

Company no. 4150044  
Charity no. 1085351

**Off the Record (Bristol)**  
**Report and Audited Financial Statements**  
**31 March 2024**

## Off the Record (Bristol)

### Reference and administrative details

#### For the year ended 31 March 2024

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<b>Company number</b>	4150044																												
<b>Charity number</b>	1085351																												
<b>Registered office and operational address</b>	8-10 West Street St Philips Bristol BS2 0BH																												
<b>Trustees</b>	<p>Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:</p> <table><tr><td>Mark Allen</td><td>resigned 23 October 2023</td></tr><tr><td>Amaleehah Aslam Forrester</td><td>appointed 11 December 2023 resigned 31 July 2024</td></tr><tr><td>Dr Rachel Brown</td><td></td></tr><tr><td>Joseph Coghlan</td><td>appointed 29 January 2024</td></tr><tr><td>Jacob Diggle</td><td>Chair</td></tr><tr><td>Karen Drake</td><td>Former Chair, resigned 6 July 2023</td></tr><tr><td>Jordan Hodge</td><td></td></tr><tr><td>Patsy Hudson</td><td>resigned 11 September 2023</td></tr><tr><td>Tom Le Fanu</td><td></td></tr><tr><td>Simon Leech</td><td></td></tr><tr><td>Bryony Montandon</td><td>appointed 11 December 2023</td></tr><tr><td>Joe Raynes</td><td>appointed 11 December 2023</td></tr><tr><td>Aysha Taylor Whyte</td><td>appointed 11 December 2023 resigned 31 July 2024</td></tr><tr><td>Lowie Trevena</td><td>resigned 30 January 2024</td></tr></table>	Mark Allen	resigned 23 October 2023	Amaleehah Aslam Forrester	appointed 11 December 2023 resigned 31 July 2024	Dr Rachel Brown		Joseph Coghlan	appointed 29 January 2024	Jacob Diggle	Chair	Karen Drake	Former Chair, resigned 6 July 2023	Jordan Hodge		Patsy Hudson	resigned 11 September 2023	Tom Le Fanu		Simon Leech		Bryony Montandon	appointed 11 December 2023	Joe Raynes	appointed 11 December 2023	Aysha Taylor Whyte	appointed 11 December 2023 resigned 31 July 2024	Lowie Trevena	resigned 30 January 2024
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<b>Company secretary</b>	<table><tr><td>Bryony Montandon</td><td>resigned 18 December 2023</td></tr><tr><td>Diana Finch</td><td>appointed 18 December 2023 resigned 21 February 2024</td></tr><tr><td>Adelaide Morgan</td><td>appointed 21 February 2024 resigned 25 July 2024</td></tr><tr><td>Joanne Munns</td><td>appointed 1 August 2024</td></tr></table>	Bryony Montandon	resigned 18 December 2023	Diana Finch	appointed 18 December 2023 resigned 21 February 2024	Adelaide Morgan	appointed 21 February 2024 resigned 25 July 2024	Joanne Munns	appointed 1 August 2024																				
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<b>Key management personnel</b>	<table><tr><td>Karen Black</td><td>CEO (resigned July 2023)</td></tr><tr><td>Adelaide Morgan</td><td>CEO (appointed January 2024, resigned July 2024)</td></tr><tr><td>Joanne Munns</td><td>Interim CEO (appointed September 2023, resigned January 2024, re-appointed July 2024)</td></tr><tr><td>Beth Shedden</td><td>CEO (appointed July 2023, resigned September 2023)</td></tr></table>	Karen Black	CEO (resigned July 2023)	Adelaide Morgan	CEO (appointed January 2024, resigned July 2024)	Joanne Munns	Interim CEO (appointed September 2023, resigned January 2024, re-appointed July 2024)	Beth Shedden	CEO (appointed July 2023, resigned September 2023)																				
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<b>Bankers</b>	The Co-operative Bank 14 Broadmead Bristol BS1 3HH																												

**Off the Record (Bristol)**

**Reference and administrative details**

**For the year ended 31 March 2024**

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<b>Auditors</b>	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD
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## **Off the Record (Bristol)**

### **Report of the trustees**

#### **For the year ended 31 March 2024**

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##### **Chair's report**

In 2023-24, we are proud to have supported over 17,000 young people across Bristol, South Gloucestershire and North Somerset. We want to take this opportunity to reflect on our achievements, developments and learning.

2023-24 has been yet another challenging year for many young people and families, as they navigate the cost-of-living and energy cost crisis. Young people are still coming to terms with the impacts of lockdown, many still not back at school, and as a result, we have seen young people present with more complex needs and are working hard – alongside partners across the region – to offer the best possible support to respond to this. We have been blown away by young people's strength, compassion, and the insightful ways they approach conversations about mental health in the context of the wider world.

To find out more about OTR's work, please visit our website <http://www.otrbristol.org.uk/>.

Jacob Diggle

Chair of Trustees

## **Off the Record (Bristol)**

### **Report of the trustees**

#### **For the year ended 31 March 2024**

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The Board of Trustees presents its report and audited financial statements for the period 1 April 2023 to 31 March 2024. The trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ending 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Reference and administrative information set out on page 1 & 2 forms part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019).

Whilst our services have moved back to in-person delivery following the pandemic, we also kept the option for some online delivery. This hybrid model of support allows us to continue to cater to young people who find it difficult to access services face-to-face.

We are encouraged that lots of young people feel able and willing to engage with conversations about their mental health with Off The Record (OTR), across a range of settings. However, we know that we have more work to do to engage young people who are under-represented in our services. We want all young people who need support to feel that OTR is on their side and has something to offer.

While it is young people who guide the direction of our organisation, they would not be supported if we didn't have an extraordinary team of staff and volunteers. Through a year of change and challenge, their dedication to our young people has powered incredible impact. Thanks to our 100-strong staff team, across South Gloucestershire, North Somerset and Bristol, young people across the region have been heard, supported, and connected with a community as they transition to adulthood.

OTR is continuing to grow, learn, and adapt as an organisation. We will continue to focus our attention on improving the accessibility of our services for young people. In order to do this effectively, we must deepen our understanding of communities that are underserved by OTR, earn their trust and push ourselves to practise more inclusively. We remain committed to becoming an anti-racist organisation and championing the rights of LGBTQ+ and disabled people.

We have worked closely with Brap this year, an organisation who specialise in supporting organisations to create more inclusive services and working environments. We are working with them to use therapeutic approaches to strengthen our charity's anti-oppressive practices – benefitting both young people and the staff and volunteers who support them.

## **Off the Record (Bristol)**

### **Report of the trustees**

#### **For the year ended 31 March 2024**

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#### **Our aims and objectives**

##### **Purposes and aims**

The charity's purposes as set out in the objectives contained in the company's memorandum of association, and further developed in the new strategy, are:

- To promote and support the mental health of young people focusing on Bristol and the surrounding areas;
- To raise awareness of the social, economic and cultural determinants that lead to poor mental health; and
- The advancement of education of the public including, in particular, public sector bodies, agencies, community bodies, corporates and organisations, on mental health issues experienced by young people and on the provision of support to prevent and alleviate these issues delivering public benefit.

In shaping our objectives for the year and planning our activities the trustees have considered the Charity Commission's guidance on public benefit, including the guidance "public benefit: running a charity (PB2)".

All OTR's charitable activities focus on the provision of accessible and effective mental health support, education and campaigning for young people 11-25 resident in Bristol, South Gloucestershire and North Somerset.

Such a programme of activity is invariably of public benefit insofar as it contributes to healthy, active citizens, family and community cohesion, and increased social inclusion and mobility. Public benefit is also derived from the prevention of escalating levels of mental ill-health among OTR's service users as a consequence of their accessing the organisation. That OTR offers a free and timely service for vulnerable young people is of public benefit in terms of cost-effectiveness in both the short and long term.

The strategies employed to achieve the charity's aims and objectives are to:

1. Deliver a range of direct mental health support including one-to-one and group talking and creative therapies, online support and casework;
2. Deliver a programme of preventative psychological education and digital resources for young people in schools and other youth settings;
3. Deliver a programme of targeted youth work to engage communities of young people that face barriers to accessing services early and social disadvantages and discrimination that lead to poorer mental health;
4. Run participatory social action projects to de-stigmatise mental health with young people who have lived experience of mental health difficulties; and
5. Deliver training to professionals.

#### **Achievements and performance**

We have continued to create new offers, evolve existing ones, sustain and develop new partnerships to provide a rich offer of services to support young people's mental health. We are pleased to be able to show how our services have developed over the past year and the learning we will take forward to ensure an even greater impact for young people in the years to come.

In 2023-24, OTR reached and supported over 17,000 young people. This includes young people engaging in structured therapeutic interventions, but also those taking part in groups led by our Zazi and Freedom teams.

## **Off the Record (Bristol)**

### **Report of the trustees**

#### **For the year ended 31 March 2024**

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##### *Strengthening young people's participation:*

At OTR we're committed to amplifying the voices of young people and want them to help shape the services we offer across Bristol, South Gloucestershire and North Somerset. We've been working to give them a bigger say in things, whilst helping them develop skills that will set them up for the future.

Our brilliant young volunteers in our Peer Representatives and Peer Navigator programmes have worked hard to ensure that young people are met by other young people from the moment they arrive at OTR, who they can relate to and who understand their experience. This programme won a national award for, 'Volunteering & Social Action' at the Children & Young People Now Awards! in November 2022, in recognition of its success and it is now embedded in our engagement and participation work for 2023-24.

We have continued to build on our new Young Advisors initiative: this year-long programme lets young people create and lead projects that tackle important issues impacting them and their peers. It's not just about making a difference – it's about giving them skills that will open doors to employment opportunities in the future.

##### *Broadening access:*

At OTR we understand that some groups of young people face unique challenges to accessing mental health support, and we're here to try to bridge those gaps. By offering a wide range of services like our arts, sports, and nature activities, creative hubs as well as targeted support for young people who are care experienced, LGBTQ+ or from racialised communities. We aim to offer a range of approaches that suit young people's needs.

We've strengthened our Whole School Approach offer, supporting our colleagues in education to rethink the way schools approach mental health support. We're committed to early intervention and recognise that what might seem like poor behaviour in young people could be a sign of deeper struggles. We are committed to working with schools to support them with young people's mental health and whilst recognising the pressures they are under as a system to achieve this.

##### *Work in schools and education settings:*

Supporting young people to navigate the world of school and education is central to OTR's work. Our teams of Children's Wellbeing Practitioners (CWPs), Education Mental Health Practitioners (EMHPs), ensure that low intensity Cognitive Behavioural Therapy (CBT) is readily available in schools and community settings to provide early support where it's needed most. Our paid training programme for CWPs, EMHPs and HiCBT trainees ensures that we are investing in the future workforce for children and supporting increased access to psychological therapies for young people. In 2024 50% of schools across Bristol, South Gloucestershire and North Somerset will have a dedicated worker in schools, a huge achievement in partnership with NHS colleagues!

Many young people have participated in Resilience Lab sessions and programmes such as ArtWorks, NatureWorks and SportsWorks. Thousands of others have attended drop-in Hubs and OTR led assemblies. 72% of young people reported improved outcomes at the end of treatment and 97% of young people stated they had made progress towards achieving their goals in therapy.

Project Zazi's Expressions and Masculinity groups continue to provide support for young black people and young people of colour to come together and unpack how societal inequalities might shape perceptions and empower them to embrace their strength and magnificence.

## Off the Record (Bristol)

### Report of the trustees

#### For the year ended 31 March 2024

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##### *Academic partnerships:*

Academic partnerships are a cornerstone of OTR's drive to improve mental health support for young people. We know that research, co-created alongside young people, is an effective way to do this and have invested in research opportunities accordingly. Our collaborations with the University of Bristol and the University of Bath are vital on our learning journey, together, we're shedding light on the ways in which we can creatively support wellbeing and mental health for young people, including those most marginalised in society.

Through these collaborations, we're sculpting a landscape where young people's mental health takes centre stage, powered by innovation and driven by partnerships.

##### *North Somerset:*

In the ever-evolving landscape of youth mental health support in North Somerset, OTR is positively impacting the lives of young people. In partnership with the Child and Adolescent Mental Health Services (CAMHS), our Intensive Outreach Team has successfully expanded its reach into North Somerset.

We offered resilience-themed workshops specifically tailored for young individuals transitioning into Year 7, ensuring a smooth and confident journey into secondary school. Creative HUBs have also been successfully established in Worle, with plans to further expand our HUB network in the near future, providing safe and welcoming spaces for young people to express themselves.

Our psycho-educational groups, grounded in Cognitive Behavioural Therapy (CBT) principles, have provided invaluable resources through online platforms such as Resilience Lab, Mind Aid, and Shameless.

Recognising the unique needs of young people aged 18-25, our dedicated 18+ worker has been instrumental in offering personalised 1:1 support, bridging the gap for those who often find it challenging to access services. This tailored approach has not only provided much-needed support to individuals in this age group but also underscored the imperative for specialised support tailored to their unique life stage.

As we continue our journey, we remain committed to the well-being of North Somerset's young people and our mission to provide support that is comprehensive and tailored to their evolving needs.

##### *Formalising our processes and growing into a more mature organisation:*

OTR is busy formalising its operations so we can continue to grow into a larger and more robust organisation. A dedicated focus on enhancing our policies and procedures will ensure we have an effective framework that matches our expansion. Building on the momentum generated by the introduction of our senior leadership team last year, we're not just growing in size; we're also evolving in approach. Insights gleaned from staff surveys and reviews have been pivotal, guiding us towards a more equitable, diverse, and inclusive path. Our partnership with EDI consultants Brap is a testament to our commitment to becoming an anti-racist organisation. Moreover, we're taking steps to ensure that our salaries are more competitive in recognition of the cost of living crisis.

As part of this journey, we've also introduced reflective practice for our front-line staff, enabling them to embrace continuous learning and development. With these strategies in place, OTR is poised to develop into an organisation that not only empowers young people but also strives towards continuous learning and improvement.



## **Off the Record (Bristol)**

### **Report of the trustees**

#### **For the year ended 31 March 2024**

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We have developed a new OTR strategy to give us a clear direction for the next phase of our development and help with robust and focused decision-making, ensuring that we are delivering on our strategic aims and developing areas of work that we have identified as important for young people locally.

#### **Financial review**

The charity finds itself in a strong financial position following the 2023/24 year end. Income from contracts, trusts and foundations of £3,338,402 (2023: £2,892,851) has increased and we are grateful to our long-term funders and partners. Donations of £159,684 (2023: £104,791) increased from last year and we are grateful for all of the local community support we received throughout the year.

Income from our Diffusion enterprise project has delivered directly to our mission and secured income this year of £22,268 (2023: £36,925) and we have seen steady demand for our training offers that we have successfully translated online.

Overall expenditure in the year £3,414,124 (2023: £3,010,276) has grown in line with the income. Much of our cost is expenditure on staffing and facilitation of our projects. As these transitioned to online there was infrastructure and software investment needed to ensure we could continue to deliver for the young people who we support.

The restricted funds held by the charity at the end of the financial year are £173,614 (2023: £249,309). The unrestricted reserves of the charity are positive £1,298,566 (2023: £1,243,059) which helps us to weather cashflow variations in funder payments and allows us to plan to realise our ambition to purchase a property.

#### **Reserves policy**

The Board agreed on a reserve policy in two parts, one being the maintenance of a stability reserve and the other being the creation of a strategic reserve.

In order to maintain effective operations of the organisation the Board of Trustees has agreed to hold a financial reserve of three months' operating costs (£600k). This level of reserve would allow staff to continue working to secure new funding and if necessary to allow a period of time to cut services in a way whereby service users are supported to move on. This is an amount it considers prudent in the event of a major business interruption as determined by an analysis of risks to the charity.

The level of reserves held by the charity is based on current operating costs and will be reviewed annually as services change in response to income generation. This figure will also be reviewed at every Board meeting and on an ad-hoc basis if there are significant changes to business circumstances.

The remaining unrestricted funds held in excess of the stability reserve, allow the charity to take decisions on designating reserves to taking advantage of future opportunities to secure its longer-term goals and ambitions as they arise. An example of such opportunities would be to purchase office space which is currently utilised on a rental basis or use the same to diversify fundraising base.

At the end of the year the unrestricted reserves stood at £438,313 (2023: £374,429), and £579,831 will remain in our strategic reserve as designated funds for a future capital cost of buying our own building.

## Off the Record (Bristol)

### Report of the trustees

#### For the year ended 31 March 2024

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This level of reserves represents the right balance between protecting our organisation in the future and maximising our impact on young people's lives in the present and ensures that we are a resilient organisation. It means, for example, that we can protect the organisation and our services for young people against a major business interruption, variances of cash flow and unforeseen pressures on future income.

Creating a resilient organisation is particularly important right now given the uncertain economic outlook and our plans to scale into a new region (North Somerset). It is vital that we have stable foundations from which to grow.

#### Going concern

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. The trustees have considered the impact of this issue on the charity's current and future financial position.

Much of the charity's income is traded through activities with Public Sector organisations (i.e. NHS) where the costs can be scaled to the related income and most service areas benefit from statutory support making them relatively robust to economic changes, for example the recent budget changes to National Insurance. Whilst this creates a stable income position, trustees recognise that the current method of invoicing quarterly in arrears for our largest contract creates challenges for the charity and so have implemented additional financial controls to keep cashflow levels under regular review.

As at the balance sheet date, the charity holds unrestricted, general reserves of £438,313 and a cash balance of £620,612. The trustees consider that the charity has sufficient reserves and cashflow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

#### Fundraising approach

OTR is registered with the fundraising regulator and Institute of Fundraising and, through staff and trustee training, is working towards achieving, monitoring and reporting against the standards.

All fundraising is planned and executed by our in-house team without external professional fundraisers. During the year there were no complaints about our fundraising, and we do not carry out any direct mail or telephone campaigns that might infringe the privacy rights of a person.

We have developed and expanded the team in order to ensure high quality and dedicated support. This has involved the recruitment of two new team members, one with a focus on generating income via trusts and foundations and the other looks after our supporters, for example those who want to run a marathon for us or companies who support us as charity of the year.

#### Plans for future periods

As we set our sights ahead to 2024-25, OTR gets ready to launch its new strategy, OTR25.

We've got five priorities that will help guide us toward a future where young people have a greater choice and control over the mental health support they receive.

We'll start by turning up the volume on young people's voices. Our **priority one** plan? Give them the spotlight through our volunteer program, targeted groups and discussion forums. Who better to steer the ship than the young people we're here to support?

## Off the Record (Bristol)

### Report of the trustees

#### For the year ended 31 March 2024

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We will work to create a rich and wide mental health offer for our **priority two**, we will ensure our support options are as diverse as the young people who need them. From 1:1 therapies to drop-ins for LGBTQ+ young people, and from social activism projects for black and brown young men to summer storytelling workshops, we'll create an even richer offering for young people.

We want young people to feel surrounded by a network of support. So, our approach is holistic. That means reaching beyond our therapies, group sessions and drop ins, and embedding mental health support at home and in the classroom.

We know that not everyone's starting from the same point. So, **priority three** is all about reaching out to those who face extra barriers. OTR will increase its reach to marginalised young people and those experiencing disadvantage. We will focus on young people of colour, care experienced young people, disabled young people, LGBTQ+ young people and those from lower socio-economic backgrounds.

These groups are among those most likely to struggle with their mental health but least likely to seek out support. We'll bring our services to the most marginalised young people alongside our in-house projects - embedding support in schools, community centres and settings they already know and trust.

We understand the strength of partnerships for targeted work, so we'll collaborate to make new positive spaces - like our work with Coexist Community Kitchen, a series of cooking sessions designed just for black and brown young women.

What about schools? We've got big plans to deliver our Whole School Approach offer through our Mental Health Support Team across Bristol, South Gloucestershire and North Somerset, a wraparound service that empowers schools to offer outstanding mental health support.

Creating supportive communities is also high on the agenda and our **priority four**. In North Somerset, an area with unique challenges for young people, we're exploring flexible ways to bring our services to different community spaces. Our Teams are working cross organisationally to build partnerships outside OTR, creating safe spaces where young people can feel heard and supported.

We also look at existing groups in young people's communities, and enhance them with mental health support - like our partnership with Trinity in Bristol, combining their music workshops with an OTR practitioner to embed informal support in a creative safe space.

**Priority five** is all about working with our partners, including charities, statutory organisations and universities. We will drive new approaches and ideas within tried and tested models of delivery and evaluation; aiming to push boundaries and strive for change.

#### *Ensure that our organisational infrastructure is fit for purpose:*

We have restructured the senior leadership team to ensure that the roles meet the needs of the organisation and will continue to review the capacity of our support services (finance, facilities, HR) as well as communications and engagement, to ensure that they support all staff across the organisation.

And last but not least, we're using our influence to shape conversations that help change the way young people's mental health is spoken about and conceptualised.

## Off the Record (Bristol)

### Report of the trustees

#### For the year ended 31 March 2024

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##### **Structure, governance and management**

###### *Governing document*

The organisation is a charitable company limited by guarantee, incorporated on 1 October 2007 and registered as a charity in 1964. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. The charity's constitution was updated 25 October 2019.

In the event of the company being wound up members are required to contribute an amount not exceeding £1.

###### *Appointment of the board of trustees*

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are members of the charity. Under the requirements of the Articles of Association there are a minimum of six and maximum of fifteen trustees. Trustees may serve a maximum of three terms of three years, after which they must not serve for one year.

The board have appointed a Chair, a Vice Chair and a Treasurer.

###### *Trustee management and training*

All trustees are fully inducted into OTR's governance. Trustees are drawn from a variety of health, education and social care, legal and finance professional backgrounds and a skills analysis is kept to ensure trustees are able to contribute in full.

###### *Organisation*

The board of trustees administers the charity. The board normally meets quarterly. A Chief Executive is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations the Chief Executive has delegated authority, within prescribed limits, for operational matters including finance, employment and clinical related activities.

###### *Pay policy for senior staff*

The directors consider the charity's trustees and the Chief Executive comprise the key management personnel of the charity in charge of directing and controlling, running and operating OTR on a day to day basis. All directors give of their time freely and no director receives remuneration in the year.

The pay of senior staff is reviewed annually and normally increased in line with an agreed incremental salary scale. Pay levels are regularly benchmarked against similar roles in appropriate voluntary sector organisations.

###### *Risk assessment and management*

The trustees have a risk management strategy which comprises:

- development of a strategic risk register;
- regular reviews of the risk register in line with the annual board schedule of business;
- the establishment of policies, systems and procedures to mitigate those risks identified in the register; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

## **Off the Record (Bristol)**

### **Report of the trustees**

#### **For the year ended 31 March 2024**

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##### **Statement of responsibilities of the trustees**

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

##### **Auditors**

Godfrey Wilson Limited were re-appointed as auditors to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 2 December 2024 and signed on their behalf by

Jacob Diggle - Chair

## **Independent auditors' report**

**To the members of**

### **Off the Record (Bristol)**

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#### **Opinion**

We have audited the financial statements of Off the Record (Bristol) for the year ended 31 March 2024 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 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.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 7 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **Independent auditors' report**

### **To the members of**

#### **Off the Record (Bristol)**

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report. We have nothing to report in respect of the following matters in relation to which 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees (who are also the directors of the charitable 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

## **Independent auditors' report**

### **To the members of**

#### **Off the Record (Bristol)**

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##### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

(1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.

(2) We reviewed the charity's policies and procedures in relation to:

- Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
- Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
- Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.

(3) We inspected the minutes of trustee meetings.

(4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.

(5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.

(6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.

(7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:

- Testing the appropriateness of journal entries;
- Assessing judgements and accounting estimates for potential bias;
- Reviewing related party transactions; and
- Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.



## **Independent auditors' report**

### **To the members of**

#### **Off the Record (Bristol)**

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A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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's members as a body, for our audit work, for this report, or for the opinions we have formed.

Date: 4 December 2024

**William Guy Blake ACA**  
**(Senior Statutory Auditor)**

For and on behalf of:

**GODFREY WILSON LIMITED**

Chartered accountants and statutory auditors  
5th Floor Mariner House  
62 Prince Street  
Bristol  
BS1 4QD

## Off the Record (Bristol)

### Statement of financial activities *(incorporating an income and expenditure account)*

**For the year ended 31 March 2024**

	Note	Restricted £	Unrestricted £	2024 Total £	2023 Total £
<b>Income from:</b>					
Donations	3	4,500	235,338	<b>239,838</b>	196,459
Charitable activities	4	931,901	2,166,663	<b>3,098,564</b>	2,696,392
Other trading activities		-	50,202	<b>50,202</b>	45,180
Investments		-	5,332	<b>5,332</b>	4,237
<b>Total income</b>		<u>936,401</u>	<u>2,457,535</u>	<u><b>3,393,936</b></u>	<u>2,942,268</u>
<b>Expenditure on:</b>					
Raising funds		-	100,648	<b>100,648</b>	95,877
Charitable activities		<u>1,012,096</u>	<u>2,301,380</u>	<u><b>3,313,476</b></u>	<u>2,914,399</u>
<b>Total expenditure</b>	6	<u>1,012,096</u>	<u>2,402,028</u>	<u><b>3,414,124</b></u>	<u>3,010,276</u>
<b>Net income / (expenditure) and net movement in funds</b>	7	(75,695)	55,507	<b>(20,188)</b>	(68,008)
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>249,309</u>	<u>1,243,059</u>	<u><b>1,492,368</b></u>	<u>1,560,376</u>
<b>Total funds carried forward</b>		<u><u>173,614</u></u>	<u><u>1,298,566</u></u>	<u><u><b>1,472,180</b></u></u>	<u><u>1,492,368</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16 to the accounts.

## Off the Record (Bristol)

### Balance sheet

As at 31 March 2024

	Note	£	2024 £	2023 £
<b>Fixed assets</b>				
Tangible assets	10		<b>280,422</b>	288,799
Intangible assets	11		<u>-</u>	<u>-</u>
			<b>280,422</b>	288,799
<b>Current assets</b>				
Debtors	12	<b>632,600</b>		68,570
Cash at bank and in hand		<b>620,612</b>		<u>1,290,833</u>
		<b>1,253,212</b>		1,359,403
<b>Liabilities</b>				
Creditors: amounts falling due within 1 year	13	<b>(61,454)</b>		<u>(155,834)</u>
<b>Net current assets</b>			<b>1,191,758</b>	1,203,569
<b>Net assets</b>	15		<b>1,472,180</b>	<u>1,492,368</u>
<b>Funds</b>	16			
Restricted funds			<b>173,614</b>	249,309
Unrestricted funds				
Designated funds			<b>596,567</b>	596,728
Revaluation reserve			<b>263,686</b>	271,902
General funds			<b>438,313</b>	<u>374,429</u>
<b>Total charity funds</b>			<b>1,472,180</b>	<u>1,492,368</u>

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 2 December 2024 and signed on their behalf by

Jacob Diggle - Chair

**Off the Record (Bristol)**

**Statement of cash flows**

**For the year ended 31 March 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Cash used in operating activities:</b>		
<b>Net movement in funds</b>	<b>(20,188)</b>	<b>(68,008)</b>
Adjustments for:		
Depreciation charges	<b>9,456</b>	17,476
Income from investments	<b>(5,332)</b>	(4,237)
(Increase) / decrease in debtors	<b>(564,030)</b>	24,702
(Decrease) / increase in creditors	<b>(94,380)</b>	47,115
<b>Net cash (used in) / provided by operating activities</b>	<b><u>(674,474)</u></b>	<b><u>17,048</u></b>
<b>Cash flows from investing activities:</b>		
Income from investments	<b>5,332</b>	4,237
Purchase of tangible fixed assets	<b><u>(1,079)</u></b>	<b><u>(1,299)</u></b>
<b>Net cash used in investing activities</b>	<b><u>4,253</u></b>	<b><u>2,938</u></b>
<b>(Decrease) / increase in cash and cash equivalents in the year</b>	<b>(670,221)</b>	19,986
Cash and cash equivalents at the beginning of the year	<b><u>1,290,833</u></b>	<b><u>1,270,847</u></b>
<b>Cash and cash equivalents at the end of the year</b>	<b><u><u>620,612</u></u></b>	<b><u><u>1,290,833</u></u></b>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

## **Off the Record (Bristol)**

### **Notes to the financial statements**

#### **For the year ended 31 March 2024**

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#### **1. Accounting policies**

##### **a) Basis of preparation and general information**

Off the Record (Bristol) is a charitable company limited by guarantee registered in England and Wales. The registered office address is 8-10 West Street, St Philips, Bristol, BS2 0BH.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Off the Record (Bristol) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### **b) Going concern basis of accounting**

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

##### **c) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of provision of training and the provision of mental health services is deferred until criteria for income recognition are met.

##### **d) Donated services and facilities**

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

##### **e) Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

## Off the Record (Bristol)

### Notes to the financial statements

For the year ended 31 March 2024

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#### 1. Accounting policies (continued)

##### f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

##### g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### h) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of proportional staff costs:

	2024	2023
Raising funds	2.9%	3.4%
Charitable activities	97.1%	96.6%

##### i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Freehold property	50 years
Equipment	3 years

Freehold property is included at valuation. The charity revalues land and buildings every 5 years. The most recent revaluation was carried out at 31 March 2021 and the next will be due 31 March 2026. The statement of financial activities includes the net gain arising on revaluation during the year. Other fixed assets are included at cost including any incidental expenses of acquisition. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. The valuation is presented and depreciated on the basis that land comprises 1/3 of the total valuation.

Items of equipment are capitalised where the purchase price exceeds £1,000.

##### j) Intangible fixed assets

Website design is capitalised where the purchase price exceeds £1,000. Amortisation is provided at a rate of 33% on a straight line basis to write down the cost of the asset to its estimated residual value over its expected useful life.

## Off the Record (Bristol)

### Notes to the financial statements

#### For the year ended 31 March 2024

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#### 1. Accounting policies (continued)

##### k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### l) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### m) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### n) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

##### o) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

##### p) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

##### Depreciation

As described in note 1i to the financial statements, depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life.

##### Revaluation of freehold property

Freehold property is revalued every 5 years. Revaluations are undertaken by an independent expert. Once revalued, freehold property is depreciated over its remaining useful life.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2023 Total £
<b>Income from:</b>			
Donations	4,770	191,689	196,459
Charitable activities	1,012,239	1,684,153	2,696,392
Other trading activities	-	45,180	45,180
Investments	-	4,237	4,237
<b>Total income</b>	<u>1,017,009</u>	<u>1,925,259</u>	<u>2,942,268</u>
<b>Expenditure on:</b>			
Raising funds	-	95,877	95,877
Charitable activities	<u>869,062</u>	<u>2,045,337</u>	<u>2,914,399</u>
<b>Total expenditure</b>	<u>869,062</u>	<u>2,141,214</u>	<u>3,010,276</u>
<b>Net income / (expenditure) and net movement in funds</b>	<u>147,947</u>	<u>(215,955)</u>	<u>(68,008)</u>

3. Income from donations

	Restricted £	Unrestricted £	2024 Total £
Donations	-	159,684	<b>159,684</b>
Grants (note 5)	<u>4,500</u>	<u>75,654</u>	<b>80,154</b>
<b>Total income from donations</b>	<u>4,500</u>	<u>235,338</u>	<b>239,838</b>

	Restricted £	Unrestricted £	2023 Total £
<b>Prior period comparative:</b>			
Donations	-	104,791	104,791
Grants (note 5)	<u>4,770</u>	<u>86,898</u>	<u>91,668</u>
<b>Total income from donations</b>	<u>4,770</u>	<u>191,689</u>	<u>196,459</u>



Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

4. Income from charitable activities

	Restricted £	Unrestricted £	2024 Total £
Commissioned services:			
Avon and Wiltshire NHS Trust	-	2,144,395	<b>2,144,395</b>
Total commissioned services	-	2,144,395	<b>2,144,395</b>
Grants (note 5)	887,900	-	<b>887,900</b>
Training and consultancy	44,001	22,268	<b>66,269</b>
<b>Total income from charitable activities</b>	<b>931,901</b>	<b>2,166,663</b>	<b>3,098,564</b>
<b>Prior period comparative:</b>			2023 Total £
	Restricted £	Unrestricted £	
Commissioned services:			
Avon and Wiltshire NHS Trust	-	1,655,291	1,655,291
Bristol City Council	-	5,100	5,100
Total commissioned services	-	1,660,391	1,660,391
Grants (note 5)	999,076	-	999,076
Training and consultancy	13,163	23,762	36,925
<b>Total income from charitable activities</b>	<b>1,012,239</b>	<b>1,684,153</b>	<b>2,696,392</b>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

5. Grants

	Restricted £	Unrestricted £	2024 Total £
<i>Income from donations:</i>			
Innox Foundation	-	25,000	<b>25,000</b>
University of Southampton	-	27,000	<b>27,000</b>
Other grants < £20,000	4,500	23,654	<b>28,154</b>
Total	<u>4,500</u>	<u>75,654</u>	<b><u>80,154</u></b>
<i>Income from charitable activities:</i>			
Aquila Family Charitable Trust	40,000	-	<b>40,000</b>
Bristol City Council	47,181	-	<b>47,181</b>
Children in Need	45,000	-	<b>45,000</b>
Garfield Weston	30,000	-	<b>30,000</b>
Health Education England	531,325	-	<b>531,325</b>
National Lottery Community Fund - Partnerships South West Region	39,627	-	<b>39,627</b>
Nisbet Trust	30,369	-	<b>30,369</b>
North Somerset Council	39,987	-	<b>39,987</b>
Prudence Trust	64,405	-	<b>64,405</b>
Other grants < £20,000	20,006	-	<b>20,006</b>
Total	<u>887,900</u>	<u>-</u>	<b><u>887,900</u></b>

## Off the Record (Bristol)

### Notes to the financial statements

For the year ended 31 March 2024

#### 5. Grants (continued) Prior period comparative

	Restricted £	Unrestricted £	2023 Total £
<i>Income from donations:</i>			
Innox Foundation	-	25,000	25,000
North Somerset	-	50,298	50,298
Other grants < £20,000	4,770	11,600	16,370
Total	4,770	86,898	91,668
<i>Income from charitable activities:</i>			
Aquila Family Charitable Trust	40,000	-	40,000
Bristol City Council	43,637	-	43,637
Co-op Foundation	40,000	-	40,000
Esmee Fairbairn	66,000	-	66,000
Garfield Weston	30,000	-	30,000
Health Education England	597,930	-	597,930
National Lottery Community Fund - Partnerships South West Region	38,463	-	38,463
Nisbet Trust	29,518	-	29,518
Prudence Trust	62,529	-	62,529
Other grants < £20,000	50,999	-	50,999
Total	999,076	-	999,076

#### Government grants

The charitable company receives government grants, defined as funding from Health Education England (HEE), Bristol City Council, National Lottery Community Fund, North Somerset Council, Yate Town Council, and government grants < £20,000 to fund charitable activities. The total value of such grants in the period ending 31 March 2024 was £686,274 (2023: £735,118). There are no unfulfilled conditions or contingencies attaching to these grants in the current or prior year.

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

6. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2024 Total £
<u>Employees</u>				
Staff costs (note 8)	71,359	2,380,218	317,621	<b>2,769,198</b>
Other staff costs	351	96,337	78,083	<b>174,771</b>
<u>Premises</u>				
Rent and rates	1,541	70,479	10,013	<b>82,033</b>
Other premises costs	1,146	52,411	7,446	<b>61,003</b>
<u>Supplies and services</u>				
Office costs	-	115,322	-	<b>115,322</b>
Consultancy costs	-	39,321	75,585	<b>114,906</b>
Evaluation (IAPTUS)	-	41,751	-	<b>41,751</b>
<u>Project costs</u>				
Young people's activities	-	33,659	-	<b>33,659</b>
<u>Other</u>				
Fundraising	12,025	-	-	<b>12,025</b>
Depreciation	-	9,456	-	<b>9,456</b>
<b>Sub-total</b>	86,422	2,838,954	488,748	<b>3,414,124</b>
Allocation of support and governance costs	14,226	474,522	(488,748)	-
<b>Total expenditure</b>	<b>100,648</b>	<b>3,313,476</b>	-	<b>3,414,124</b>

Total governance costs were £9,240 (2023: £7,290).

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

6. Total expenditure (continued)

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £
<u>Employees</u>				
Staff costs (note 8)	72,185	2,034,404	379,999	2,486,588
Other staff costs	-	76,591	-	76,591
<u>Premises</u>				
Rent and rates	1,215	62,946	7,898	72,059
Other premises costs	989	49,639	989	51,617
<u>Supplies and services</u>				
Office costs	-	100,229	-	100,229
Consultancy costs	395	40,260	99,456	140,111
Evaluation (IAPTUS)	-	40,612	-	40,612
<u>Project costs</u>				
Young people's activities	-	20,634	-	20,634
<u>Other</u>				
Fundraising	4,359	-	-	4,359
Depreciation	-	17,476	-	17,476
<b>Sub-total</b>	<b>79,143</b>	<b>2,442,791</b>	<b>488,342</b>	<b>3,010,276</b>
Allocation of support and governance costs	16,734	471,608	(488,342)	-
<b>Total expenditure</b>	<b>95,877</b>	<b>2,914,399</b>	<b>-</b>	<b>3,010,276</b>

## Off the Record (Bristol)

### Notes to the financial statements

#### For the year ended 31 March 2024

##### 7. Net movement in funds

This is stated after charging:

	2024 £	2023 £
Depreciation	9,456	17,476
Operating lease payments	40,543	39,189
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit (excluding VAT)	7,700	6,075

In common with other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.

##### 8. Staff costs and numbers

Staff costs were as follows:

	2024 £	2023 £
Salaries and wages	2,507,856	2,249,847
Social security costs	213,552	195,658
Pension costs	47,790	41,083
	<u>2,769,198</u>	<u>2,486,588</u>

Included in salaries and wages are redundancy and termination costs totalling £17,513, comprising wholly of statutory redundancy payments. Redundancy and termination costs have been funded from unrestricted general funds (note 16).

No employee earned more than £60,000 in the current or prior year.

The key management personnel of the charitable company ordinarily comprise the Trustees and Chief Executive Officer. In the prior year the senior leadership team (Director of Operations, Director of Engagement and Finance Director) took on more responsibility and have therefore been included in the key management personnel disclosure. The total employee benefits of the key management personnel were £86,662 (2023: £188,218).

	2024 No.	2023 No.
Average head count	<u>106.5</u>	<u>104.4</u>

##### 9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

## Off the Record (Bristol)

### Notes to the financial statements

#### For the year ended 31 March 2024

#### 10. Tangible fixed assets

	Equipment £	Freehold property £	Total £
<b>Cost or valuation</b>			
At 1 April 2023	26,928	300,000	<b>326,928</b>
Additions in year	<u>1,079</u>	<u>-</u>	<u><b>1,079</b></u>
At 31 March 2024	<u>28,007</u>	<u>300,000</u>	<u><b>328,007</b></u>
<b>Depreciation</b>			
At 1 April 2023	25,629	12,500	<b>38,129</b>
Charge for the year	<u>956</u>	<u>8,500</u>	<u><b>9,456</b></u>
At 31 March 2024	<u>26,585</u>	<u>21,000</u>	<u><b>47,585</b></u>
<b>Net book value</b>			
<b>At 31 March 2024</b>	<u><b>1,422</b></u>	<u><b>279,000</b></u>	<u><b>280,422</b></u>
At 31 March 2023	<u><u>1,299</u></u>	<u><u>287,500</u></u>	<u><u>288,799</u></u>

Freehold property included in tangible fixed assets was revalued as at 31 March 2021. The next revaluation is due to be carried out at 31 March 2026. The total value in use of all land and buildings is £300,000; broken down into land of £100,000 and buildings of £200,000. The valuation was carried out by Maggs and Allen of 22 Richmond Hill, Clifton, Bristol, BS8 1BA and represents the anticipated achievable sale price of the property assuming it were to be offered for sale with vacant possession. At 31 March 2024, the comparable amounts of land and buildings included in tangible fixed assets at valuation, determined according to historical cost accounting rules, are cost £21,271, depreciation charge £5,956 and net book value £15,315.

#### 11. Intangible fixed assets

	Website design £	Total £
<b>Cost or valuation</b>		
At 1 April 2023 and at 31 March 2024	<u>24,138</u>	<u><b>24,138</b></u>
<b>Amortisation</b>		
At 1 April 2023 and at 31 March 2024	<u>24,138</u>	<u><b>24,138</b></u>
<b>Net book value</b>		
<b>At 1 April 2023 and at 31 March 2024</b>	<u><u>-</u></u>	<u><u>-</u></u>

**Off the Record (Bristol)**

**Notes to the financial statements**

**For the year ended 31 March 2024**

**12. Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>630,279</b>	35,392
Prepayments	<b>1,253</b>	27,430
Accrued income	-	4,237
Other debtors	<b>1,068</b>	1,511
	<b><u>632,600</u></b>	<b><u>68,570</u></b>

**13. Creditors : amounts due within 1 year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>42,584</b>	40,716
Accruals	<b>9,852</b>	48,845
Other taxation and social security	-	44,587
Deferred income (see note 14)	-	4,165
Other creditors	<b>9,018</b>	17,521
	<b><u>61,454</u></b>	<b><u>155,834</u></b>

**14. Deferred income**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
At 1 April 2023	<b>4,165</b>	34,850
Deferred during the year	-	4,165
Released during the year	<b>(4,165)</b>	(34,850)
<b>At 31 March 2024</b>	<b><u>-</u></b>	<b><u>4,165</u></b>

Deferred income relates to income received in advance for provision of mental health services and training.



Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

15. Analysis of net assets between funds

	Restricted funds £	Revaluation reserve £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	263,686	16,736	-	<b>280,422</b>
Current assets	173,614	-	579,831	499,767	<b>1,253,212</b>
Current liabilities	-	-	-	(61,454)	<b>(61,454)</b>
<b>Net assets at 31 March 2024</b>	<b><u>173,614</u></b>	<b><u>263,686</u></b>	<b><u>596,567</u></b>	<b><u>438,313</u></b>	<b><u>1,472,180</u></b>
<b>Prior period comparative</b>					
	Restricted funds £	Revaluation reserve £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	271,902	16,897	-	288,799
Current assets	249,833	-	579,831	529,739	1,359,403
Current liabilities	(524)	-	-	(155,310)	(155,834)
<b>Net assets at 31 March 2023</b>	<b><u>249,309</u></b>	<b><u>271,902</u></b>	<b><u>596,728</u></b>	<b><u>374,429</u></b>	<b><u>1,492,368</u></b>

**Off the Record (Bristol)**

**Notes to the financial statements**

**For the year ended 31 March 2024**

**16. Movements in funds**

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
<b>Restricted funds</b>					
Aquila Family Charitable Trust	40,000	40,000	(40,000)	-	<b>40,000</b>
Big Lottery - Youth Moves	-	39,627	(39,627)	-	-
Bristol City Council	-	17,681	(12,208)	-	<b>5,473</b>
Bristol City Council - BAME	15,000	29,500	(44,500)	-	-
Children in Need - Zazi	-	45,000	(45,000)	-	-
Co-op Foundation - Freedom	30,000	3,000	(33,000)	-	-
Garfield Weston Foundation	-	30,000	(30,000)	-	-
Health Education England	49,577	531,325	(580,902)	-	-
Medlock Charitable Trust	5,000	-	(5,000)	-	-
Missing Link	-	44,001	(44,001)	-	-
North Somerset	-	39,987	(10,161)	-	<b>29,826</b>
Nisbet Trust	29,518	30,369	(29,518)	-	<b>30,369</b>
Prudence Trust	62,529	64,405	(62,529)	-	<b>64,405</b>
Quartet	12,685	-	(12,685)	-	-
Quartet - Eversea Fund	5,000	-	(5,000)	-	-
Wesport	-	7,829	(4,288)	-	<b>3,541</b>
Yate Town Council	-	4,500	(4,500)	-	-
Other restricted funds	-	9,177	(9,177)	-	-
<b>Total restricted funds</b>	<b>249,309</b>	<b>936,401</b>	<b>(1,012,096)</b>	<b>-</b>	<b>173,614</b>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

16. Movements in funds (continued)

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
<b>Total restricted funds</b>	<u>249,309</u>	<u>936,401</u>	<u>(1,012,096)</u>	<u>-</u>	<u>173,614</u>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
Property acquisition fund	579,831	-	-	-	<b>579,831</b>
Fixed asset fund	<u>16,897</u>	<u>-</u>	<u>(1,240)</u>	<u>1,079</u>	<u>16,736</u>
Total designated funds	596,728	-	(1,240)	1,079	<b>596,567</b>
<i>General funds:</i>					
Revaluation reserve	271,902	-	(8,216)	-	<b>263,686</b>
General funds	<u>374,429</u>	<u>2,457,535</u>	<u>(2,392,572)</u>	<u>(1,079)</u>	<u>438,313</u>
<b>Total unrestricted funds</b>	<u>1,243,059</u>	<u>2,457,535</u>	<u>(2,402,028)</u>	<u>-</u>	<u>1,298,566</u>
<b>Total funds</b>	<u><u>1,492,368</u></u>	<u><u>3,393,936</u></u>	<u><u>(3,414,124)</u></u>	<u><u>-</u></u>	<u><u>1,472,180</u></u>

## Off the Record (Bristol)

### Notes to the financial statements

#### For the year ended 31 March 2024

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#### 16. Movements in funds (continued)

##### Purposes of restricted funds

Aquila Family Charitable Trust - contribution towards the delivery of project Zazi to support young black people and young people of colour exploring culture, identity and tackling inequality.

Big Lottery - Partnerships South West Region - funding for an embedded mental health worker in Youth Moves in South Bristol, focusing on increasing engagement with mental health support to this young people in a deprived area of the city.

Bristol City Council - recruitment of a Hate Crime and Discrimination worker to support LGBTQ+ young people across Bristol.

Bristol City Council BAME - recruitment of a social action coordinator working with black young people and young people of colour based inner city.

Children in Need - a year's funding to deliver a social action programme led by young people of colour to explore issues of race and gender, supported by our Zazi team.

Co-op Foundation - to deliver of Freedom programme, supporting young LGBTQ+ young people.

Garfield Weston Foundation - To deliver of Freedom programme, supporting young LGBTQ+ young people.

Health Education England - recruiting and training Children's Wellbeing Practitioners to deliver and support young people using low intensity CBT.

Masonic Charitable Trust - recruitment of a link engagement worker to support young people in the transition between CAMHS and OTR, with a focus on getting young people to the right service at the right time.

Medlock Charitable Trust - funding for the link engagement worker to continue the role to support young people in the transition between CAMHS and OTR .

Missing Link - a partnership project funding therapists to work with young people who have experienced domestic violence.

North Somerset - North Somerset Council have funded an OTR Wellbeing Practitioner to deliver Mind Aid and Shameless Group work to young people across the County.

Nisbet Trust - Recruitment of volunteer coordinator to recruit and support our young volunteers.

Prudence Trust - a three year grant to embed and develop the excellent work of OTR's Community Partnerships Team, which delivers preventative, activities-based therapeutic support across three areas: Sports, Art and Nature.

Quartet - North Somerset Community Partnership Fund Grants Programme - funding for a Volunteer Coordinator to recruit and support a group of volunteer young people and therapists.

## Off the Record (Bristol)

### Notes to the financial statements

For the year ended 31 March 2024

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#### 16. Movements in funds (continued)

##### Purposes of restricted funds

Quartet: Eversea Fund - a grant towards a role delivering one-to-one and group mental health and wellbeing support for young adults in community settings.

Wesport - funding for an assistant to support delivery of our SportsWorks activities across Bristol and South Gloucestershire, and a small grant for the team to deliver a skateboarding project in South Gloucestershire.

Yate Town Council - a grant to support OTR's delivery of therapies and one to one support in South Gloucestershire.

Other restricted funds - funds from various sources for restricted projects.

##### Purposes of designated funds

Property acquisition fund - ringfenced funds for the future purchase of a property.

Revaluation reserve - representing movement on fixed assets revalued every 5 years.

Fixed asset fund - representing the total value of fixed assets less the revaluation reserve.

##### Transfer between funds

Transfers between funds in the prior year represent the topping up of restricted funds from general funds.

**Off the Record (Bristol)**

**Notes to the financial statements**

**For the year ended 31 March 2024**

**16. Movements in funds (continued)**

**Prior period comparative**

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
<b>Restricted funds</b>					
Aquila Family Charitable Trust	25,000	40,000	(25,000)	-	40,000
Big Lottery - Youth Moves	-	38,463	(38,463)	-	-
Bristol City Council	6,193	14,137	(20,330)	-	-
Bristol City Council - BAME	-	29,500	(14,500)	-	15,000
Children in Need - Zazi	-	5,000	(5,000)	-	-
Co-op Foundation - Freedom	-	40,000	(10,000)	-	30,000
Esmee Fairbairn	-	66,000	(66,000)	-	-
Garfield Weston Foundation	-	30,000	(30,000)	-	-
Health Education England	21,370	597,930	(581,203)	11,480	49,577
Masonic Charitable Trust	10,520	-	(10,520)	-	-
Medlock Charitable Trust	-	5,000	-	-	5,000
Missing Link	-	13,163	(13,163)	-	-
Nisbet Trust	7,600	29,518	(7,600)	-	29,518
Prudence Trust	-	62,529	-	-	62,529
Quartet	-	19,969	(7,284)	-	12,685
Quartet - Eversea Fund	-	15,000	(10,000)	-	5,000
Trusts & Foundations - small grants	-	1,936	(1,936)	-	-
Wesport	-	4,094	(4,094)	-	-
Yate Town Council	-	4,770	(4,770)	-	-
Other restricted funds	19,199	-	(19,199)	-	-
<b>Total restricted funds</b>	<b>89,882</b>	<b>1,017,009</b>	<b>(869,062)</b>	<b>11,480</b>	<b>249,309</b>

Off the Record (Bristol)

Notes to the financial statements

For the year ended 31 March 2024

16. Movements in funds (continued)

Prior period comparative (continued)

	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2023 £
<b>Total restricted funds</b>	<u>89,882</u>	<u>1,017,009</u>	<u>(869,062)</u>	<u>11,480</u>	<u>249,309</u>
<b>Unrestricted funds</b>					
<i>Designated funds:</i>					
Property acquisition fund	579,831	-	-	-	579,831
Organisational development	126,575	-	(126,575)	-	-
Fixed asset fund	<u>24,858</u>	<u>-</u>	<u>(9,260)</u>	<u>1,299</u>	<u>16,897</u>
Total designated funds	731,264	-	(135,835)	1,299	596,728
<i>General funds</i>					
Revaluation reserve	280,118	-	(8,216)	-	271,902
General funds	<u>459,112</u>	<u>1,925,259</u>	<u>(1,997,163)</u>	<u>(12,779)</u>	<u>374,429</u>
<b>Total unrestricted funds</b>	<u>1,470,494</u>	<u>1,925,259</u>	<u>(2,141,214)</u>	<u>(11,480)</u>	<u>1,243,059</u>
<b>Total funds</b>	<u><u>1,560,376</u></u>	<u><u>2,942,268</u></u>	<u><u>(3,010,276)</u></u>	<u><u>-</u></u>	<u><u>1,492,368</u></u>

## Off the Record (Bristol)

### Notes to the financial statements

#### For the year ended 31 March 2024

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##### 17. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2024 £	2023 £
Amount falling due:		
Within 1 year	40,430	40,543
Within 1 - 5 years	<u>61,250</u>	<u>145,833</u>
	<u>101,680</u>	<u>186,376</u>

##### 18. Related party transactions

There have been no related party transactions in the current or prior year.