

**"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 LLP**

**Chartered Accountants**

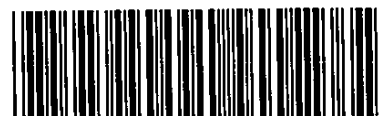
**Greytown House**

**221/227 High Street**

**Orpington**

**Kent BR6 0NZ**

**WEDNESDAY**



**\*A119WLVC\***

**A07**

**26/09/2012**

**#280**

**COMPANIES HOUSE**

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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**

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<b>Management Committee</b>	John Denham – Chair Philip Hunt - Secretary Alexander Ngoma – Treasurer Eric Trout Lorna White Liz Stopani Rajesh Bhayani
<b>Company Secretary</b>	Phillip Hunt
<b>Chief Executive</b>	Karen Stott
<b>Principal Address</b>	72 Queens Road Croydon Surrey CR0 2PR
<b>Statutory Auditor</b>	Wilkins Kennedy LLP Greytown House 221/227 High Street Orpington Kent BR6 0NZ
<b>Bankers</b>	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**

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The Management Committee have pleasure in presenting their Annual Report and Financial Statements for the year ended 31 March 2012

"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 accessible, responsive, imaginative, flexible, inclusive and effective 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

Rajesh Bhayani was appointed on 22 June 2012

##### **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**

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**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 2011 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 2011/12 the charity continued to deliver its established core activities and services - Counselling service, Outreach Services (including Black Minority Ethnic (BME) Community Development service & Drug and Alcohol Outreach), Compass Refugee Project and Young Carer's 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. In March 2012 the agency also launched a new outreach service in partnership with Lives not Knives, the 'I Feel - U Feel' project delivering empathy building workshops to primary age children at risk of involvement with gangs and knife crime.

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 accessible, responsive, imaginative, flexible, inclusive and effective 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 profile of the agency has been enhanced in the last year through the launch of our new publicity material and website making it easier for young people to access information about our services.

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 delivering and developing the agency's services to children and young people and to express their thanks to local commissioners who have continued to support our work through this difficult economic climate.

**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.

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

### **REPORT OF THE MANAGEMENT COMMITTEE continued**

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#### **Achievements & Performance**

In the last year we have seen a continuous increase in demand for the service. In a climate where young people are finding it harder to find employment, and the pressure on all support services has increased, Off the Record's counselling service increased its capacity during 2011/2012. Consequently the counselling service was able to offer a service to 631 young people during the period. This is 126 more young people than were seen during the same period in the previous year, and individual counselling sessions were up by 301. The issues most frequently brought by young people were anxiety and stress, interpersonal or relationship issues and family issues.

Between July 2011 and the end of February 2012 the counselling service was also open as a referral route from Croydon's Improving Access to Talking Therapies (IAPT) service due to some interim funding.

We have sought to manage the extra pressure on the service in different ways including offering a weekly 'open session' where clients on the waiting list and new clients can access the service without booking. We have also offered short term counselling, with less waiting time, to those clients where it has been deemed appropriate.

The long term answer to the increased demand however lies in even further increased capacity. With that in mind we have recently undertaken a larger recruitment, hoping to increase our volunteer counselling team from 16 to 20. We continue to be indebted to the dedication and skill of the paid and volunteer counselling team, as well as the paid and volunteer administrative staff and the funding of NHS South West London in enabling us to deliver our services to young people in Croydon.

#### **b) OUTREACH SERVICES**

##### **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

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

- Developed and supported 9 different community groups, helping them register as charities, formulate management committees, apply for and receive funding, provide mental health awareness and well-being training, signpost to and register with local and national forums
- Delivered mental health well-being support at parenting groups based at Children Centres in the local community which has led to forty parents attending CDW mental health awareness training
- Carried out an ongoing needs assessment with both young people and parents on their perceptions of mental health and expectations of local mental well-being services. Recommendations highlight the need for BME mental well-being support groups which provide ongoing facilitated therapeutic support whilst also encouraging the sharing of peer experiences
- Developed a mental health and substance misuse information toolkit and training programme for the "With One Voice" project that can be integrated within faith group's belief systems
- Assisted in policy change in local forums such as the Maternity Services Liaison Committee, the Shadow Healthwatch Croydon forums and the CDW National Network. Recommended that Healthwatch be included in devising the questions within Croydon's Equality Impact Assessments (EqIAs)
- Supported 7 Norbury Manor Business and Enterprise College students with research on the stigma surrounding mental health, mental illness and what support is available for young people in Croydon. The findings were incorporated into a presentation delivered to both young people and professionals within the borough and formed part of their Health and Social Care A level exam coursework. This work enabled the young people to develop new skills in engaging with the community and how to channel relevant and current youth related mental well-being information

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

### **REPORT OF THE MANAGEMENT COMMITTEE continued**

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Exciting new developments and planned areas of work in the coming year include

- Mental wellbeing awareness training and workshops that highlight the effects of lupus on mental health
- Facilitate focus groups with BME young women using maternity services
- Identify LGBT young people's experiences of using local mental wellbeing support services
- Mental health awareness and promotion work within schools and colleges
- Within the "With One Voice" project, provide sexual health information that can be integrated within faith group's belief systems

#### **DRUGS AND ALCOHOL PROJECT**

##### **Objectives & Activities**

Off the Record continues to offer Drug and Alcohol support to young people although this is at a reduced level from previous years following the re-commissioning of local young people's drug services. During this year the previous Young People's Substance Misuse Coordinator finally left Off the Record through a TUPE transfer into the new service. We have one remaining Drug and Alcohol Outreach worker who offers satellite services and delivers workshops and drug awareness information stalls within the three main further education colleges in the borough (Croydon, Coulsdon and John Ruskin Colleges). 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**

The Drug and Alcohol worker offers young people 6 sessions of 1-1 support during which the level of their substance use can be assessed and strategies offered to help minimise harm and support young people in reducing their drug use. Young people are able to access the service by a number of routes, they can self-refer, they may be referred by a parent, tutor, via other services or via a G P.

The worker has also piloted a new 6 week intensive 'Drug Award' programme within Croydon College offering groups of students a chance to look in more depth at the facts and myths around drug use. This programme has proved very popular with students and there are now plans to roll out the programme into Coulsdon and John Ruskin Colleges. Across the year drug information and awareness sessions have been delivered to over 300 students within the colleges.

#### **I FEEL – U FEEL PROJECT**

I Feel – U Feel is a new project delivered through a partnership between Off the Record and Lives not Knives, a local young-peoples led group raising awareness around gangs and knife crime. The project started in March 2012 and will be offering empathy building workshops to targeted groups of primary school age children who are identified as being at risk of involvement in gangs and knife crime. The development of empathy is an identified protective factor against involvement in violence.

Workshops are due to start in May 2012 and a full report of the work will form part of this report next year.

#### **c) COMPASS REFUGEE PROJECT**

##### **Objectives & Activities**

Compass provides individual counselling and group work to young 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 10 schools/ 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.

We have focused on increasing access to culturally sensitive mental health provision, addressing significant physical, cultural and psychological barriers for young migrants in accessing support.

##### **Achievements & Performance**

In the past year we supported 408 clients from 34 different countries. 142 accessed individual counselling and 266 participated in group work. 60% of clients accessing individual counselling were unaccompanied minors. Increased awareness of Compass has extended the number of referring agencies, however, significantly, self referrals have increased to 42%.

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

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We have responded to the rise in referrals and increased complexity of issues by providing opportunities to engage on different levels. Alongside group work and short term counselling, we have introduced longer term support for clients with complex issues such as victims of torture, rape or abuse, clients presenting with higher risk issues such as suicide, self harm, destitution. Compass responded to 350 requests for additional support/ onward referral last year, working closely with The Refugee Council and The Children's Society to meet the wider needs of clients.

Compass Boys Group continues to provide weekly support and interaction within a culturally sensitive environment, where trauma, loss and mental health needs are supported alongside activities and sports. In the past year we had 138 members from 14 countries and now have an average weekly attendance of 25. 95% of members are unaccompanied minors and are therefore alone within the UK. In the past year this group was supported by Croydon Relief in Need.

In the coming year we would like to explore opportunities to share our learning regarding the therapeutic needs of young refugees and asylum seekers.

**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, information and key working, counselling and mental health support, and a programme of respite social and leisure activities.

**Achievements & Performance**

There have been 45 newly identified Young Carers (YC) who are now been registered with the project, this year 1/3 of referrals have come from schools, 1/3 from social services departments and the final 1/3 from friends and families. They have been assessed through home visits whilst using the CAF to develop a holistic approach to support the family. Each Young Carer has a care plan that enables them to access any part of our services but also to have easier access into services outside of the YCSP.

We have designed the Young Carers service in order to meet the holistic needs of young carers.

Currently we provide assessments and care-plans consisting of 1-1 key-working, mental health and emotional support, counselling, educational support, respite programmes, workshops and training and financial assistance. We also support Young Carers who are not in employment or training, offer family support where there are complex issues, and assist referrals to other relevant services.

Next year still holds many challenges - funding will be an ongoing issue and will be reviewed regularly, and the team will be restructuring as we respond to changes in how we operate in order to support YCs and their families to achieve the best possible outcomes.

At the end of the March 2012 we had 465 YC registered with YCSP and there have been a total of 1600 interventions carried out by the team. These have included 519 individual keyworking sessions, 151 sessions of educational support, and 677 attendances at 72 different respite activities.

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

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**FINANCIAL REVIEW**

During the year Off the Record received income totalling £706,748 (2011 £732,995) Resources expended totalled £651,810 (2011 £737,362) The net movement in funds for the year is a surplus of £54,938 (2011 a loss of £4,367), of which £53,908 was a surplus on restricted funds due to amounts received for several projects at the year end This resulted in total funds at 31 March 2012 of £322,592 (2011 £267,654)

**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 2012 are £70,481 (2011 £69,654)

Beyond 31 March 2013 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 that financial year The Management Committee will review the reserve policy on an annual basis

**PLANS FOR FUTURE PERIODS**

Despite the difficult economic climate "Off the Record" has had another successful year The majority of our existing funders have continued to invest in the agency and the availability of transition funding has enabled the agency to invest senior staff time in strategic planning and the submission of funding bids and tenders As a result the agency has been able to maintain its existing services and has seen a small extension of its work into gangs and knife crime Funding for 2012/13 has been largely secured although the drug and alcohol outreach work is only funded until December 2012 However, further cuts to public sector finances are expected and along with the changes to NHS commissioning this will continue to create a climate of uncertainty for the agency over the next few years 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

Off the Record's Strategic Plan for 2012-15 has been finalised incorporating four key themes Make services more accessible, Increase service choice and relevance, Improve effectiveness and quality, Work in partnership for sustainability These themes are being driven forward by a range of working groups within the agency incorporating the PQASSO quality mark framework The agency intends to become PQASSO Level One accredited within the next 18 months These working groups include members of the paid staff, volunteer staff and Management Committee Senior staff will continue to work closely with existing and potential funders to secure ongoing stability for the work We will continue to respond to commissioning opportunities as they arise and are considering further small extensions to our work both within Croydon and in surrounding areas This is likely to include further work in consortia or partnership arrangements with other agencies

**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**  
**(A company Limited by Guarantee)**

**REPORT OF THE MANAGEMENT COMMITTEE continued**

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**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

15/9/12

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**

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We have audited the financial statements of "Off The Record" Youth Counselling Croydon for the year ended 31 March 2012 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 to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity 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 2012 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 Committees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.

*Wilkins Kennedy LLP*

**M Wilkes (Senior Statutory Auditor)**

For and on behalf of Wilkins Kennedy LLP, Statutory Auditor

*19 September 2012*

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

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

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2012**

**INCOME AND EXPENDITURE ACCOUNT**

	Notes	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income – donations		2,148	1,293	3,441	4,400
Other Income		350	-	350	-
Investment income – interest receivable		28	-	28	41
<b>Income resources from charitable activities</b>					
Grants receivable	2	2,453	696,026	698,479	722,365
Other income		3,295	1,155	4,450	6,189
<b>Total incoming resources</b>		<u>8,274</u>	<u>698,474</u>	<u>706,748</u>	<u>732,995</u>
<b>Resources expended</b>					
<b>Cost of generating funds</b>		445	-	445	1,170
<b>Charitable activities</b>					
Counselling service		-	190,103	190,103	204,556
BME CDW and Outreach Services		-	152,763	152,763	178,193
COMPASS Refugee Project		-	61,700	61,700	88,316
Young Carers Project		-	184,613	184,613	255,174
Transition Funding		-	53,000	53,000	-
<b>Governance costs</b>	5	<u>6,799</u>	<u>2,387</u>	<u>9,186</u>	<u>9,953</u>
<b>Total resources expended</b>	3	<u>7,244</u>	<u>644,566</u>	<u>651,810</u>	<u>737,362</u>
<b>Net movement in funds</b>	7	1,030	53,908	54,938	(4,367)
<b>Funds brought forward at 1 April 2011</b>		<u>218,123</u>	<u>49,531</u>	<u>267,654</u>	<u>272,021</u>
<b>Total funds carried forward at 31 March 2012</b>		<u>219,153</u>	<u>103,439</u>	<u>322,592</u>	<u>267,654</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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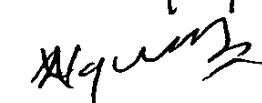
**BALANCE SHEET**  
**AS AT 31 MARCH 2012**

	Note	2012	2011
		£	£
<b>Fixed Assets</b>	<b>9</b>	<b>138,673</b>	<b>139,969</b>
<b>Current Assets</b>			
Debtors	<b>10</b>	41,486	51,320
Cash at bank and in hand		203,351	133,455
		<u>244,837</u>	<u>184,775</u>
<b>Creditors amounts falling due within one year</b>	<b>11</b>	<u>(60,918)</u>	<u>(57,090)</u>
<b>Net Current Assets</b>		<b>183,919</b>	<b>127,685</b>
<b>Net Assets</b>		<u><b>322,592</b></u>	<u><b>267,654</b></u>
<b>Represented by</b>			
Restricted funds	<b>12</b>	103,439	49,531
Unrestricted funds			
Designated funds	<b>13</b>	148,672	148,672
General fund		70,481	69,451
	<b>14</b>	<u>322,592</u>	<u>267,654</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 15/9/12 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 2012**

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**1 ACCOUNTING POLICIES**

**a. Basis of preparation**

These financial statements have been prepared under the historical cost convention, 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 2011

**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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2012**

**2 GRANTS RECEIVABLE**

<b>Restricted Funds</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
<b>Counselling service</b>		
- NHS Croydon /LB Croydon	149,982	152,265
- CAMHS	34,060	33,967
- IAPPT	18,000	-
<b>Outreach</b>		
- NHS Croydon /Outreach BME CDW	77,800	77,801
- Drug Action Team	31,626	72,912
- Henry Smith Charity	35,000	34,334
- Afghan boys	-	3,420
- Innovation Fund	33,030	-
<b>Compass Refugee Project</b>		
- Comic Relief	33,145	23,316
- Trust For London	23,543	16,000
- Migrant Impact Fund	-	30,000
- Unaccompanied Minors Team	-	10,000
- Compass Boys Group	8,980	-
<b>Young Carer's Project</b>		
- NHS Croydon /LB Croydon	40,000	40,424
- South London Connexions	32,396	32,396
- Young Carers Assessor	41,000	40,864
- Support Grant	15,000	27,497
- The Princess Royal Trust For Carers	13,481	22,567
- BBC Children in Need	15,178	-
- Parenting Fund	-	77,030
- Education – LB Croydon	21,000	27,572
- Young Carers	19,805	-
<b>Transition Funding</b>		
Big Lottery	53,000	-
	<hr/>	<hr/>
	696,026	722,365
<b>Unrestricted Funds</b>		
- Other grants	2,453	-
	<hr/>	<hr/>
<b>TOTAL GRANTS</b>	<hr/> 698,479	<hr/> 722,365

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2012

	Staff costs £	Direct costs £	Support costs £	Total 2012 £	Total 2011 £
Cost of generating funds	19	426	-	445	1,170
Charitable activities					
Counselling Service	147,296	12,297	30,510	190,103	204,556
BME CDW and Outreach Services	103,635	38,712	10,416	152,763	178,193
COMPASS Refugee Project	45,369	12,692	3,639	61,700	88,316
Young Carers Project	148,283	20,609	15,721	184,613	255,174
Transition Funding	45,663	2,480	4,857	53,000	-
Governance	232	5,099	3,855	9,186	9,953
	<u>490,497</u>	<u>92,315</u>	<u>68,998</u>	<u>651,810</u>	<u>737,362</u>

#### 4 SUPPORT COSTS

## 5 GOVERNANCE COSTS

	2012	2011
	£	£
Auditors' remuneration – current year	4,750	4,750
- previous year	1,911	-
AGM and annual report	2,293	737
Allocation of staff costs	232	4,466
	<hr/>	<hr/>
	9,186	9,953

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2012**

**6 MANAGEMENT COMMITTEE REMUNERATION AND REIMBURSED EXPENSES**

During the year no Management Committee member received remuneration (2011 none) None of the Management Committee received reimbursed expenses (2011 one - £19)

**7 MOVEMENT IN FUNDS**

This is stated after charging

	2012 £	2011 £
Auditors' remuneration – audit fees	4,750	4,750
Depreciation	1,297	1,555
	<hr/>	<hr/>

**8 STAFF COSTS**

	2012 £	2011 £
Wages and salaries	448,921	549,962
Employer's National Insurance	41,576	51,678
	<hr/>	<hr/>
	490,497	601,640
	<hr/>	<hr/>

The average monthly number of full time equivalent employees during the year was

	2012 No	2011 No
Direct charitable activities	12	15
Administration and management	3	3
	<hr/>	<hr/>
	15	18
	<hr/>	<hr/>

No employee received remuneration amounting to more than £60,000 in the year (2011 none)

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**9 TANGIBLE FIXED ASSETS**

	Land & buildings £	Office equipment £	Total £
<b>COST</b>			
At April 2011 and 31 March 2012	138,673	6,221	144,894
<b>DEPRECIATION</b>			
At 1 April 2011	-	4,924	4,924
Charge for the year	-	1,297	1,297
At 31 March 2012	-	6,221	6,221
<b>NET BOOK VALUE</b>			
At 31 March 2012	138,673	-	138,673
At 31 March 2011	138,673	1,297	139,969

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**

	2012 £	2011 £
Other debtors and prepayments	9,036	6,948
Grants receivable and accrued income	32,450	44,372
	<u>41,486</u>	<u>51,320</u>

**11 CREDITORS**

	2012 £	2011 £
Other taxes and social security	-	3,907
Accruals and deferred income	60,418	52,583
Other creditors	500	600
	<u>60,918</u>	<u>57,090</u>

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**12 RESTRICTED FUNDS**

	Balance at 1 4 11 £	Incoming Resources £	Resources expended £	Balance at 31 3 12 £
Counselling Service	-	202,920	192,490	10,430
BME CDW and Outreach Services	10,046	177,456	152,763	34,739
COMPASS Young Refugees Project	1,593	66,264	61,700	6,156
Young Carers Project	37,892	198,834	184,613	52,114
Transition Funding	-	53,000	53,000	-
	<u>49,531</u>	<u>698,474</u>	<u>644,566</u>	<u>103,439</u>

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

**Young 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 Also for the provision of substance misuse outreach work for young people and group work within primary schools

**Transition Funding**

This fund is for strategic development of the agency to meet current and future funding challenges

**13 DESIGNATED FUNDS**

	Balance at 1 4 11	New Designations	Designations Released	Balance at 31 3 12
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)

**OFF THE RECORD YOUTH COUNSELLING CROYDON**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted funds £</b>	<b>Unrestricted funds £</b>	<b>Total funds £</b>
Fixed assets	-	138,673	138,673
Current assets	103,439	141,398	244,837
Current Liabilities	-	(60,918)	(60,918)
	<u>103,439</u>	<u>219,153</u>	<u>322,592</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 2012 the membership was six (2011 six)