

**OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)**

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

**OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

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**OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016**

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY

Registered Name: Oxford Parent-Infant Project

Company Number: 5410167

Registered Charity Number: 1109956

Date of Incorporation: 1 April 2005

Registered Office and
Operational Address: Suite J, the Kidlington Centre
High Street
Kidlington
Oxford
OX5 2DL

Trustees: Sue Raikes (Chair)
Rachel Bailey-Williams
Nick Best
Anne Burns (retired 12 November 2015)
Eva Burns-Lundgren (appointed 25 January 2016)
Adrian Carey
Annie Davy (resigned 25 January 2016)
Sue Douglas (resigned 12 November 2015)
Susanna Graham-Jones (appointed 25 February 2016)
Jan Maulden
John Vater
Chloe West
Matt Williams (resigned 11 July 2016)
Elisabeth Willmott (appointed 13 October 2016)

The above Trustees are also directors under company law.

Every Trustee undertakes to contribute to the assets of the Charity in the event of it being wound up while he or she is a member or within one year after he or she ceases to be a member, an amount not exceeding £1.

The total amount of such guarantees at 31 March 2016 was £10 (2015: £11)

**OXFORD PARENT-INFANT PROJECT
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016**

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY (continued)

Executive Director:	Adrian Sell (resigned May 2016)
Clinical Directors:	Jake Spencer (resigned September 2015) Gill McLoughlin (appointed August 2015, resigned March 2016) Joanna Tucker (appointed March 2016) Helen Callaghan (appointed March 2016)
Secretary:	In accordance with Companies Act it is no longer necessary to have a Company Secretary and none has been appointed.
Bankers:	Co-operative Bank PO Box 250 Delf House Southway Skelmersdale, WN8 6WT Lloyds TSB 9 Sheep Street Bicester Oxfordshire, OX26 6JE COIF Charity Funds 80 Cheapside London, EC2V 6DZ
Independent Examiner:	Andrew Rodzynski Critchleys LLP Greyfriars Court Paradise Square Oxford, OX1 1BE

**OXFORD PARENT-INFANT PROJECT
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

About OXPIP

At OXPIP we help parents and their babies build close and loving relationships from the start of life. For over 15 years, we have provided time limited, intensive therapeutic support to parents and their babies from conception to 2 years old as well as training for professionals. OXPIP also works with policy makers and the general public to build awareness, support and capacity for parent-infant attachment and infant mental health.

Business Planning

Our current Business Plan covers the period 2014 to 2017 and outlines our plans to develop our services for families in Oxfordshire and neighbouring counties, promote parent infant practice across the country and work with others to support the development of parent infant partnerships. The Dfe funding that supported this ended in 2016, but we have continued to provide training for parent infant therapists from other areas, and to work closely with PIPUK to promote and support practice. A scaling back of our national work was reflected in a new staffing structure in March 2016, with two experienced therapists sharing the role of clinical director and providing leadership both internally and with external partners.

Vision

To contribute to a more responsible and empathetic society through an intensive focus on positive early relationships and emotional wellbeing.

Mission

- To provide intensive therapeutic support for parents and infants from pregnancy to 2 years who are in need of assistance to establish and build close and nurturing relationships.
- Work with professionals, policy makers and the general public to build awareness, support and capacity for parent infant attachment and infant mental health.

Objectives

- Enable positive early relationships through direct parent-infant psychotherapy.
- Increase number of trained parent infant psychotherapists.
- Increase Early Years practitioner and allies' capacity to recognise issues and provide appropriate support.
- Increase the general awareness of, and shape policy to support, early intervention and attachment.

Values

- **Relationships.** A healthy parent -infant relationship forms the foundation for a child to learn and develop their cognitive abilities, emotional regulation and social skills.
- **Early Intervention.** Early identification of relationship difficulties and preventative intervention are effective for both improving individual outcomes and reducing costs to society in the short and long term.
- **Accessibility.** Therapeutic support should be available to all parents who may need help to improve their relationship with their baby from conception to 2 years of age.

**OXFORD PARENT-INFANT PROJECT
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

Core Competencies

Clinical Expertise. OXPIP clinicians are all highly qualified therapists who draw on a wide range of interventions and are experienced in working to improve parent-infant relationships.

Knowledge and Experience. OXPIP was one of the founding parent-infant organisations and has in-depth knowledge and experience of working with parent and infant mental health in a wide range of settings, and across a diverse group of clients and situations.

Training and Cascading Knowledge. OXPIP has strong expertise in explaining, communicating and sharing its clinical expertise with therapists and non-therapists in order to develop their capacity to support parent-infant relationships.

Areas of work

OXPIP is a pioneer in parent-infant psychotherapy in the UK. Founded in 1998, we support parents in Oxfordshire and Berkshire who are struggling to form a secure attachment to their baby. We work with babies up to the age of two and their parents, often the mother but also with fathers and other carers.

OXPIP provides two main services, parent-infant psychotherapy and training. Our parent-infant psychotherapy is offered in two ways:

- Work with parents and their babies from conception to the age of two, which improves the quality of the parent-infant relationship and improves the emotional well-being and mental health of the parent and infant
- Therapeutic groups for parents and babies, which increases parental attunement and confidence.

Our training is focused on two main groups

- Training qualified therapists to enable them to work as parent-infant psychotherapists
- Training professionals and other allied professionals to help them understand attachment and infant mental health and apply their understanding in their work

Year End Report on Achievements

OXPIP's priorities are guided by its three-year Strategic Plan 2014-17, which identified options to work with others to develop and extend the policy and practice of parent-infant psychotherapy. Changes in the external environment and less funding available means that we need to be flexible and realistic in pursuing these goals.

We have continued to work in 6 Children's Centres across Oxfordshire reaching over 450 families. With funding from the DfE between 2013 and 2016 we have continued to develop our training for parent infant therapists and practitioners in partner organisations, both in order to share our expertise and develop capacity for expansion, and diversify our funding streams.

**OXFORD PARENT-INFANT PROJECT
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

Reaching our Families

A major theme through the whole year has been the Oxfordshire County Council's Review of Children's services leading to the decision to close Children's Centres from March 2017. New Family Centres will create a countywide multi-disciplinary service for families in high need and we are working to ensure that parent infant therapy is included as a core element. The closure of Children's Centres poses a challenge for our preventive work where our close links with other practitioners enable them to refer families often at an earlier stage.

OXPIP has an impressive track record in working intensively with high risk families, where the children may be removed for their protection. But we are also proud of our preventive work where families referred at a much earlier stage can be helped and supported before destructive patterns become entrenched. In these cases we often achieve major improvements in the mothers' mental health, confidence of the mother and in the bond with their new baby. We are working hard with our partners to find ways to continue to work across this spectrum. Our intention is to concentrate fundraising on extending our Open Access service into more locations and hopefully continue to be able to see families at an early stage who are in need of our help.

For the last two years we have been developing a model for working outside Oxfordshire and have started a service in two deprived areas of Reading. This has prompted new criteria for identifying high-risk clients with potential for benefitting from the service we offer. This work is funded by Trusthouse Charitable Trust as part of a national theme on Early Intervention and is being evaluated nationally.

We are keen to pursue our special interest in working with military families building on our earlier work in Carterton, and have successfully secured funds from the Royal British Legion for our work there to continue for a further year.

Through our parent-infant work:

- 329 (276 2014/15) individual clients and their babies have benefited from parent-infant psychotherapy sessions
- 2,426 (2,083 2014/15) sessions have been offered to clients for individual parent-infant psychotherapy
- 129 (127 2014/15) clients and their babies in parent-infant groups have been offered 1082 (772 2014/15) sessions.
- 97% (92% 2014/15) of cases recorded an improvement in the quality of the parent-infant relationship (measured by the recognised PIRGAS score)
- Clients rated the quality of service as 4.6 out of 5 (4.5 2014/15) on average. The most helpful aspects for clients were "a sense that you were understood" followed by "thinking about the relationship between you both".

Through our training programmes:

- Our specialist training programme for experienced psychotherapists wishing to develop a specialism in parent infant work now has national recognised accreditation from APPCIOS, the Association for Psychodynamic Practice and Counselling in Organisational Settings.
- We had 15 therapists in training during 2015/16 and a further 5 started in January 2016. They all now make a significant financial contribution to the costs, which from March 2016 are no longer covered by the DfE.
- Our successful Parent- Infant Practitioner course, for external partners such as health visitors and children centre workers, runs alongside this with a series of lectures and workshops.
- In addition 541 (480 2014/15) people have been trained this year through our short courses and lectures to improve their understanding of the importance of the early years, in a variety of ways.
- Our two year partnership to develop a training programme on behalf of the NSPCC was fulfilled and has come to an end with the birth of a new training programme, Pregnancy in Mind, which is now being trialled in key parts of the UK.

**OXFORD PARENT-INFANT PROJECT
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

Partnerships

- From 2013 to 2016 we worked closely with PIPUK to develop and support parent infant practice across the UK with funding from the DfE. This included an external evaluation of the PIP network by Northumbria University with recommendations for service level improvement, research and for strategic work within the network. We have continued to support the work of PIP-UK, our national partner, who has recently supported Enfield and Brighton to establish new services.
- We have been actively involved with the work of the All Party Parliamentary Group, 1001 Critical Days and taken on the chair of the first local group in Oxfordshire that seeks to apply the national learning in a local setting.
- OXPIP's 2016 conference was a huge success with over 150 delegates attending to hear talks from Joanna Chapman, OXPIP therapist; Professor Andrew Cooper and Amanda Jones.
- Although a large proportion of our referrals come from Health Visitors, midwives and GPs, our main funding has always come from Oxfordshire County Council. In recent years NHS funding structures have been changing but this year we have begun to make new links with the new Commissioning Structures and with Perinatal networks in Oxfordshire and the Thames Valley. Susanna Graham-Jones, a retired GP with extensive knowledge and links, joined the Board of Trustees in January and Eva Burns-Lundgren a psychotherapist who has worked for many years in the NHS joined us in December.
- We are now working with Saplings a project set up to reach very vulnerable women in pregnancy - providing consultancy and support to the midwives and taking direct referrals. We have recently secured external funds to continue this work.

Staffing

We now have a very experienced team of 10 therapists benefiting from our investment in training psychotherapists who have worked in adult or child psychotherapy in the specialist work of parent infant therapy and in techniques such as Video Interaction Guidance and Watch, Wait, Wonder. Our approach is flexible and responsive to different situations and needs.

Our Executive Director, Adrian Sell, left in 2016 having led the organisation through a period of expansion and increasing impact at a national level. Our new structure builds on the strength of our team with Emma Blunt promoted to Operations Manager and two of our most senior therapists, Helen Callaghan and Joanna Tucker, sharing the role of Clinical Director.

Stephen Smith, Finance Manager, also left OXPIP in 2016 after 7 years involvement with OXPIP (3 years as an employed member of staff and 4 years prior to that as our Treasurer). We are very grateful to Steve for his contribution to OXPIP.

Funders and Supporters

We are grateful to the charitable trusts and foundations that support our core costs and provide much needed funds to support work with families not covered by our local authority contracts - Henry Smith Charity, Trusthouse Charitable Trust, PIP UK / Ana Leaf Foundation, M&C Trust and Glass-House Trust.

We are also grateful to Oxfordshire County Council for their continued support both through the contract for therapeutic services and for purchasing our training.

We ran a successful Supporters Evening at Pembroke College in Oxford in November where speakers included our patron Sue Gerhardt, and Sir Al Aynsley Green, former Children's Commissioner. Thanks also must go to staff and trustees for three fundraising events this year - our annual Opera, the Merton College Carol Service in Oxford, and a Chamber music concert in Fenny Compton.

**OXFORD PARENT-INFANT PROJECT
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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

Structure, Governance & Management

Constitution and Organisation

Oxford Parent-Infant Project is a registered charity (number 1109956) governed by its memorandum and articles of association and a company limited by guarantee (number 05410167). The charity is governed by its board of Trustees, which may number between six and eighteen members. The financial and operational business of the charity is managed by the Executive Director with support from the Clinical Directors, Office Manager and clinical team.

Recruitment and Appointment of Trustees

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees and constitute its members of council. As set out in the articles of association the board of trustees shall comprise not less than six or more than eighteen members. The Chair's period of office shall be two years, renewable to a maximum of eight years. All other members retire at each year's Annual General Meeting. A retiring council member shall be eligible for re-election subject to a maximum period of office of eight years. We have recruited two new trustees to the board bringing valuable skills from different sectors.

Risk assessment

The Trustees of Oxford Parent-Infant Project recognise and accept their responsibility for ensuring that risks to which the Charity is exposed are reviewed and steps taken to mitigate potential damage by the use of appropriate preventative controls and corrective actions. Trustees are aware of the Charities SORP (revised 2005) and accept the requirement, in relation to all aspects of their work, for regular assessment of operating strengths and weaknesses.

To this end the risk management strategy comprises a regular review of the risks, which the charity may face; the establishment of systems and procedures to mitigate those risks identified; and the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

Financial Results

Financial Overview

OXPIP recorded a deficit for the year of £51,115 (2015 surplus of £18,916). This was caused by revenues being lower than expected, 10% down on previous year, and expenditures, whilst less than planned, still increasing over the previous year by 5%, due to continuing strong demand for our services.

We reported in last year's report that we were concerned about our contract with Oxfordshire County Council due to the severity of the cuts that are being undertaken. We have only very recently had it confirmed that our contract will be terminated with effect from December 2016. This is going to make things very difficult and we are urgently reviewing our cost structures, sources of additional income and other possibilities to continue to service our clients in the future. This development will also have an impact on our training income.

We continue to have good cash reserves and some very strong donors, we just need to find some more that can help us through what we anticipate will be a difficult period.

Reserves Policy

The Trustees have established a policy whereby the target for general unrestricted funds held by the charity should be six months of budgeted expenditure. This policy is supported by a regular assessment of need and risk, and forecasts of future income levels. The trustees expect that reserves will fall as we have to work through the current funding difficulties.

OXFORD PARENT-INFANT PROJECT
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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)

Designated reserves for client treatment completion, lease obligation and contingency reserves are set out in note 12. Our contracts with Statutory Authorities are generally effective to the end of the financial year. We do not feel the need to designate reserves for their completion.

PUBLIC BENEFIT

The charity provides public benefit through its help of parents and infants through counselling and guidance. The charity offers treatment on the basis of need, through our statutory contracts, outreach projects and from self-referrals –where clients are asked to make a contribution to costs. The charity schedules lectures that are open to the public and also offers training to public health staff.

The Trustees have complied with the duty in section 17(5) of the Charities Act 2011 and have due regard to public benefit guidance published by the Charity Commission.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 13 October 2016 and signed on their behalf by



Sue Raikes (Chair)

Registered Office
Suite J, The Kidlington Centre
High Street
Kidlington
Oxford
OX5 2DL

Date 13.10.16

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
OXFORD PARENT-INFANT PROJECT**

I report on the accounts of the Charity for the year ended 31 March 2016, which are set out on pages 10 to 20.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2013 (the 2012 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- (a) examine the accounts under section 145 of the 2012 Act;
- (b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2012 Act; and
- (c) to state whether particular matters have come to my attention.

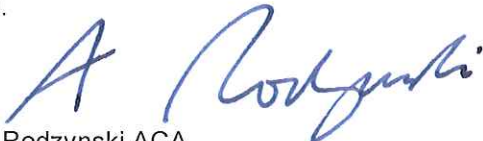
Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015) have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Rodzynski ACA
Critchleys LLP
Greyfriars Court
Paradise Square
Oxford
OX1 1BE

Date 17/11/16.

OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
INCOME AND ENDOWMENTS					
Donations and legacies	2	72,095	192,473	264,568	278,858
Income from other trading activities:					
Fundraising		8,738	-	8,738	27,127
Income from investments		751	-	751	391
Income from charitable activities	3	<u>170,739</u>	-	<u>170,739</u>	<u>187,141</u>
Total income and endowments		<u>252,323</u>	<u>192,473</u>	<u>444,796</u>	<u>493,517</u>
EXPENDITURE					
Expenditure on raising funds	4	29,946	-	29,946	33,371
Expenditure on charitable activities:					
Parent and infant counselling and development	4	176,075	76,259	252,334	234,882
Training and raising awareness	4	65,268	129,423	194,691	188,012
Support costs	4	18,940	-	18,940	18,336
Total expenditure		<u>290,229</u>	<u>205,682</u>	<u>495,911</u>	<u>474,601</u>
Net income / (expenditure)	5	(37,906)	(13,209)	(51,115)	18,916
Transfers					
Transfers between funds		-	-	-	-
Net movement in funds		(37,906)	(13,209)	(51,115)	18,916
Reconciliation of funds					
Balance brought forward		<u>194,864</u>	<u>30,905</u>	<u>225,769</u>	<u>206,853</u>
Funds as at 31 March 2016		<u>156,958</u>	<u>17,696</u>	<u>174,654</u>	<u>225,769</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 12 to 20 form part of these financial statements.

OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)
(Company registration number: 5410167)
BALANCE SHEET
AS AT 31 MARCH 2016

	Note	£	2016 £	£	2015 £
Fixed assets					
Tangible assets	8		4,873		4,786
Current assets					
Debtors	9	54,534		30,879	
Cash at bank and in hand		<u>189,159</u>		<u>258,698</u>	
		243,693		289,577	
Current liabilities					
Creditors: amounts falling due within one year	10	<u>(73,912)</u>		<u>(68,594)</u>	
Net current assets			<u>169,781</u>		<u>220,983</u>
Total assets less current liabilities			<u>174,654</u>		<u>225,769</u>
Funds					
Unrestricted - Designated	11		31,000		46,000
- General	11		<u>125,958</u>		<u>148,864</u>
			156,958		194,864
Restricted	11		<u>17,696</u>		<u>30,905</u>
Total funds			<u>174,654</u>		<u>225,769</u>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The directors have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective 2015).

The financial statements were approved by the board on 13 October 2016 and signed on their behalf by



Sue Raikes - Chair



Adrian Carey - Director/Trustee

Date 13.10.16

Date 13.10.16.

**OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

1 ACCOUNTING POLICIES

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The principal accounting policies adopted in the preparation of the financial statements are as follows:

b) Income and endowments

(i) Donations and legacies

Income from donations and legacies is included in income and endowments when these are receivable, except as follows:

- When donors specify that donations and legacies given to charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in income and endowments until the pre-conditions for use have been met.

When donors specify that donations and legacies are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

(ii) Interest receivable

Interest is included when receivable by the charity.

c) Expenditure

Expenditure is included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered and is reported as part of the expenditure to which it relates:

- Expenditure on raising funds comprise the costs associated with attracting voluntary income and costs of organising fundraising events.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Training and raising awareness comprises those costs incurred by the charity in the provision of training and promoting the importance of early childhood development among health professionals and other professionals involved with early childhood, and actively to disseminate information and examples of best practice. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Support costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity.

**OXFORD PARENT-INFANT PROJECT
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

1 ACCOUNTING POLICIES (continued)

All costs are allocated between expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis mainly on the basis of staff time spent on those activities.

d) Operating Leases

All leases of property and equipment are considered to be operating leases and rentals are charged to the statement of financial activities when incurred.

No assets are held under hire purchase agreements.

e) Fund accounting

Funds held by the charity are either:

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.
- Restricted funds – these are funds that can only be used for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

f) Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised.

Depreciation is provided on the following basis:

Office improvements	-	over the life of the lease
Office equipment	-	25% straight line
Fixtures and fittings	-	25% straight line

g) Pension costs

The charity operates a defined contribution pension scheme. Contributions are recognised as an expense when they fall due.

**OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

2 DONATIONS AND LEGACIES

	2016 £	2015 £
PIP UK / Ana Leaf Foundation	30,000	30,000
Henry Smith	25,000	25,000
M & C Trust	5,000	5,000
Staples Trust	5,000	-
Department for Education	127,473	103,391
Glass House Trust	-	30,000
Stitching Benevolent Porticus	50,000	50,000
Trusthouse	10,000	20,000
Children in Need	-	2,500
Other Trusts	2,085	5,300
Other Donations	<u>10,011</u>	<u>7,667</u>
	<u>264,568</u>	<u>278,858</u>

3 INCOME FROM CHARITABLE ACTIVITIES

	2016 £	2015 £
Parent and infant counselling and development		
Contract income		
Oxfordshire County Council		
Client Referrals	3,597	11,540
The Leys Children's Centre	19,018	19,018
Florence Park Children's Centre	16,755	16,755
North Abingdon Children's Centre	21,941	21,686
The Roundabout Children's Centre	14,819	14,819
Marston Northway Children's Centre	6,225	7,075
Rose Hill & Littlemore Children's Centre	6,792	6,792
Other Children's centres	-	400
Carterton Children's Centre	4,588	9,112
Berkshire	4,930	10,520
Client fees	6,156	3,790
Other training income	<u>65,917</u>	<u>65,634</u>
	<u>170,739</u>	<u>187,141</u>

**OXFORD PARENT-INFANT PROJECT
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

4 RESOURCES EXPENDED

Charitable Activities

	Expenditure on Raising Funds £	Parent and Infant Counselling £	Training and raising awareness £	Support Costs £	2016 £	Total 2015 £
Counselling - general	-	167,475	-	-	167,475	159,091
- co-ordinator	-	613	-	-	613	1,037
- supervision	-	14,334	-	-	14,334	14,606
- clinicians meetings	-	4,827	-	-	4,827	3,979
Development of PIP networks	-	(1,029)	3,532	-	2,503	3,355
Other salaries and Wages	21,350	35,178	14,673	11,931	83,132	69,392
Consultant	1,768	7,072	7,072	1,768	17,680	17,197
Recruitment	-	593	594	-	1,187	324
Provision of Training	-	-	152,605	-	152,605	150,079
Office Stationery	674	2,695	2,696	674	6,739	6,390
Telephone and Internet	77	313	313	78	781	648
Insurance	234	1,523	495	87	2,339	2,190
Rent, rates, utility and other premise costs	2,069	8,277	8,277	2,069	20,692	19,800
Miscellaneous Expenses	567	2,477	2,268	567	5,879	7,798
Professional development	-	5,650	-	-	5,650	3,095
Accountancy Fee	685	424	254	1,288	2,651	2,774
Depreciation	478	1,912	1,912	478	4,780	5,595
Events and fundraising	<u>2,044</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,044</u>	<u>7,251</u>
	<u>29,946</u>	<u>252,334</u>	<u>194,691</u>	<u>18,940</u>	<u>495,911</u>	<u>474,601</u>

**OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

5 NET INCOME/ (EXPENDITURE)

	2016	2015
	£	£

Net income/ (expenditure) is stated after (crediting)/charging the following:

Depreciation	4,779	5,595
Independent examiner's cost	1,203	1,230
Other financial services	1,447	1,554
Interest received	(752)	(391)

The Trustees did not receive any remuneration or reimbursement of expenditure during the year under review.

6 STAFF COSTS

	2016	2015
	£	£

Salaries and wages	255,520	256,815
Social security costs	23,998	22,376
Pension costs	-	-
	<u>279,518</u>	<u>279,191</u>

No employee earned £60,000 or more per annum in either of the above years.

7 STAFF NUMBERS

The average number of full-time equivalent employees (including casual and part-time staff) during the year was 7 (2015: 8).

OXFORD PARENT-INFANT PROJECT
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)

8 FIXED ASSETS

	Office Improvements	Office Equipment	Fixtures and furnishings	Total	2015
	£	£	£	£	£
Cost					
As of 1 April 2015	2,960	19,466	1,963	24,389	24,389
Additions	-	1,044	3,822	4,866	-
Disposals	<u>-</u>	<u>(6,458)</u>	<u>-</u>	<u>(6,458)</u>	<u>-</u>
As at 31 March 2016	<u>2,960</u>	<u>14,052</u>	<u>5,785</u>	<u>22,797</u>	<u>24,389</u>
Depreciation					
As of 1 April 2015	2,960	15,239	1,404	19,603	14,008
Charge for the year	-	3,333	1,446	4,779	5,595
Disposals	<u>-</u>	<u>(6,458)</u>	<u>-</u>	<u>(6,458)</u>	<u>-</u>
As at 31 March 2016	<u>2,960</u>	<u>12,114</u>	<u>2,850</u>	<u>17,924</u>	<u>19,603</u>
Net book value					
As at 31 March 2016	<u>-</u>	<u>1,938</u>	<u>2,935</u>	<u>4,873</u>	<u>4,786</u>
As at 31 March 2015	<u>-</u>	<u>4,227</u>	<u>559</u>	<u>4,786</u>	<u>10,381</u>

9 DEBTORS

	2016 £	2015 £
Trade debtors	27,041	24,315
Tax recoverable on Gift Aid	619	-
Prepayments and accrued income	<u>26,874</u>	<u>6,564</u>
	<u>54,534</u>	<u>30,879</u>

**OXFORD PARENT-INFANT PROJECT
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

10	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2016	2015
		£	£
	Trade creditors	29,909	18,505
	Other creditors and accruals	14,581	10,464
	Deferred income	<u>29,422</u>	<u>39,625</u>
		<u>73,912</u>	<u>68,594</u>
	Deferred income		
	As at 1 April	39,625	25,189
	Released in the year	(34,788)	(19,302)
	Deferred in the year	<u>24,585</u>	<u>33,738</u>
	As at 31 March	<u>29,422</u>	<u>39,625</u>

Deferred income represents payments in advance for contract work to be completed after the year end.

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Fund £	Restricted Funds £	Designated Funds £	Total £
Fixed Assets	4,873	-	-	4,873
Debtors	34,260	20,274	-	54,534
Cash at bank and in hand	160,737	(2,578)	31,000	189,159
Current liabilities	(73,912)	-	-	(73,912)
	<u>125,958</u>	<u>17,696</u>	<u>31,000</u>	<u>174,654</u>

12 MOVEMENTS IN FUNDS

	Balance at 01/04/2015 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31/03/2016 £
Unrestricted Funds					
Designated	46,000	-	-	(15,000)	31,000
General	<u>148,864</u>	<u>252,323</u>	<u>(290,229)</u>	<u>15,000</u>	<u>125,958</u>
	194,864	252,323	(290,229)	-	156,958
Restricted Funds	<u>30,905</u>	<u>192,473</u>	<u>(205,682)</u>	<u>-</u>	<u>17,696</u>
Total Funds	<u>225,769</u>	<u>444,796</u>	<u>(495,911)</u>	<u>-</u>	<u>174,654</u>

**OXFORD PARENT-INFANT PROJECT
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

12 MOVEMENTS IN FUNDS (continued)

Restricted Funds

The restricted funds of the charity are where the donor has imposed restrictions on their use.

A summary of the movement in restricted funds is as follows:

	Balance at 01/04/2015	Incoming Resources	Resources Expended	Balance at 31/03/2016
	£	£	£	£
Department for Education	-	127,473	(127,473)	-
PIP UK / Ana Leaf Foundation – open access	-	30,000	(30,000)	-
The Henry Smith Trust – Outreach Projects	-	25,000	(25,000)	-
Trust House	11,259	10,000	(21,259)	-
ISIS - training counsellors	19,146	-	(1,950)	17,196
Martha Louise Jackson	<u>500</u>	<u>-</u>	<u>-</u>	<u>500</u>
	<u>30,905</u>	<u>192,473</u>	<u>(205,682)</u>	<u>17,696</u>

**OXFORD PARENT-INFANT PROJECT
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016 (CONTINUED)**

12 MOVEMENTS IN FUNDS (continued)

Designated Funds

The designated funds of the charity are where the Trustees have decided to provide for specific purposes out of general funds.

As at 31 March 2016 the Trustees have build up designated funds to provide for:

	Balance at 01/04/2015	Transfers	Balance at 31/03/2016
	£	£	£
Clients' Treatment Completion Fund	12,000	-	12,000
Contingency Reserve	4,000	-	4,000
Lease Obligation Reserve	<u>30,000</u>	<u>(15,000)</u>	<u>15,000</u>
	<u>46,000</u>	<u>(15,000)</u>	<u>31,000</u>