

Off the Record (Bristol) Charity number 1085351, Company number 04150044

(A company limited by guarantee)

Report and Financial Statements

Year Ended

31 March 2007

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COMPANIES HOUSE

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2007

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Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2007

Legal and Professional information

Registered Charity No 1085351

Registered Company No 4150044

Executive Committee

Alan Morris	Chair
Peter Hobbs	Vice Chair
Tony Whitlock	Treasurer
Kevin Abbey	
John Huskins	
Franky Portail	
Colin Ling	Resigned Sept 2006
Shelley Workman-Dyer	Resigned Feb 2007
Bea Oliver	Resigned June 2006
Pauline Cahill	Joined Nov 2006

Secretary S R O'Brien

Registered Office 2 Horfield Road
Bristol BS2 8EA
tel 0117 9226747

Bankers The Cooperative Bank
16 St Stevens Street
Bristol BS1 1JR

Solicitors Avon and Bristol Law Centre
2 Moon Street
Bristol BS2 8QF

Auditors Wormald and Partners
Redland House
157 Redland Road
Bristol BS6 6YE

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2007

Executive Committee and Management Report

(Governing document Memorandum and articles of association)

The Executive committee present their annual and the financial statements for the year annually on 31st March 2007

Structure Governance and management

Governing Document

Off the Record is a charity and a company limited by guarantee It was incorporated as a company limited by guarantee on 8th November 2001 The charity itself was established in 1964

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under it's articles of association In the event of the company being wound up members are required to contribute an amount not exceeding £1 each

Recruitment and Appointment of the Executive committee

The directors of the company are also charity trustees for the purpose of company law and under the company's articles are known as Executive Committee Members Under the requirements of the Memorandum and Articles of Association, a third of the membership of the executive committee retires annually, and they may stand for re-election at the next Annual General Meeting

Business, Professional, and Counselling skills are well represented on the executive committee and have been further enhanced in the past year by the recruitment of a young person and to the committee

Trust Induction and Training

All recruits to the executive committee receive a thorough induction and copies of all the charity's procedures and policies, as well as the latest annual report A detailed job description and list of possible areas of involvement is also issued

New trustees are encouraged to spend time at the project when it is open to gain a sense of the services delivered by OTR and the personnel involved in delivering them

Risk Assessment and Management

The executive committee has developed a risk assessment plan which identifies the risks which OTR may be exposed This categorises risks from 1 (Highest) to level 9 This will be reviewed annually to ensure that risk levels are appropriate, new risks identified, and that plans are in place to minimise and mitigate OTR's exposure to such risks

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2007

Organisational Structure

OTR's Executive Committee when complete consists of at least four and not more than fifteen individuals all of which must be members. They meet approximately every 12 weeks and are responsible for the strategic direction and policy of the charity and ensuring that its finances, systems and procedures as fit for purpose. At present the committee has 8 members from a variety of backgrounds relevant to the charity.

The Executive Committee delegates operational management of the charity to a Manager. Services are delivered by 16 volunteers and 4 part time staff.

Objectives and Activities

The principle activity of the company is to “The aims and objectives of the organisation are to relieve and prevent suffering caused by mental or physical ill health or by social or economic circumstances among young people by establishing, maintaining and developing a counselling service in the City of Bristol for the giving of individual counselling and practical advice, and to collate and disseminate information concerning the organisation and to seek means by which advice, help and guidance may be given both to young people and those concerned with their welfare in ways which from time to time seem appropriate”

Achievements and Performance

From March 2006 to April 2007 OTR provided over 1870 free counselling sessions to children and young people in the City of Bristol. Not just in the central Bristol, but also at Easton and Knowle West, and Lawrence Weston three of the most deprived wards in the South West.

Over 124 people received informal support. This is a unique service in which children and young people, and those concerned with their welfare, can access a support worker instantly in a private space. The young people who use this service are often in crisis or distress and simply cannot wait for a counselling appointment.

1774 calls were taken on our free phone helpline. Again many of these calls are from distressed or depressed children young people, some suffering from mental health problems. As one young person put it 'You are the 'Samaritans for kids'.

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2006

OTR provided peer support and counselling in schools and at places where young people go or meet. This included two weekly drop ins at Connexions offices in the centre of Bristol and at BASE project which exists for children who are in danger of sexual exploitation and abuse.

OTR employs a rigorous evaluation process, utilising comprehensive feedback form and an access database which lists all issues etc encountered.

Key Service Developments

The Organisation has tried to concentrate on actually involving young people in OTR, and to this end has developed participation groups and hosted work experience placements. Having young people around, has given OTR a different feel and we have learned a great deal. We also produced a video in conjunction with Millenium Volunteers which gave Bristol Young People a chance to have a say in the services they receive, especially from a mental health and emotional point of view.

Our outreach work at Easton Advice Centre and Knowle West continues to be in great demand. We have had negotiations to set up another outreach service in Withywood, an area with many disadvantages. This area, Easton and Southmead are emerging as the Bristol City Council's children's locality focus areas. OTR's involvement in these areas is strategically very favourable. An OTR worker also visits the BASE project each week.

We have deepened our relationship with Bristol City Council Young Peoples Services, tailoring our relationship to suit young people's needs, and established relationships with council youth projects.

OTR continues to provide service and 'surgeries' for Connexions. During the year we also were awarded a grant from NHS Children and Adolescent Mental Health Services in recognition of the work we do with young people aged 16-18. OTR also continues to provide a specialist counselling service for all the City of Bristol College campuses. Hundreds of young people are helped in this way.

Our informal support service has been busy and we have decided to concentrate our services on people under 25. OTR workers offer direct support to young people, who are very often in crisis and simply cannot wait for counselling. This has proved immensely popular, so much so that we are planning a new room to provide extra space for it. My deepest thank go to Michelle and Alison.

Major funding awards were obtained from Tudor Trust, the True Colours Trust, Coop Dividend Fund and Quartet. We are very appreciative of this and thank the committees of these trusts.

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2006

2006/07 was another financially stable year for Off the Record. We were fortunate enough to enjoy continued funding from Bristol City Council, the Big Lottery Fund and Connexions. Further significant financial support came from the Tudor Trust, Quartet and the Barrowmead project. We are also immensely grateful to numerous other donations, contributing to the valuable service Off the Record provides in Bristol.

Although running costs have increased moderately we were still able to make a moderate contribution to reserves. Unrestricted, cash-backed reserves currently stand at £63,680 representing just over five months running costs. This is well within limits deemed necessary by Trustees to meet working capital obligations.

Financial stability has enabled Off the Record to enhance its outreach work including continued support at Knowle West. Plans for 2007/08 include substantial refurbishment of 2 Horfield Road, improving the environment for staff, volunteers and the children and young people who use the service.

My thanks go once again to Maggie Kelley for her continued support throughout the year.

Tony Whitlock
Treasurer

Investment Policy

Most of the Charities funds are to be spent in the short term, so there are few funds available for long term investment. Any surplus funds will be directed towards a high interest investment account, in order to generate further income.

Reserves Policy

Trustees have examined the Charity's requirement for reserves and have established a policy whereby unrestricted funds not committed or invested in tangible fixed assets should be between 3 and 6 months of the expenditure. Budgeted expenditure for 2006/07 is £105,750 and therefore the target is £26,440 to £52,880 in general funds. The reserves are needed to meet the working capital obligations of the Charity. Trustees are confident that at this level they would be able to continue the current activities of the Charity in the event of a significant drop in funding. Current general, unrestricted, reserves of £63,235 are therefore in excess of the 6 month target.

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2006

Plans for 2006-7

Off the Record hopes to gradually extend and consolidate its activities both at our home base and away from home. At 2, Horfield Road, we have offered a new informal support service that complements the existing advice and counselling services. Away from home, our new Development Worker, Franky, is attempting to expand our service to Withywood and Lockleaze, both districts suffering severe disadvantage. OTR now has a presence in a number of schools, Connexions' offices, voluntary sector partners' projects, Health Centres. We are spreading ourselves more widely and will continue to do so in the next year.

The Change for Children and Youth Matters agendas, have been slow but are now starting to happen. We continue to keep in touch with these developments, which may yet bring changes for OTR. The government is currently consulting with the National Youth agency and others regarding the introduction of Quality Standards for Young People's Information, Advice and Counselling Periods. Off the Record will keep abreast of developments and implement change when necessary. Off the Record is currently involved in negotiations with Children and Adolescent Mental Services in the Bristol Area with a view to obtaining funding and a meaningful relationship with the local PCT.

It gives me great pleasure to acknowledge the contribution that so many people have made to OTR during 2006/07.

The Manager and staff at OTR and their dedication and commitment in all areas of activity during a year of uncertainty and changes.

Our many volunteers (all counsellors are volunteers) who give so generously of their time and talents for the benefit of their community.

All members of the Executive Committee, whose expertise and firm commitment to achieving the aims of OTR have been exceptional.

Alan Morris Chairman

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2007

Executive committee Responsibilities

Company Law requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and the surplus or deficit of the company for that period. In preparing the financial statements, the Executive Committee is required to

Select suitable accounting policies and apply them consistently

Make judgements and estimates that are reasonable and prudent

Prepare the financial statements on the going concern basis unless it is not appropriate to presume that the company will not continue in business

The Executive Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to 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 taking reasonable steps for the prevention and detection of fraud and other irregularities

Members of the Executive Committee, who are Directors for the purpose of company law and trustees for the purpose of company law who served during the year and up to the date of this report, are set out on page 3

Auditors

All the current Executive Committee members have taken all the steps that they ought to have taken to make themselves aware any information needed by the company's auditors for the purposes of their audit and to establish that the auditors are aware of that information. The Executive Committee are not aware of any relevant audit information of which the auditors are unaware

The current auditors Wormald and Company have expressed a willingness to remain in office. A resolution to reappoint them will be proposed at the next Annual General Meeting

Small company Exemptions

This report is prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies and follow the recommendations in Accounting and Reporting by Charities Statement of recommended Practice 2005

Off the Record (Bristol)

Report and Financial statements for the year ended 31 March 2006
On behalf of the board

A Morris

x A Morris

x 

Sean O'Brien
Company Secretary

Chair and Director
2 Horfield Road
Bristol
BS2 8EA

Off the Record (Bristol) report and financial statements for the year ended 31st March 2007

Balance Sheet (Accounts)

Statement of Financial Activities for the year ending 31st March 2007
(Incorporating an Income and Expenditure Account)

	Notes	Unrestricted Funds 2007 £	Restricted Funds 2007 £	Total Funds 2007 £	Total Funds 2006 £
Incoming Resources					
Donations		2217		2217	930
Grants and contracts for counselling and advice	2	90996	28207	119203	130297
Interest Receivable		1255	-	1255	455
Other income		750	-	750	1294
Total Incoming Resources		<u>95218</u>	<u>28207</u>	<u>123425</u>	<u>132976</u>
Resources Expended					
Direct Charitable Expenditure		85588	29011	114599	101823
Management and Administration		4867		4867	4239
Total Resources Expended	3	<u>90455</u>	<u>29011</u>	<u>119466</u>	<u>106062</u>
Net Incoming Resources for the year	4	4763	-804	3959	26914
Total Funds 1 April 2006		78945	360	79305	52391
Total Funds 31 March 2007	9	<u>83708</u>	<u>-444</u>	<u>83264</u>	<u>79305</u>

Off the Record Bristol
Balance Sheet as at 31st March 2007

	Notes	2007 £	2006 £
<u>Fixed Assets</u>			
Tangible Assets	6	20029	20029
<u>Current Assets</u>			
Debtors	7	11711	13546
Cash at bank and in hand		53141	48232
Total Current Assets		64852	61778
Creditors amounts falling due within one year	8	1617	2502
Net Current Assets		63235	59276
Total Assets less Current Liabilities		<u>83264</u>	<u>79305</u>
<u>Funds</u>			
Restricted Funds		-444	360
Unrestricted Funds		83708	78945
Total Funds	9	<u>83264</u>	<u>79305</u>

x Signed A Morris (Chair of the Record).
 & director

These financial statements are 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 2005)

The financial statements on pages to were approved by the Board of Management (off the record Bristol) on September 2007 and signed on it's behalf by

A. Morris

A Morris (Chair of the Board)

Notes to the Accounts

For the year ended 31st March 2007

1 Accounting Policies

- (a) The financial Statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the recommendations in 2005 Statement of Recommended Practice (Accounting and Reporting by Charities) and the Financial Reporting Standard for Smaller Entities(January 2005)

- (b) Restricted funds are to be used for specific purposes as laid down by the donor

- © Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds

- (d) Depreciation Depreciation is on a straight line basis over the expected useful life of the asset
No provision is made on freehold buildings as the Trustees have carried out an impairment review in accordance with FRS 11 and the estimated residual

(Off the Record Bristol) value is not materially different from it's carrying value in the balance sheet The cost of minor additions or those costing below £2,000 are not capitalised

(e) The accounts are expressed inclusive of VAT

2 Incoming resources from activities to further the charity's objectives

	Unrestrict ed	Restrict ed	2007 Total	2006 Total
	£	£	£	£
Bristol City Council	44,190		44,190	46,986
Big Lottery Fund		28,207	28,207	23,919
City Of Bristol College	18,890		18,890	18,715
True Colours Trust			0	5,000
Knowle West Healthy Living Centre	921		921	5,168
Connexions	5,000		5,000	5,200
Tudor Trust	12,000		12,000	0
Quartet	7,000		7,000	0
Barrowmead Project	2,995		2,995	0
Greater Bristol Foundation			0	7,000
John James			0	2,159
South Gloucestershire Council			0	1,150
North Bristol PCT			0	10,000
LTSB Foundation			0	5,000
Total Grants and Contracts	<u>90,996</u>	<u>28,207</u>	<u>119,203</u>	<u>130,297</u>

3 Total resources expended

	Direct Charitable Expendit ure	Management & Admin	2007 Total	2006 Total
	£	£	£	£
Staff Costs	68,615	2,496	71,111	64,045
Volunteer Costs	12,060		12,060	11,416
NNDR	329		329	321
Lighting, Heating and Water	532		532	1,083
Repairs and Maintenance	7,323		7,323	4,800
Insurance	2,273		2,273	2,226
Telephone	3,153		3,153	2,489
I T Equipment & Off the	4,292		4,292	1,163

(Off the record Bristol)

Maintenance

Service Charges	935	935	1,252
Audit Fee	343	343	353
Advertising and Publicity	1,093	1,093	102
Stationary etc	2,579	2,579	2,863
Canteen	478	478	313
Subscriptions	1,794	1,794	2,177
Counselling, advice info	691	691	63
Misc	981	981	58
City Of Bristol College - all costs	7,189	7,189	7,640
KWHLC - all costs	2,160	2,160	2,145
Depreciation		0	839
Training Payments	150	150	150
Easton -all costs		0	528
Bank Charges		0	36
Total resources expended	<u>114,599</u>	<u>4,867</u>	<u>119,466</u>
		<u>119,466</u>	<u>106,062</u>

4 Net incoming resources for the year

This is stated after charging

	2007 £	2006 £
Depreciation	0	839
Audit Fee	343	353

5 Staff costs and numbers

2,007 £	2,006 £
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Gross Salaries & National Insurance

<u>67,268</u>	<u>62,163</u>
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The average number of staff employed by the charity during the year was as follows

Number of administrative staff	3	3
Number of management staff	1	1
	<u>4</u>	<u>4</u>

There are many part time volunteers working for the benefit of young people through the trust

The trustees received no remuneration for their services and no reimbursed expenses were paid to the trustees during the year (2006 £Nil)

6 Tangible Fixed Assets
(off the record Bristol)

	Property	Freehold	Office Equipment	Total
Cost				
At 1 April 2006	21,271		15,463	36,734
Additions in Year				0
At 31 March 2007	<u>21,271</u>		<u>15,463</u>	<u>36,734</u>
Depreciation				
At 1 April 2006	1,242		15,463	16,705
Charge for Year			0	0
At 31 March 2007	<u>1,242</u>		<u>15,463</u>	<u>16,705</u>
Net Book value				
At 31 March 2007	20,029		0	20,029
At 31 March 2006	<u>20,029</u>		<u>0</u>	<u>20,029</u>

7 Debtors

	2007 £	2006 £
General Debtors	<u>11,711</u>	<u>13,546</u>

8 Creditors amounts falling due within one year

	2007 £	2006 £
Other creditors and accruals	<u>1,617</u>	<u>2,502</u>

9 Movements in funds

	At 1 April 2006 £	Incoming Resources £	Outgoing Resources £	At 31 March 2007 £
Restricted Funds				
National Lottery Community Fund	0	0	0	0
Big Lottery Fund	-408	28,207	-28,243	-444
John James Foundation	768	0	-768	0
Total Restricted Funds	<u>360</u>	<u>28,207</u>	<u>-29,011</u>	<u>-444</u>

Total Unrestricted Funds	<u>78,945</u>	<u>95,218</u>	<u>-90,455</u>	<u>83,708</u>
Total Funds	<u>79,305</u>	<u>123,425</u>	<u>-119,466</u>	<u>83,264</u>

10 Limited Liability (off
the record Bristol)

The charitable company is limited by guarantee and has no share capital. In the event if the Charity being wound up, the liability of each member is limited to £1 per member of the Charity as stated in the Memorandum & Articles of Association.

Financial Statements approved by the Board of trustees at the Annual General Meeting 01/10/07

Signed

x A Morris

Mr A Morris Director

Off The Record Annual General Meeting: 1st October 2007

Off The Record (Bristol), company limited by guarantee

Present Alan Morris (chair), Sean O'Brien, Franky Portail, Tony Whitlock, Peter Hobbs, Michelle Redwood, Maggie Kelly, Babs McPhail, Colette Ogborne, Lindsey Kelly, Chloe Lacey, Robin Lindop Fisher

1 Minutes of last meeting

The minutes of the AGM held on 11 September 2006 were approved

2 Matters arising

There were no matters arising

3 Annual Reports

The chairman spoke to his report

The Manager spoke to his report

- commenting that OTR is the busiest he has ever known it in his 5 years, the glass room providing additional, accessible, space. In addition there have been 12-15 sessions per week at City of Bristol College. All our services are operating at near maximum capacity.

Lack of space at OTR means expansion needs to be via outreach

Contact with schools has had little response

He welcomed the production of the DVD and suggested it be distributed to MPs, Pauline Marson, Rose Richards, and Trustees

There are 5 paid staff and 17 volunteers – most trainee counsellors

The Treasurer spoke to his report

- commenting that we had had a very successful year financially with a good mix of funders and we now have a good level of reserves (4-5 months running costs). He explained Sean seeks the funds, and Maggie manages day to day financial affairs.

4 Accounts

The 2006/7 accounts were accepted Proposed Tony Seconded Peter

x A Morris (Chair)

Wormold & Co were re-appointed as auditors Proposed Tony Seconded Maggie

5 Executive Committee

Retirements According to our constitution one third of trustees must retire at each AGM unless re-elected. Longest serving trustees are Alan and Kevin. Both were re-elected.

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05/01/2008

COMPANIES HOUSE

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INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF

OFF THE RECORD (BRISTOL)

We have audited the financial statements of Off The Record (Bristol) for the year ended 31 March 2007 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective Responsibilities of Trustees and Auditors

The Trustees' responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards 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 United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the charity are not disclosed.

We read other information contained in the Trustees' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of Audit Opinion

We conducted our audit in accordance with United Kingdom Auditing Standards 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 judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

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

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF

OFF THE RECORD (BRISTOL) (CONTINUED)

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2007 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985


Wormald & Partners

Chartered Accountants
and Registered Auditor
Redland House
157 Redland Road
Redland
Bristol
BS6 6YE

A. Morris CMAA.

Date 10 October 2007.