

Registered number: 2987817
Charity number: 1051144

OFF THE RECORD
(A company limited by guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2009**

Trustees

Patricia Adams (resigned 11 November 2008)
John Denham
Philip Hunt, Secretary
Alexander Ngoma, Treasurer
Eric Trout, Chair
Lorna White
Liz Stopani (appointed 29 April 2009)

Company registered number

2987817

Charity registered number

1051144

Registered office

72 Queens Road
Croydon
Surrey CR0 2PR

Company secretary

Philip Hunt

Chief executive officer

Karen Stott

Auditors

Baldwin Scofield & Co
Unit 3 Newhouse Business Centre
Old Crawley Road
Horsham
West Sussex RH12 4RU

Bankers

Cooperative Bank PLC
Croydon
Surrey CR9 3QT

Alliance & Leicester Commercial Bank
Bridle Road
Bootle
Merseyside
GIR 0AA

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2009**

Advisers (continued)

Solicitors

Russell-Cooke
2 Putney Hill
Putney
London SW15 6AB

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2009

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

Structure, governance and management

a. CONSTITUTION

The Company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 08/11/1994 .

The Company is constituted under a Memorandum of Association dated 08/11/1994 and is a registered charity number 1051144.

The principal object of the Company is to provide a broad range of free, accessible, responsive and inclusive support services for vulnerable children, young people and young adults from all communities in the Croydon area. We also identify, represent and raise awareness of the needs of young people within Croydon and at national level.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

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

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

Trustees consider governance issues at their monthly meetings and at designated quarterly meetings. The Trustees plan to hold a whole day meeting in autumn 2009 with senior staff to consider key governance matters. The Trustees work to an annual calendar to ensure governance issues are regularly addressed.

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

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

e. RISK MANAGEMENT

The Trustees have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems and procedures are in place to

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2009

mitigate our exposure to the major risks.

"Off the Record's" engagement with vulnerable young people means that risk is a feature of the agency's daily work and therefore we need to monitor the types of risk that agency staff and management take, and strategies for managing risk. During 2008 and 2009 several new staff policies have been developed to provide support and guidance for staff. A substantially enhanced 'Confidentiality and Information Sharing Policy' has been adopted with training

Objectives and Activities

a. POLICIES AND OBJECTIVES

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

Achievements and performance

a. REVIEW OF ACTIVITIES

General Review

The company continues to deliver its established core services, a counselling service, a young carers project, a young people's drug and alcohol project and Black Minority Ethnic (BME) Community Development service. However during 2008/9 a range of additional services have been added building on pilot projects from previous years. These include group work, life-coaching, auricular acupuncture and our new and expanding Compass project providing counselling for young refugees within secondary schools and colleges. The staff in our direct services work together with central agency staff such as our Administrators and senior managers and are supported by teams of committed volunteers. The company continues to operate from the freehold property at 72 Queens Road, Croydon, which it purchased in 1995 by means of a capital grant of £138,000 from the South Thames Regional Health Authority. The counselling service, groups, life-coaching, drug project, acupuncture and central agency services are delivered from Queens Road. The BME mental health project and new Compass refugee counselling 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.

Counselling Service Activities and Achievements

The counselling service provides free, confidential counselling to 14-25 year olds. During the last year, the counselling service has welcomed and said goodbye to a number of volunteer counsellors, without whose enthusiasm, commitment and expertise the service could not operate. At the time of writing, 18 dedicated volunteers, both trainees and qualified counsellors, are giving their time to our young clients, in addition to our experienced and committed counsellors on the paid staff team.

The service has continued to increase and develop its work with young refugees and asylum seekers. This is complex work for staff and volunteers alike, and we have further developed our understanding of counselling through interpreters. An increased number of young people with recognised learning difficulties are now using the service, and one of the immediate development aims for the service is to increase our ability to meet the needs of this client group.

For the first time, the agency is now open on Saturday mornings for counselling enabling us to offer around 110 hours of ongoing counselling and assessments per week.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2009

The number of young people who have contacted us in the last year show that the counselling service is as essential as ever. 313 young people used the service. Our statistics show that more than 35% of the service's clients in the year measured are male, which is up by around 10% on recent years. This may be partially accounted for by the fact that most of our refugee and asylum-seeking clients are male, but hopefully is also a sign that counselling is becoming more acceptable to young men. Issues most frequently brought to counselling are still around family, self esteem and emotional issues.

Group Work and Life Coaching Activities and Achievements

The range of therapeutic groups on offer has grown this year with the addition of the 6-week "Anger and Conflict Course". This has run successfully a number of times this year and combines parts of our anger management workshop with new material based on improving conflict resolution skills. Successful partnership work this year has seen many groups and workshops delivered in, amongst others, Coulsdon College, St Joseph's College, Selsdon High School and Riddlesdown High School. Overall groups on 9 different subjects have been attended by 194 young people.

In the coming year we have a new project developed in partnership with Croydon Youth Offending Team, helping young offenders to address issues around anger. New pieces of work are also planned at Cotelands Pupil Referral Unit. A new evening counselling group designed to reach those young people in full time work/ education will be starting in the Autumn 2009.

Life Coaching is now firmly established in Off the Record, and well recognised in the borough. 3 years ago referrals to the service were largely from within Off the Record. This year, as the project has become better known, nearly all of the referrals are now external and come from a wide range of services including Connexions, CAMHS, YMCA and several secondary schools, colleges & PRU's. Professionals working with young people recognise the benefits of Life Coaching in supporting a young person to get their life back on track. 54 life coaching sessions have been delivered to young people with an average of 12 sessions being offered per client. Attendance at sessions has been 100%.

Off the Record have also recently raised funds for, and appointed, a Life Coach to work specifically with the Young Carers Project. This is a new and exciting development for Off the Record. The year ahead will hopefully bring lots of positive changes and developments as we welcome another Life Coach to the agency, and look to develop the project further.

Compass Refugee Counselling Service Activities and Achievements

Compass is Off the Record's school-based counselling service for refugee and asylum seeking young people in Croydon. The service has just completed its successful first year. Counselling is currently offered in 9 schools and colleges. The development of a weekly service has allowed us to build a relationship with both staff and pupils.

The majority of the young refugees have no previous experience of counselling and are unaware of how to access support due to language/ cultural barriers. These barriers have been greatly reduced by providing interpreters and developing creative approaches to expressing experiences, trauma and needs. Compass offers a space for young refugees to reflect on their lives – past, present or future. Onward referral to a range of agencies and organisations has offered the opportunity for ongoing support.

During the first year we have worked with a total of 137 young people, individually or in groups, from 16 different countries. 60% of clients have been from Afghanistan and 75% have been unaccompanied minors.

Next year Compass will continue to explore ways to reach the most vulnerable groups of refugee and asylum seeking young people. We are exploring the possibility of supporting new arrivals to the UK and those not able to access the school system due to age disputes. The service will be developed within existing and new schools, focusing on ways to identify and reach the refugee community within schools and extending

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2009

opportunities for group work.

Young Carers Project Activities and Achievements

The Young Carers Project works with young people with caring responsibilities at home.

Our carers assessment work gives young carers the chance to tell their story, often for the first time. This full picture is invaluable to staff in shaping support plans and ensuring that we provide a service that is individually tailored to the children and young people's needs.

Timely academic support and effective liaison with schools and families, offered through the Young Carers Support Teacher, has shown excellent results. This year our teacher has also developed new initiatives such as a named Young Carers Representative in schools who leads on support for young carers in each school.

The team continue to fill the school holidays with a wide range of trips and activities. With an age range of 7 – 23 years old, and a client list of almost 400 young carers, this is no easy task. The goal is to provide free, appropriate and fun respite, which usually takes the form of one-day activities to give young carers some time out. This can mean a trip to the cinema or an event up in London, or a workshop covering an issue relevant to young carers' lives. The feedback on trips continues to be really positive, with young carers having an ever greater involvement in planning holiday schemes.

Families where there is a parent with a mental health issue, or long-term life limiting illness, often require more time and resources to ensure that their support needs are met. This year the project secured funds to employ a Mental Health Worker to provide targeted support to some of our most needy families. The work has already produced some excellent outcomes and the will be further developed in the next year through the addition of a Life Coach and Counsellor.

Each member of the team carries a caseload, providing one to one support to those young carers with the highest caring role and support needs. This is often the most rewarding part of the work. It is a real privilege to hear the stories of so many exceptional young people, and to play a part in supporting them to live rewarding and enjoyable lives. We also enjoy very strong working relationship with parents. Their candour and commitment to their children's well being is inspirational, often in the face of difficult and sensitive circumstances.

The young carers project currently has contact with 388 young carers of whom 227 are male and 161 are female. 221 young carers are caring for their mother whilst the remainder care for other family members. The most common issues cared for are physical illness (138), mental health (93), physical disabilities (76) and learning disabilities (51).

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

DNA is a well established drug and alcohol project within Off the Record. DNA offers a variety of services as well as being part of Croydon's Young People's Substance Misuse Virtual Team.

DNA offers individual counselling to young people who have difficulties with drugs or alcohol. We have two qualified counsellors, who between them offer short- term therapy for clients who mainly want to concentrate on reducing or abstaining from their drug use and longer-term therapy for clients who wish to explore deeper-rooted issues that may be impacting on their drug and alcohol misuse. In 2008/9 DNA delivered 48 assessments and 258 counselling sessions to young people. The main drugs of use were Cannabis/Skunk (23) and alcohol (18).

DNA has an established and respected drug outreach team delivering drug information and support through satellite services and workshops. The weekly satellite services delivered around the borough have continued to be well attended throughout the year with 461 young people being offered support through 215 satellite

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2009

services. Young people are actively seeking support to abstain; to reduce harm whilst managing their drug or alcohol use; or to seek treatment.

DNA have delivered a number of health information stands across the Borough using quizzes, games and other interactive activities. Workshops are specifically targeted at those who are vulnerable to substance misuse e.g. homeless young people and those that are not in education or employment.

DNA played a major role in facilitating group-work with over 200 delegates attending two local seminars: "Behind The Mask" and "Alcohol & Sexual Health". Both were organised by the PCT (Primary Care Trust & Teenage Pregnancy Team) and focussed on self esteem in young men and the link between alcohol and sexual health.

DNA continue to co-ordinate the multi-agency DASH (Drugs, Alcohol and Sexual Health) programme delivering drugs, alcohol and sexual health awareness sessions at Croydon College, Coulsdon College and, for the first time this year John Ruskin College.

Overall this year the outreach team delivered 123 workshops to 1814 young people & 249 adults.

The major challenges that DNA face for the next year are based around funding and maintenance of the valuable existing work that supports young people and the professionals who work with them.

New to DNA in January 2009 was the introduction of an Auricular Acupuncture Clinic for substance misuse and stress management. This is a free weekly service for young people who are engaged in any other of the OTR or Substance Misuse Virtual Team services.

DNA have two qualified Acupuncture Detoxification Specialists who, between January and March 2009 offered 11 acupuncture sessions treating 17 young people. In the next year we hope to offer an additional weekly evening clinic.

Black Minority Ethnic (BME) Community Development Work Activities and Achievements

The CDW service exists to help reduce the inequalities in mental health service experiences and outcomes for Croydon's BME communities. The service is delivered in partnership with Croydon BME Forum.

In February the service hosted its launch event "Building Bridges... Breaking Barriers" which introduced the service's first year report; the new CDW developed mental health training packages; and the capacity building toolkit 'Evolve'. Over one hundred people attended the event and feedback showed it was a success.

Since the launch, CDWs have been involved in the delivery of Mental Health First Aid training to 24 participants, and training in mental health awareness and advocacy to 34 participants. The CDW service has contributed to strategic and community events including the mental health promotion strategy consultation for Croydon; the Safeguarding Children and Adults event which concentrated on reaching BME communities and the Black Churches in Croydon faith event.

Anticipated developments in the coming year include the construction of a mental health website; formation of a young peoples forum and significant involvement in a joint Race Equality Foundation/Primary Care Trust conference focussing on maternal and paternal mental health.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2009

Financial review

a. RESERVES POLICY

The Trustees regularly monitor the financial position to ensure that reserves are adequate for the Charity's operating requirements.

b. RESULTS FOR THE YEAR

During the year the Agency's income increased by 13% from £562,000 to £633,000. Expenditure increased by a similar 13% from £546,000 to £619,000. The resulting surplus amounted to £14,000 compared with £16,000 in the previous year. The total funds carried forward amounted to £260,000 against £246,000 last year.

Plans for the future

a. FUTURE DEVELOPMENTS

Off the Record has undergone considerable expansion over the last two years and, as we head into our fifteenth year, we are now providing services to around 3000 young people per year. In 2009/10 our focus will be on consolidating our existing services, monitoring the impact of our work and developing our growing expertise in the area of counselling young refugees. We are conscious of the challenges that are likely to lie ahead in terms of pressure on public sector finances and will seek to ensure that our existing work continues and is effectively supported.


Croydon is a very diverse London borough and we are committed to ensuring that our services are accessible to all. We plan to use the experience and knowledge generated from our direct work to help the whole agency look at issues of diversity and help ensure that diversity and equality are central to our service planning and delivery.

PROVISION OF INFORMATION TO AUDITORS

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the Company's auditors in connection with preparing their report and to establish that the Company's auditors are aware of that information.

This report was approved by the Trustees on 21 October 2009 and signed on their behalf, by:



Eric Trout, Chair

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STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2009

The Trustees are responsible for preparing the Annual report and the financial statements in accordance with applicable law and regulations.

Company and charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OFF THE RECORD

We have audited the financial statements of Off the Record for the year ended 31 March 2009 set out on pages 12 to 21. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the Trustees (who also act as company directors of Off the Record for the purposes of company law) for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether the information given in the Trustees' annual report is consistent with the financial statements.

In addition we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the company is not disclosed.

We read the Trustees' annual report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OFF THE RECORD

OPINION

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' annual report is consistent with the financial statements.

BALDWIN SCOFIELD & CO

Unit 3 Newhouse Business Centre
Old Crawley Road
Horsham
West Sussex RH12 4RU

Baldwin Scofield & Co

—

21 October 2009

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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2009

	Note	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	600,492	23,445	623,937	542,876
Investment income	3	-	1,716	1,716	1,593
Other incoming resources	4	9,359	(1,140)	8,219	18,144
TOTAL INCOMING RESOURCES		609,851	24,021	633,872	562,613
RESOURCES EXPENDED					
Charitable activities	9	555,088	62,499	617,587	544,880
Governance costs	5	1,469	314	1,783	1,704
TOTAL RESOURCES EXPENDED	8	556,557	62,813	619,370	546,584
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS		53,294	(38,792)	14,502	16,029
Transfers between Funds	15	(41,118)	41,118	-	-
NET INCOME FOR THE YEAR		12,176	2,326	14,502	16,029
NET MOVEMENT IN FUNDS FOR THE YEAR		12,176	2,326	14,502	16,029
<i>Total funds at 1 April 2008</i>		<i>180,786</i>	<i>65,202</i>	<i>245,988</i>	<i>229,959</i>
TOTAL FUNDS AT 31 MARCH 2009		192,962	67,528	260,490	245,988

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

The notes on pages 14 to 21 form part of these financial statements.

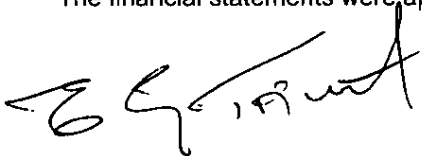
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BALANCE SHEET
AS AT 31 MARCH 2009

	Note	£	2009 £	£	2008 £
FIXED ASSETS					
Tangible fixed assets	12		143,079		144,634
CURRENT ASSETS					
Debtors	13	18,096		14,517	
Cash at bank and in hand		167,922		115,509	
		<u>186,018</u>		<u>130,026</u>	
CREDITORS: amounts falling due within one year	14	(68,607)		(28,672)	
NET CURRENT ASSETS			<u>117,411</u>		<u>101,354</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>260,490</u>		<u>245,988</u>
CHARITY FUNDS					
Restricted funds	15		192,962		180,786
Unrestricted funds	15		67,528		65,202
			<u>260,490</u>		<u>245,988</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 21 October 2009 and signed on their behalf, by:



Eric Trout, Chair

The notes on pages 14 to 21 form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

8. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Other costs 2009 £	<i>Total 2008 £</i>
Direct costs	617,587	544,880
Governance	1,783	1,704
	<u>619,370</u>	<u>546,584</u>

9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2009 £	Support costs 2009 £	Total 2009 £	<i>Total 2008 £</i>
Direct costs	557,485	60,102	617,587	544,880

10. NET INCOME / (EXPENDITURE)

This is stated after charging:

	2009 £	<i>2008 £</i>
Depreciation of tangible fixed assets: - owned by the charity	1,555	259
Governance Auditors' remuneration	1,783	1,704

During the year, no Trustees received any remuneration (2008 - £NIL).

During the year, no Trustees received any benefits in kind (2008 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2008 - £NIL).

11. STAFF COSTS

The average monthly number of employees during the year was as follows:

2009 No.	<i>2008 No.</i>
15	15

No employee received remuneration amounting to more than £60,000 in either year.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

12. TANGIBLE FIXED ASSETS

	Land and buildings £	Furniture, fittings and equipment £	Total £
Cost			
At 1 April 2008 and 31 March 2009	138,672	6,221	144,893
Depreciation			
At 1 April 2008	-	259	259
Charge for the year	-	1,555	1,555
At 31 March 2009	-	1,814	1,814
Net book value			
At 31 March 2009	138,672	4,407	143,079
At 31 March 2008	138,672	5,962	144,634

13. DEBTORS

	2009 £	2008 £
Sundry debtors and prepayments	18,096	14,517

**14. CREDITORS:
Amounts falling due within one year**

	2009 £	2008 £
Sundry creditors and accruals	15,051	12,672
Grants in advance and deferred income	53,556	16,000
	68,607	28,672

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

15. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds					
Young Carers Fund	7,464	5,012	(729)	-	11,747
DNA Fund	20,254	-	-	-	20,254
	<u>27,718</u>	<u>5,012</u>	<u>(729)</u>	<u>-</u>	<u>32,001</u>
General funds					
General Funds	37,484	19,009	(62,084)	41,118	35,527
	<u>37,484</u>	<u>19,009</u>	<u>(62,084)</u>	<u>41,118</u>	<u>35,527</u>
Total Unrestricted funds	<u>65,202</u>	<u>24,021</u>	<u>(62,813)</u>	<u>41,118</u>	<u>67,528</u>
Restricted funds					
Compass Fund	-	26,836	(22,951)	(1,176)	2,709
Youth Counselling Services	12,662	200,755	(189,636)	(4,583)	19,198
Young Carers	17,214	147,705	(131,091)	(10,186)	23,642
Outreach Worker	6,955	82,998	(76,367)	(8,184)	5,402
DNA Fund	5,283	151,557	(136,512)	(16,989)	3,339
Capital Fund	138,672	-	-	-	138,672
	<u>180,786</u>	<u>609,851</u>	<u>(556,557)</u>	<u>(41,118)</u>	<u>192,962</u>
Total of Funds	<u>245,988</u>	<u>633,872</u>	<u>(619,370)</u>	<u>-</u>	<u>260,490</u>

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds	27,718	5,012	(729)	-	32,001
General funds	37,484	19,009	(62,084)	41,118	35,527
	<u>65,202</u>	<u>24,021</u>	<u>(62,813)</u>	<u>41,118</u>	<u>67,528</u>
Restricted funds	180,786	609,851	(556,557)	(41,118)	192,962
	<u>245,988</u>	<u>633,872</u>	<u>(619,370)</u>	<u>-</u>	<u>260,490</u>

OFF THE RECORD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

1. ACCOUNTING POLICIES (continued)

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

1.6 Cash flow

The financial statements do not include a Cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective January 2007).

1.7 Tangible fixed assets and depreciation

All assets costing more than £5,000 are capitalised.

The property is fully maintained and, in the opinion of the directors, its market value is not less than cost.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment	-	25% straight line
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1.8 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

2. VOLUNTARY INCOME

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Donations	1,829	9,304	11,133	9,344
Grants	-	14,141	14,141	-
Croydon PCT/LB Croydon	140,771	-	140,771	144,583
CAMHS	49,399	-	49,399	32,648
Croydon PCT	76,532	-	76,532	62,876
LB Croydon/Assessor	39,689	-	39,689	39,041
Croydon PCT/LB Croydon	39,747	-	39,747	39,747
LB Croydon/Support Grant	22,811	-	22,811	22,440
S London Connexions	32,072	-	32,072	31,290
Education	2,458	-	2,458	5,211
The Princess Royal Trust	13,166	-	13,166	-
Drug Action Team	124,472	-	124,472	125,696
Henry Smith Charity	30,060	-	30,060	30,000
City Parochial	8,000	-	8,000	-
Comic Relief	13,974	-	13,974	-
Unaccompanied Minors Team	4,800	-	4,800	-
Accupuncture	712	-	712	-
Voluntary income	<u>600,492</u>	<u>23,445</u>	<u>623,937</u>	<u>542,876</u>

3. INVESTMENT INCOME

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Investment income	-	1,716	1,716	1,593

4. OTHER INCOMING RESOURCES

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Other income	<u>9,359</u>	<u>(1,140)</u>	<u>8,219</u>	<u>18,144</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

5. GOVERNANCE COSTS

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
Auditors' remuneration	1,469	314	1,783	1,704

6. DIRECT COSTS

	Total 2009 £	Total 2008 £
Grants and donations	12,207	13,565
Staff salaries	522,142	449,481
Consultancy	-	6,282
Recruitment	3,485	2,927
Supervision	6,860	4,995
Training	4,396	9,520
Travel and subsistence	6,550	5,486
Books and publications	183	993
Printing and reproduction	1,662	4,910
	557,485	498,159

7. SUPPORT COSTS

	Total 2009 £	Total 2008 £
Rent and rates	4,423	5,764
Light heat and water	3,514	2,395
Equipment and maintenance	4,239	5,877
property repairs	9,078	3,628
office expenses	11,812	4,976
Telephone	7,907	7,554
Publicity	6,549	2,594
Insurance	1,678	2,910
Sundry expenses	1,599	2,874
Health and safety	2,318	2,081
Cleaning	4,595	3,909
Payroll administration	1,356	1,160
Accountancy	1,034	999
	60,102	46,721

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	<i>Total Funds 2008 £</i>
Tangible fixed assets	138,672	4,407	143,079	144,634
Current assets	54,290	131,728	186,018	130,026
Creditors due within one year	-	(68,607)	(68,607)	(28,672)
	<u>192,962</u>	<u>67,528</u>	<u>260,490</u>	<u>245,988</u>