

"OFF THE RECORD" YOUTH COUNSELLING CROYDON

(A Company Limited by Guarantee)

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

Charity Registration Number 1051144

Registered Company Number 2987817

WILKINS KENNEDY LLP

Chartered Accountants

Greytown House

221/227 High Street

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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
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REFERENCE AND ADMINISTRATIVE DETAILS

Management Committee

John Denham – Chair
Alexander Ngoma – Treasurer
Lorna White
Liz Stopani
Rajesh Bhayani
Arlene Clapham

Company Secretary

Phillip Hunt

Chief Executive

Karen Stott

Principal Address

72 Queens Road
Croydon
Surrey
CR0 2PR

Statutory Auditor

Wilkins Kennedy LLP
Greytown House
221/227 High Street
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Bankers

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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 2013

"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	(resigned 08/11/12)
Alexander Ngoma	
Eric Trout	(resigned 08/11/12)
Lorna White	
Liz Stopani	
Rajesh Bhayani	(appointed 22/06/2012)
Arlene Clapham	(appointed 28/09/2013)

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

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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 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 2012/13 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 and the 'I Feel - U Feel' gangs and knife crime project), 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. Due to the ending of existing grants, the Drug and Alcohol Outreach service ceased in December 2012 and the 'I Feel - U Feel' Project ceased in March 2013. The charity will continue to seek alternative funding to allow elements of this work to continue. During the year the charity were successful in attracting funding for new projects including the Family Navigator service (operational from October 2012), an online counselling service (in development from April 2013), a mental health group work programme (operational from August 2013) and a new counselling service in the London Borough of Sutton (operational from April 2013).

In October 2012, the charity celebrated 18 years of delivering services to children and young people in Croydon. The Annual General Meeting was combined with a public celebration of the charity's work showcasing the different projects within Off the Record through contributions from staff and young people.

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, 'I Feel - U Feel' Project, Family Navigator's 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 whilst the new Sutton counselling service 'JumpStart' operates from two community venues in Sutton.

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. Our recently updated website and publicity materials are continuing to enhance the profile of the agency and make it easier for young people to access information about our services. We also launched our Youth Committee in July 2012 ensuring young people are centrally involved in the development of 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 SERVICES

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.

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

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.

Achievements & Performance

This year has been marked by a high demand on our service, and our involvement in Children and Young People's Improved Access to Psychological Therapies (CYP IAPT). Young people have accessed our service in increasing numbers, particularly through our twice weekly 'Walk In' sessions, when young people can attend and wait for an assessment without making a prior booking. In 2012/13 the service offered over 3000 counselling sessions to 393 young people. Croydon is a very diverse borough and over 50% of the young people accessing counselling defined themselves as from backgrounds that were not 'white British'. This is important for us in trying to ensure we reach out to the whole community and is contrary to research indicating the low uptake of psychological therapies by BME communities.

CYP IAPT has helped us to work more closely with other organisations in Croydon that deliver talking therapies. One of the main aims of the programme is to ensure that children and young people's voices are heard more clearly within services, and to find ways that children and young people can have a greater role in shaping those services. For Off the Record this has meant seeking the advice of members of our Youth Committee, and for the counselling service it has meant seeking their advice particularly on what they view as positive or negative interactions with a counsellor.

CYP IAPT is also about incorporating direct feedback from individual clients into the counselling work. The counselling service is already active in asking young people regularly about their experience of their own difficulties, and monitoring any changes as counselling progresses. We seek to continually use all this feedback to improve our services. The routine outcome measure we have used for a number of years show that most of the young people who engage in the service for a number of sessions report an improvement in their own sense of wellbeing, problems and functioning as well as an improvement any risk factor reported at the outset of counselling.

SKYLINE ONLINE COUNSELLING SERVICE

During the year we were successful in gaining new funding from Pfizer UK Foundation to develop an online counselling service for young people in Croydon. Development of a dedicated and secure online counselling site began in April 2013, built in partnership with the Beat Bullying charity who have been delivering online support for young people for many years. The new site is due to go live in September 2013 and will provide an alternative route for accessing support for some of Croydon's most isolated young people.

JUMPSTART SUTTON COUNSELLING SERVICE

During 2012/13, Off the Record were approached by a group of young people's organisations from the neighbouring borough of Sutton who were keen to try and establish a youth counselling service to meet the gap in provision for young people's mental health needs in that borough. Off the Record led a successful bid to Comic Relief, developed in partnership with young people and professionals from Sutton. The new service, JumpStart, began operating in June 2013 and a full report on this service will be included next year.

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.

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REPORT OF THE MANAGEMENT COMMITTEE continued

Achievements & Performance

During 2012/13 the CDW service slightly refocused its work to include more direct work with mental health service users alongside delivering awareness raising programmes and strategic work. The service delivered:

- Awareness raising programmes – three 'Mind, Body & Soul' programmes in Children's Centre's, one 'Lighten Up Your Life' programme to 10 young parents, facilitated the 'Men Aloud' young father's drop in, and co-delivered the multi-agency "With One Voice" faith, mental health, sexual health and substance misuse training programme. Mental health awareness training also offered to Family Support Workers in the north of the borough and to 200 students in a local secondary school.
- Strategic work/Focus groups – Facilitated several focus groups with BME young people to gather their views on talking therapies and facilitated focus groups with 17 BME women to explore their experiences and opinions of using Croydon University Hospital (CUH) Maternity Services and impact upon mental and emotional wellbeing. The feedback from these focus groups inform local strategic reports and planning including in 2013 the Joint Strategic Needs Assessment chapter on Children and Young People's Emotional Health and Well-being.
- As an outcome of the focus groups the CDW's piloted a mental health and wellbeing drop in for BME young people and their families through which the CDW's supported several young people and their families providing information on mental health/illness, coping strategies and access to local services.
- The 'Mind the Gap' report produced in partnership with Hear Us, mental health users group, on the mental health needs of BME service users in acute and community mental health services. The report clearly states the inequalities which they experience and has several recommendations on how mental health services can be made better to meet the needs of BME service users. The report will be followed up through a public event later in 2013.
- Developed and supported 2 community groups to register as charities, formulate management committees, apply for and receive funding, and register with local and national forums.

DRUGS AND ALCOHOL PROJECT

Objectives & Activities

Since 2011, the scale of Off the Record's specialist drug and alcohol support to young people has been significantly reduced following the creation of a new dedicated young people's substance misuse service in the borough. Funding for Off the Record's remaining Drug and Alcohol Outreach worker ceased in December 2012 and from January 2013, the charity no longer operates any specialist work in this area. However we continue to work closely with the new specialist service in the borough and we continue to provide basic information resources around drugs and alcohol for young people. The Drug and Alcohol Outreach service within Off the Record was fully operational until December 2012 primarily delivering satellite services, 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 supported other Off the Record staff in their work with young people who use substances and offered 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 offered weekly satellite service in all three colleges where young people could access up to 6 sessions of 1-1 support. Where appropriate, this could be extended through support delivered at Off the Record's main premises. Take-up of the individual service was low and hence from summer 2012, the focus of the work shifted to providing individual support at Off the Record's building whilst increasing the level of drug information and awareness training delivered in the colleges.

Work in the colleges included

- Regular drug information and awareness stalls in all three colleges offering information and informal advice to over 400 students.
- Short drug information sessions delivered in tutorial groups.
- The delivery of the intensive 6 week 'Drug Award' programme. This programme was initially piloted in Croydon College but extended to Coulsdon College in the autumn of 2012. The programme offers small groups of students a chance to look in more depth at the facts and myths around drug use and the potential to become involved in peer support for other students around substance misuse. The programme received very positive feedback from students with the majority of students reporting increased knowledge and a reduced likelihood to use drugs.

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REPORT OF THE MANAGEMENT COMMITTEE continued

I FEEL – U FEEL PROJECT

Objectives & Activities

'I Feel – U Feel' was a new project, funded between January 2012 and March 2013, and 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 focussed on offering a six-week empathy building programme to targeted groups of primary school age children who are identified as being at risk of involvement in gangs and knife crime recognising that the development of empathy is an identified protective factor against involvement in violence. The programme included awareness raising workshops for teachers and parents and the offer of individual support for young people already involved in gangs/knife crime.

Achievements & Performance

During 2012/13 'I Feel – U Feel' delivered 8 six-week programmes within 6 primary schools working directly with 75 children. Parent and teacher awareness raising workshops were delivered at the beginning of each programme. Towards the end of the project, a new one-off stand-alone workshop was developed that could be delivered to whole classes of children and in February and March 2013 9 of these workshops were delivered in 4 schools reaching a total of 259 children.

The holistic nature of the programme – working with children, parents and teachers – proved to be a huge benefit of the programme as it opened up channels of communication and allowed each group to better support and understand the other. The project staff noticed changes in attitude and levels of self-esteem/confidence in many of the children they worked with. Individual workbooks were developed for the children helping them keep track of activities and learning and the programme focussed on engaging and interactive activities and role-plays. Children reported how much they had enjoyed and benefitted from the programme, and how sad they were to end. Positive changes were reported by parents and teachers too both in terms of increasing their awareness of gangs and knife crime, and also in the changes they witnessed in their children.

The project was independently evaluated at the end of the programme receiving high praise from children, parents and teachers. Copies of the evaluation report are available and will be used to help generate funding to enable the programme to continue in the future.

FAMILY NAVIGATOR PROJECT

Between October 2012 and March 2013, the charity employed two Family Navigator's whose role is to provide support to families and help them access appropriate services in the borough.

One of the Family Navigator's was employed on a six-month contract to work alongside the council's Family Resilience Service under the 'Troubled Families' initiative. This post focused on families with higher levels of need and whilst the work proved valued and successful, funding constraints within the Local Authority precluded the funding of this post beyond March 2013.

The second Family Navigator is part of the multi-agency Croydon Family Power programme funded through the National Lottery until March 2015. Croydon Family Power is delivered through a consortium headed by Croydon Voluntary Action and Off the Record's Family Navigator is one of five Navigators based within five different third sector organisations in Croydon. All the Family Navigator's are focussed on working with 'just coping' families where the youngest child is aged between 5 and 10 years. They deliver short-term interventions, identifying needs and supporting families to access appropriate support. Off the Record's Family Navigator has a specialist focus on working with young carer and refugee families.

As this work is relatively new, a full report will be included next year.

MENTAL HEALTH GROUP WORK

From April 2013 the charity will be developing a new 12 week mental health group work programme targeted at young people aged 11-19 in the North of the borough. This will be an open group for young people who want to support their mental health and wellbeing and build strategies and goals for the future. A report on this work will be included next year.

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REPORT OF THE MANAGEMENT COMMITTEE continued

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 2012/13, Compass offered services within 9 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

Compass supported a total of 356 young people in the year. 133 young people from 31 different countries accessed individual counselling and 223 participated in group work. In keeping with the borough's young refugee profile, almost half of all young refugees accessing counselling were from Afghanistan and 74% were young males. 26% needed to access counselling through an interpreter. Young refugees present in counselling with complex emotional needs including post traumatic stress, bereavement and adjustment difficulties. Many also face uncertain futures in terms of their immigration status in the UK.

108 young people from 26 different countries, around three quarters of whom are young men, accessed group work within schools and colleges. These sessions focus on awareness of mental health needs, understanding emotional responses and accessing support. Young people involved in group work often later engage in either individual counselling or the Compass weekly Boys Group.

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 115 members from 14 countries and now have an average weekly attendance of 23. 95% of members are unaccompanied minors and are therefore alone within the UK. Compass has encouraged professionals from relevant agencies to offer support within the Compass Boys Group. 11 agencies have visited the group to introduce their services and/or provide opportunities to engage with new experiences including Croydon Youth Council, Refugee Youth Project, The Children's Society New Londoners Project, Croydon Unaccompanied Minors Team, Love Your Future and The Red Cross.

Through the year Compass also provided training for 87 local professionals around working with young refugees aiming to share our knowledge and experience.

Note - Compass statistics are collated in relation to academic years hence the statistics above have been calculated as an average between the two relevant academic years.

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

At the end of the March 2013 there were 463 Young Carers registered with the project and there have been over 1500 interventions carried out by the team. These have included 481 individual keyworking sessions, 147 sessions of educational support, and 594 attendances at 61 different respite activities.

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REPORT OF THE MANAGEMENT COMMITTEE

There have been 60 newly identified Young Carers (YC) who are now been registered with the project in the year. They have been assessed through home visits using the assessment 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 the project. From April 2012 the project received funding from the Carers Trust through their Integrated Interventions programme. This enabled us to place a young carers worker part-time within the local authority Integrated Youth Support Service with the aim of providing training and developing referral pathways to ensure young carers' needs are recognised and appropriately responded to within children's and adult statutory services. The project has been very successful with 18 awareness raising sessions being attended by around 600 people. One of the outcomes from this training has been a 400% increase in the number of new referrals received by the project between the first and last quarters of the year (from 9 to 36 referrals). Whilst the increase in referrals is positive, it has resulted in waiting time for referrals to be assessed and registered with the project.

The project works holistically with young carers and their families. 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.

In September 2013, the project, along with other carers' services has located to larger, town-centre premises that will further raise the profile of the work.

FINANCIAL REVIEW

During the year Off the Record received income totalling £687,513 (2012 £706,748). Resources expended totalled £675,785 (2012 £651,810). The net movement in funds for the year is a surplus of £11,728 (2012 £54,938), of which £10,585 (2012 £53,908) was a surplus on restricted funds due to amounts received for projects at the year end. This resulted in total funds at 31 March 2013 of £334,320 (2012 £322,592).

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 2013 are £81,624 (2012 £70,481).

Beyond 31 March 2014 further grants/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 overall had another successful year. The majority of our existing funders have continued to invest in the agency and we have been able to attract some new funding for new projects including our counselling service in the neighbouring borough of Sutton, our Family Navigator project and the development of our online counselling service. However the charity has experienced some losses due the ending of time-limited grants for particular activities including our Drug and Alcohol Outreach work and the 'I Feel – U Feel' Project. Both these areas of work were valued by the charity and the young people with whom they worked and the charity will continue to look at new funding options to ensure the value of these projects is not lost. Funding for 2013/14 has been largely secured although one of our young carers grants ends in October 2013. 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 YOUTH COUNSELLING CROYDON
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REPORT OF THE MANAGEMENT COMMITTEE

The direction of the charity's work is informed by Off the Record's Strategic Plan for 2012-15 that incorporates four key themes: Make services more accessible, Increase service choice and relevance, Improve effectiveness and quality, Work in partnership for sustainability. The development of our online counselling service, SkyLine, is seen as a major contributor to making our services more accessible and increasing service choice alongside the new mental health group work programme, whilst increasing activity with our Youth Committee is central to ensuring the relevance and quality of our services. Ensuring quality is being driven through our commitment to work towards the PQASSO quality mark and the charity has recently engaged a PQASSO mentor to help us drive this commitment forward. We have also become part of two significant new partnerships in the last year, firstly as part of the Croydon Family Power consortium delivering the Family Navigator Project and secondly as part of the Croydon 'Improving Access to Psychological Therapies' (IAPT) partnership bringing together the statutory Child and Adolescent Mental Health Service (CAMHS) with three third sector children and young people's mental health services to access a national programme of training and service transformation to improve access and outcomes for children and young people. The charity is also engaging in a major updating of its IT systems to support and enhance the way that work is undertaken.

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.

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 21 / 10 / 13 and signed on their behalf by


John Denham
Chairman

OFF THE RECORD YOUTH COUNSELLING CROYDON
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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 2013 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 2013 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.

M Wilkes
M Wilkes (Senior Statutory Auditor)
For and on behalf of **Wilkins Kennedy LLP, Statutory Auditor**

Greytown House
221-227 High Street
Orpington
Kent
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23/10/13

OFF THE RECORD YOUTH COUNSELLING CROYDON
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STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2013

INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income – donations	2	5,517	-	5,517	3,441
Other Income		100	-	100	350
Investment income – interest receivable		189	-	189	28
Income resources from charitable activities					
Grants & contracts receivable	3	32,281	641,176	673,457	698,479
Other income		6,921	1,329	8,250	4,450
Total incoming resources		<u>45,008</u>	<u>642,505</u>	<u>687,513</u>	<u>706,748</u>
Resources expended					
Cost of generating funds		452	-	452	445
Charitable activities					
Counselling services		1,766	206,287	208,053	190,103
Outreach Services inc BME CDW		31,086	138,875	169,961	152,763
COMPASS Refugee Project		1,261	70,508	71,769	61,700
Young Carers Project		-	216,250	216,250	184,613
Transition Funding		-	-	-	53,000
Governance costs	6	<u>9,300</u>	<u>-</u>	<u>9,300</u>	<u>9,186</u>
Total resources expended	4	<u>43,865</u>	<u>631,920</u>	<u>675,785</u>	<u>651,810</u>
Net movement in funds	8	1,143	10,585	11,728	54,938
Funds brought forward at 1 April 2012		<u>219,153</u>	<u>103,439</u>	<u>322,592</u>	<u>267,654</u>
Total funds carried forward at 31 March 2013		<u>220,296</u>	<u>114,024</u>	<u>334,320</u>	<u>322,592</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


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

BALANCE SHEET
AS AT 31 MARCH 2013

	Note	2013		2012	
		£	£	£	£
Fixed Assets	10		138,672		138,673
Current Assets					
Debtors	11	48,888		41,486	
Cash at bank and in hand		189,329		203,351	
		<u>238,217</u>		<u>244,837</u>	
Creditors amounts falling due within one year	12	(42,569)		(60,918)	
Net Current Assets			195,648		183,919
Net Assets			<u>334,320</u>		<u>322,592</u>
Represented by					
Restricted funds	13		114,024		103,439
Unrestricted funds					
Designated funds	14		138,672		148,672
General fund			81,624		70,481
	15		<u>334,320</u>		<u>322,592</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 21/10/13 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 2013

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

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

2 VOLUNTARY INCOME

The Charitable company used £2,030 of the donations on the Compass Project, all other donations were used generally across all the other projects

3 GRANTS & CONTRACTS RECEIVABLE

Restricted Funds	Total 2013	Total 2012
	£	£
Counselling services		
- NHS Croydon /LB Croydon	149,982	149,982
- CAMHS/ LB Croydon	33,935	34,060
- Adult IAPT	-	18,000
- Children & Young People's IAPT	25,750	-
- Sutton SCVS	10,000	-
Outreach Services		
- NHS Croydon /Outreach BME CDW	77,800	77,800
- Drug Action Team	-	31,626
- Henry Smith Chanty	23,333	35,000
- Innovation Fund	32,430	33,030
Compass Refugee Project		
- Comic Relief	40,384	33,145
- Trust For London	26,646	23,543
- Compass Boys Group	-	8,980
Young Carer's Project		
- NHS Croydon /LB Croydon	20,000	40,000
- Carers Support Grant - Assessor	39,000	41,000
- Carers Support Grant – Trips/Activities	15,000	15,000
- The Princess Royal Trust For Carers	-	13,481
- BBC Children in Need	26,342	15,178
- IYSS	50,000	32,396
- Carers Support Grant - Education	21,000	21,000
- Young Carers	-	19,805
- Integrated Interventions	42,712	-
- Carers Information Service Training	5,362	-
- Carers Information Service Trips/Activities	1,500	-
Transition Funding		
Big Lottery	-	53,000
	641,176	696,026
Unrestricted Funds		
- Troubled Families – family navigator project	17,655	-
- Improving Futures – family navigator project	14,626	-
- Other grants	-	2,453
	32,281	2,453
TOTAL GRANTS	673,457	698,479

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

	Staff costs £	Direct costs £	Support costs £	Total 2013 £	Total 2012 £
Cost of generating funds	-	452	-	452	445
Charitable activities					
Counselling Services	171,815	11,669	24,569	208,053	190,103
Outreach Services	148,961	5,185	15,815	169,961	152,763
COMPASS Refugee Project	58,234	8,357	5,178	71,769	61,700
Young Carers Project	175,367	14,895	25,988	216,250	184,613
Transition Funding	-	-	-	-	53,000
Governance	-	8,914	386	9,300	9,186
	<u>554,377</u>	<u>49,472</u>	<u>71,936</u>	<u>675,785</u>	<u>651,810</u>

5 SUPPORT COSTS

6 GOVERNANCE COSTS

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

7 MANAGEMENT COMMITTEE REMUNERATION AND REIMBURSED EXPENSES

During the year no Management Committee member received remuneration (2012 none) None of the Management Committee received reimbursed expenses (2012 none)

8 MOVEMENT IN FUNDS

This is stated after charging

	2013 £	2012 £
Auditors' remuneration – audit fees	6,300	4,750
Depreciation	-	1,297
	<u> </u>	<u> </u>

9 STAFF COSTS

	2013 £	2012 £
Wages and salaries	509,256	448,921
Employer's National Insurance	45,121	41,576
	<u>554,377</u>	<u>490,497</u>

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

	2013 £	2012 £ No
Direct charitable activities	14	12
Administration and management	3	3
	<u>17</u>	<u>15</u>

No employee received remuneration amounting to more than £60,000 in the year (2012 none)

OFF THE RECORD YOUTH COUNSELLING CROYDON
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

10 TANGIBLE FIXED ASSETS

	Land & buildings £	Office equipment £	Total £
COST			
At April 2012 and 31 March 2013	138,672	6,221	144,893
DEPRECIATION			
At 1 April 2012 and 31 March 2013	-	6,221	6,221
NET BOOK VALUE			
At 31 March 2013	138,672	-	138,672
At 31 March 2012	138,672	-	138,672

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.

11 DEBTORS

	2013 £	2012 £
Other debtors and prepayments	6,383	9,036
Grants receivable and accrued income	42,505	32,450
	<u>48,888</u>	<u>41,486</u>

12 CREDITORS

	2013 £	2012 £
Accruals and deferred income	42,169	60,418
Other creditors	400	500
	<u>42,569</u>	<u>60,918</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

13 RESTRICTED FUNDS

	Balance at 1 4 12 £	Incoming Resources £	Resources expended £	Balance at 31.3 13 £
Counselling Services	10,430	219,895	206,287	24,038
Outreach Services	34,739	133,563	138,875	29,427
COMPASS Young Refugees Project	6,155	67,291	70,508	2,938
Young Carers Project	52,115	221,756	216,250	57,621
	<u>103,439</u>	<u>642,505</u>	<u>631,920</u>	<u>114,024</u>

Counselling. This fund is for the provision of free, confidential young people's counselling services. In 2012/13 these costs include a deficit in relation to the new counselling service in Sutton which will be met from funding in 2013/14

Outreach Services This fund is for the provision of a range of outreach services including community development work in relation to Black and Minority Ethnic mental health, substance misuse outreach work for young people, gangs and knife crime group work within primary schools and the Family Navigator Project

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

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

14 DESIGNATED FUNDS

	Balance at 1 4.12	New Designations	Designations Released	Balance at 31 3.13
Office refurbishment and dilapidations	10,000	-	10,000	-
Property fund	138,672	-	-	138,672
	<u>148,672</u>	<u>-</u>	<u>10,000</u>	<u>138,672</u>

Purposes of designated funds

Office Refurbishment and Dilapidations Fund – this fund was set aside for specific maintenance and repairs to the freehold property. It has been released this year as there are no specific plans currently identified for its use

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
FOR THE YEAR ENDED 31 MARCH 2013

15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds £	Unrestricted funds £	Total funds £
Fixed assets	-	138,672	138,672
Current assets	114,024	124,193	238,217
Current Liabilities	-	(42,569)	(42,569)
	<u>114,024</u>	<u>220,296</u>	<u>334,320</u>

16 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 2013 the membership was five (2012 six)