47,397
Unrestricted funds					
Designated funds	13		148,672		148,672
General fund			69,451		75,952
	14		<u>267,654</u>		<u>272,021</u>

The financial statements have been prepared in accordance with the provisions relating to small entities and with the Financial Reporting Standard for Smaller Entities (April 2008)

Approved by the Board of Management Committee on 16/9/11 and signed on their behalf by


 John Denham
 Chairman


 Alexander Ngoma
 Treasurer

OFF THE RECORD YOUTH COUNSELLING CROYDON
(A company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

1 ACCOUNTING POLICIES

a. Basis of preparation

These financial statements have been prepared under the historical cost convention, with the exception of investments which are stated at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (April 2008), the Statement of Recommended Practice, 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005 and the Companies Act 2006 and the Charities Act 1993

b. 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

The following specific policies are applied to particular categories of income

- Voluntary income and grants receivable, including donations and gifts, are included in full in the Statement of Financial Activities when receivable
- Investment income is included when receivable

c. Resources expended

Expenditure is accounted for on an accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates

- Costs of generating funds are those costs incurred in attracting voluntary income
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them
- Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements

d. Funds accounting

Unrestricted general funds are funds which can be used in accordance with the charitable objects at the discretion of the Management Committee

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restriction arises when specified by the donor or when funds are raised for particular restricted purposes

Designated funds represent funds invested in fixed assets and property repairs. The designated fund balance has been represented to ensure that fund balance stated accurately reflects the designation policy adopted by the Management Committee

e. Tangible fixed assets

All assets costing over £1,000 are capitalised. Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives as follows

Fixtures and fittings	- 33 1/3 % straight line
Computer equipment	- 25% straight line

f. Leasing commitments

Rentals payable under operating leases are charged against income on a straight line basis over the lease term. Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter. The interest element of these obligations is charged to the Statement of Financial Activities over the relevant period. The capital element of the future payments is treated as a liability

OFF THE RECORD YOUTH COUNSELLING CROYDON
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

g Prior year adjustment

Some costs relating to 2010 have been restated to disclose the costs more appropriately. These restatements have no effect on the net movement in funds for the year and are for disclosure purposes only. Previously an amount of £10,000 had been included as a provision for building repairs. A prior year adjustment has been made to remove this provision as the charity has no such liability. This increases the reserves brought forward by £10,000 and reduces Provisions for Liabilities and Charges in prior years by £10,000.

2 GRANTS RECEIVABLE

Restricted Funds:	Total 2011 £	Total 2010 £
Counselling service		
- NHS Croydon /LB Croydon	152,265	149,982
- CAMHS	33,967	66,735
Community Development workers		
- NHS Croydon /Outreach BME CDW	77,801	77,801
Compass Refugee Project		
- Comic Relief	23,316	23,364
- City Parochial Foundation (now known as Trust For London)	16,000	16,000
- Migrant Impact Fund	30,000	30,000
- Unaccompanied Minors Team	10,000	5,700
Young Carer's Project		
- NHS Croydon /LB Croydon	40,424	40,423
- South London Connexions	32,396	32,396
- Young Carers Assessor	40,864	40,380
- Support Grant	23,488	23,211
- The Princess Royal Trust For Carers	22,567	22,252
- Parenting Fund	77,030	55,362
- Education – LB Croydon	27,572	16,967
DNA Drug 'n' Alcohol Project		
- Drug Action Team	72,912	125,999
- Henry Smith Charity	34,334	19,433
- VT Away day	-	2,000
- Afghan boys	3,420	-
	722,365	748,005

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

3 CHARITABLE ACTIVITIES

	Staff costs £	Direct costs £	Support costs £	Total 2011 £	Total 2010 £
Cost of generating funds	364	806	-	1,170	667
Charitable activities					
Counselling Service	164,343	10,308	29,905	204,556	228,082
BME CDW and Outreach Services	56,016	4,216	6,469	66,701	80,612
COMPASS Refugee Project	71,200	13,805	3,311	88,316	80,578
Young Carers Project	208,921	27,348	18,905	255,174	220,044
DNA Drug n Alcohol Project	96,330	8,947	6,215	111,492	158,846
Governance	4,466	5,487	-	9,953	8,278
	<u>601,640</u>	<u>70,917</u>	<u>64,805</u>	<u>737,362</u>	<u>777,107</u>

All costs are allocated between the expenditure categories noted above on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, being, time spent.

4 SUPPORT COSTS

	2011 £	2010 £
Consulting	7,330	439
Cleaning	6,820	7,805
Office Supplies	4,800	6,853
Telephone and Internet	6,579	9,286
Rent, Rates and Utilities	10,195	8,899
Training	2,852	11,094
Computer Maintenance	2,766	3,697
Repairs	2,446	8,824
Insurance	2,257	2,638
Payroll	2,106	1,965
Printing, Postage and Stationery	4,969	7,165
Other	11,685	15,280
	<u>64,805</u>	<u>83,945</u>

5 GOVERNANCE COSTS

	2011 £	2010 £
Auditors' remuneration	4,750	1,880
AGM and annual report	737	1,932
Allocation of staff costs	4,466	4,466
	<u>9,953</u>	<u>8,278</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

6 MANAGEMENT COMMITTEE REMUNERATION AND REIMBURSED EXPENSES

During the year no Management Committee member received remuneration (2010 none) None of the Management Committee received reimbursed expenses (2010 one - £36)

7 MOVEMENT IN FUNDS

This is stated after charging

	2011 £	2010 £
Auditors' remuneration – audit fees	4,750	1,880
Depreciation	1,555	1,555
	<u> </u>	<u> </u>

8 STAFF COSTS

	2011 £	2010 £
Wages and salaries	549,962	560,402
Employer's National Insurance	51,678	51,948
	<u>601,640</u>	<u>612,350</u>

The average monthly number of employees, calculated on a full time basis, during the year was

	2011 No		2010 No	
	Full Time	Part time	Full time	Part time
Direct charitable activities	12	17	11	20
Administration and management	2	-	2	-
	<u>14</u>	<u>17</u>	<u>13</u>	<u>20</u>

No employee received remuneration amounting to more than £60,000 in the year (2010 none)

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010

9 TANGIBLE FIXED ASSETS

	Land & buildings £	Office equipment £	Total £
COST			
At April 2010 and 31 March 2011	138,672	6,221	144,893
DEPRECIATION			
At 1 April 2010	-	3,369	3,369
Charge for the year	-	1,555	1,555
At 31 March 2011	-	4,924	4,924
NET BOOK VALUE			
At 31 March 2011	138,672	1,297	139,969
At 31 March 2010	138,672	2,852	141,524

The costs of the freehold property and other expenditure (£135,000 and £3,672 respectively) are shown gross of a £138,672 grant received from Department of Health. Under the conditions attaching to grant dated 28 April 1995 the premises are to be used for the charitable objectives of 'Off the Record' Youth Counselling Services. Should the conditions of the grant cease to be met the charitable company is duty bound to inform the Secretary of State and to refund to the Department of Health an amount equal to that portion of the open market value of the property as is attributable to the expenditure of the capital sum.

10 DEBTORS

	2011 £	2010 £
Other debtors and prepayments	6,948	6,202
Grants receivable and accrued income	44,372	37,722
	<u>51,320</u>	<u>43,924</u>

11 CREDITORS

	2011 £	2011 £
Other taxes and social security	3,907	7,847
Accruals and deferred income	52,583	36,251
Other creditors	600	700
	<u>57,090</u>	<u>44,798</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

12 RESTRICTED FUNDS

	Balance at 1 4 10 £	Incoming Resources £	Resources expended £	Balance at 31 3 11 £
Counselling Service	9,755	184,286	194,041	-
Young Carers Project	50,772	268,481	281,361	37,892
COMPASS Young Refugees Project	2,698	81,783	82,888	1,593
BME CDW and Outreach Services	4,075	77,801	71,876	10,000
DNA Drug 'n' Alcohol Project	(5,396)	110,686	105,244	46
	<u>61,904</u>	<u>723,037</u>	<u>735,410</u>	<u>49,531</u>

Counselling This fund is for the provision of a free, confidential counselling service to 14-25 year olds

Youth Carers Project This fund is for the provision of information, advocacy, support and respite activities for young people with caring responsibilities at home

COMPASS Young Refugees Project This fund is for the provision of counselling and group work support for young refugees and asylum seekers

BME CDW and Outreach Services This fund is for the provision of community development work in relation to Black and Minority Ethnic mental health, and any other outreach work

DNA Drug n Alcohol Project This fund is for the provision of substance misuse outreach work and counselling services for young people

13 DESIGNATED FUNDS

	Balance at 1 4 10	New Designations	Designations Released	Balance at 31 3 11
Office refurbishment and dilapidations	10,000	-	-	10,000
Property fund	138,672	-	-	138,672
	<u>148,672</u>	<u>-</u>	<u>-</u>	<u>148,672</u>

Purposes of designated funds:

Office Refurbishment and Dilapidations Fund – this fund is set aside for regular maintenance and repairs to the freehold property

Property fund – this represents the net book value of the property which the charity operates from and therefore the funds are not available for general purposes (see note 9)

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NOTES TO THE FINANCIAL STATEMENTS
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14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	Unrestricted funds £	Total funds £
Fixed assets	-	139,969	139,969
Current assets	49,531	135,244	184,775
Current Liabilities	-	(57,090)	(57,090)
	<u>49,531</u>	<u>218,123</u>	<u>267,654</u>

15 COMPANY LIMITED BY GUARANTEE

The Charity is limited by guarantee and accordingly has no share capital

The liability guaranteed by each member is £1 The authorised membership of the company is unlimited
At 31 March 2011 the membership was six (2010 six)