



**OXPIP**

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Oxford Parent  
Infant Project

**OXFORD PARENT-INFANT PROJECT**

(Limited by Guarantee) Company Number: 5410167

**REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

[oxpip.org.uk](http://oxpip.org.uk)

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## REFERENCE AND ADMINISTRATIVE DETAILS OF 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 at Year End

Robert Kenny	Chairperson from November 2020
Jane King	Treasurer, Appointed November 2020
Anne Burns	
Shamus Donald	
Susanna Graham-Jones	
Dr Jessica Gibson	Appointed September 2020
Lawrence Judd	
Kathy Peto	
Fiona Steel	
Anne Willcocks	
Elisabeth Willmott	

CEO, Clinical Director: Helen Callaghan

Secretary: In accordance with the Companies Act it is no longer necessary to have a Company Secretary and none has been appointed.

Bankers:

The Co-operative Bank plc  
PO Box 101  
1 Balloon Street  
Manchester  
M60 4EP

Lloyds Bank plc  
25 Gresham St  
London  
EC2V 7HN

COIF Charity Funds  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

Independent Examiner:

SPX Oxford Ltd.  
Peace House  
19 Paradise Street  
Oxford  
OX1 1LD

## **TRUSTEES' REPORT**

The Trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with accounting policies set out in Note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

## **CHARITY OBJECTIVES AND ACTIVITIES**

Oxford Parent-Infant Project (OXPIP) specialises in the field of parent-infant psychotherapy and family support. Our therapeutic work involves working with the baby and the parents, many of whom have complex mental health difficulties and need parent-infant therapy work to enable them to build closer loving relationships at the start of life. With one million connections forming in a baby's brain every minute for the first eighteen months, this is a critical window of opportunity to offer support and to bring about positive change that will improve a child's social and emotional development, readiness for school, resilience, likelihood of academic success in adolescence, and the capacity to make long-lasting relationships in adulthood.

We offer specialist therapeutic support, from conception to two years, for babies and parents who need assistance to establish and build close and nurturing relationships. We also work with professionals, policy makers and the public to build awareness, support, professional training and services for parent-infant attachment, infant mental health, and perinatal mental health.

Our clients are referred to us via GPs, Midwives, Health Visitors and Early Years Professionals, or come to us via self-referrals. We support disadvantaged and hard-to-reach families, and those with ongoing and new mental health issues who struggle to sustain a positive relationship with their baby and to develop their parenting skills. Over the past twenty years, OXPIP has helped parents and their babies to build close and loving relationships from the start of life. OXPIP's vision is to contribute to a more responsible and empathetic society, through an intensive focus on positive early relationships and emotional wellbeing.

### **The OXPIP Team**

As of March 2021, OXPIP has nine employed staff, equivalent to six full-time equivalent posts. Parent-Infant Therapy services and our professional training provision are delivered by our highly experienced team of specialist Parent-Infant Therapists, supported by regular Freelance Specialist Therapists (currently five), and a wider pool of Therapists/Trainers associated with OXPIP (and available for occasional projects). Parent-Infant Therapy projects, our Professional Training Programmes and Business Management are managed via specialist staff in our team.

### **Our Objectives**

The company is a registered charity and our objectives, as set out in the Memorandum and Articles of Association (updated January 2019), are:

- To promote and preserve the health and well-being of babies, young children, and their parents, including parents to be, who may be experiencing stress or facing problems within the normal range of parenting.
- To promote and advance an understanding of infant mental health and early child development, within the broad framework of Object Relations and Attachment Theories, and to provide a focus for this approach in the Charity's area.
- To promote, by training and research, the awareness of the importance of early childhood development among health professionals and other professionals involved in early childhood, and actively to disseminate information and examples of best practice among these groups.

To meet these objectives, OXPIP aims:

- To enable positive early relationships through direct parent-infant psychotherapy and related therapeutic interventions.
- To increase the number of trained Parent-Infant Psychotherapists.
- To develop early years practitioners' understanding of parent-infant relationship difficulties, increasing practitioners' capacity to both recognise issues and to provide appropriate support.
- To raise awareness of early intervention and the importance of attachment, and to influence policy and service development around these issues at both local and national level.

### **Core Values**

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

### **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 psychotherapy organisations in the UK 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 to develop their capacity to support parent-infant relationships. We provide consultation to allied professionals.

### **Equality, Diversity & Inclusion**

OXPIP believes that equality of opportunity and freedom from discrimination are fundamental rights of all people. We recognise that discrimination, prejudice, and disadvantage exist in society and acknowledge that we have a duty to address these issues whenever possible.

OXPIP is committed to promoting equality and valuing diversity by providing services that are accessible to all families of all backgrounds and cultures. We respect and celebrate difference and will promote the principles of understanding and respect for others.

OXPIP does not accept discrimination based on any of the nine protected characteristics of equality and diversity - age, disability, gender reassignment, marriage and civil partnerships, pregnancy and

maternity, race, religion and belief, sex, and sexual orientation. OXPIP ensures that its policies, practices, and procedures do not discriminate on these grounds.

## **Our Activities**

OXPIP is a pioneer in parent-infant psychotherapy in the UK. Founded in 1998 (incorporated in 2005), we support parents in Oxfordshire and surrounding areas who are struggling to form a secure attachment to their baby. We work with parents and infants from conception, up to the age of two, often the mother, but also with fathers and other carers of the infant. OXPIP provides two main services to the community: parent-infant psychotherapy and professional training courses.

### **Parent-Infant Psychotherapy**

Our parent-infant psychotherapy is offered in two ways:

- We work with parents and their babies which improves the quality of the parent-infant relationship and the emotional well-being and mental health of the parent and infant.
- We offer therapeutic groups for parents and babies which increases parental attunement and confidence.

Parent-Infant Therapy is a specialist area of psychotherapy not provided extensively by the NHS in Oxfordshire. OXPIP works with families who experience mild to severe symptoms of anxiety and depression (including those with complex mental health needs) which may influence their relationship with their babies & young children; and is open to all. Parent-Infant Therapy enables families to become stronger and to help their children to develop into happier, more emotionally resilient adults.

We work closely with GPs, Health Visitors and Early Years workers, who are familiar with our therapeutic approach. Health and Early Years professionals work with new mothers and fathers and are best placed to identify families that are struggling with the parent-infant relationship. They discuss the specialist support OXPIP can provide with these families to enable them to work towards improving this relationship for the benefit of their family, and they then start the referral process.

OXPIP's Clinical Director assesses all new referrals prior to any Parent-Infant Therapy sessions starting, to understand individual issues a family may be facing that affect the parent-infant relationship. The Parent-Infant Therapy process, together with what the sessions will involve is explained to the client, who then starts their therapy work and attends sessions with their baby/toddler, for a recommended minimum of six weeks.

In this way OXPIP's Parent-Infant Therapy work extends the work of GPs, Health and Early Years Workers, and together we seek to secure the best outcome for our client families. These links, together with those at Health and Family Centres in Oxfordshire, where our OXPIP Projects are based, enable us to strengthen and optimise the links we already have in the community which not only help us to develop our OXPIP projects, but also help us to build community partnerships with other interested groups in the Oxfordshire community and to facilitate dynamic new initiatives and joint projects.

OXPIP clinicians are highly qualified therapists whose work is underpinned by psychoanalytic and psychodynamic thinking. They draw on a wide range of interventions including Video-Interaction

Guidance, Video-feedback<sup>1</sup> and Watch Wait and Wonder<sup>2,3</sup>. Our clinical team comprises professionals who have a recognised professional clinical registration in a range of psychotherapeutic disciplines. Many were previously social workers, health visitors or midwives. Most of our current team are graduates from OXPIP's Parent-Infant Therapist Diploma or Associate Programmes (OXPIP's professional training offer).

There is strong evidence of the benefits of OXPIP's work with positive impacts for individuals, families, and the wider community. Parent-infant psychotherapy, a form of early intervention, considers the emotional health of the infant as well as that of the parent. From pre-birth to two years the baby's brain grows at a phenomenal rate and interactions with adults are key to healthy development. By working on the relationship between parent and child, during the formative stages of brain development, many future problems can be prevented. These benefits impact on both current and future siblings from families seeing OXPIP, resulting in stronger families as well as children developing into happier, more emotionally resilient adults. There is considerable evidence of the economic benefits of early interventions such as a reduction in demand for statutory health and social care provision, as well as the development of a happier society. Research shows that for every £1 spent on this type of early preventative work £9 is saved on future interventions<sup>4</sup>. There is also a direct link between attachment and readiness for school<sup>5</sup>.

### Parent-Infant Psychotherapy Assessment Tools

OXPIP uses nationally recognised assessment tools to monitor and evaluate our work:

- Parent-Infant Relationship Global Assessment Scale (PIRGAS)
- Stress on the Caregiving Relationship Index
- Hospital Anxiety and Depression Scales (HADS)

### **Parent-Infant Psychotherapy Professional Training**

OXPIP is a highly regarded provider of specialist Parent-Infant Therapy training. We offer professional training programmes to train the next generation of Parent-Infant Therapists, and to share our knowledge of attachment with Early Years professionals. Our training leads to accreditation with the Association for Psychodynamic Practice and Counselling in Organisational Settings (APPCIOS).

Our training is focused on two main groups:

- Training qualified therapists to enable them to work as Parent-Infant Psychotherapists in their communities.

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<sup>1</sup> Velderman et al (2006b) Preventing preschool externalising behaviour problems through video feedback intervention in infancy. *Infant Mental Health* 27 466 – 493.

<sup>2</sup> Cohen, N., Muir, E., et al. (1999) WWW: testing the effectiveness of a new approach to mother infant psychotherapy. *Infant Mental Health Journal*, 20, 429-451.

Cohen, N. J., Lojkasek, M., Muir, E., Muir, R. & Parker, R. (2002) Six-month follow-up of two mother infant psychotherapies: convergence of therapeutic outcomes. *Infant Mental Health Journal*, 23, 361-380.

<sup>3</sup> Zilibowitz, M. (2010). *Watch, wait & wonder*. Haymarket, N.S.W., Good Beginnings Australia.

<sup>4</sup> *Conception to Age 2 – the age of opportunity* The Wave Trust 2013 available to download at <https://www.wavetrust.org/conception-to-age-2-the-age-of-opportunity>

<sup>5</sup> <https://www.bathspa.ac.uk/projects/attachment-aware-schools/attachment-in-school/>.

- Training allied professionals to improve their understanding of infant attachment and infant mental health and apply this enhanced understanding in their work.

OXPIP's Parent-Infant Therapy Training Programme has an established national and international profile.

### Short Training Courses

OXPIP's programme of specialist one and two-day courses is much in demand with Early Years, Social Care and Health professionals. The courses enable practitioners to understand attachment and infant mental health and to apply this understanding in their day-to-day work. Courses include:

- 'Attachment Theory'
- 'Watch, Wait and Wonder'.
- 'Assessing Parent-Infant Relationships'
- 'Ghosts in the Nursery'

### Extended Training Courses

To train new Parent-Infant Therapists, OXPIP delivers APPCIOS-approved programmes:

- Parent-Infant Therapist Diploma Training (PIT)
- Parent-Infant Practitioner Training (PIP)

And OXPIP's:

- Infant Observation (IO) Training

### OXPIP Public Lecture Series and External Presentations

OXPIP hosts an Oxford Lecture Programme throughout the year. These lectures are delivered by local and national experts in Parent-Infant Therapy and are attended by professionals from around the world.

### Consultancy

OXPIP is commissioned through several bodies to deliver specialist training and consultancy for professional teams and individual practitioners. Supported by The Step Change Fund funding, this area of our work has grown significantly, with increasing interest from health and local authority training commissioners.

### **Partnerships**

OXPIP continues to be actively involved in both local and national partnerships:

- We work closely with Parent-Infant Foundation (formally PIPUK), as well as our partner PIPs, to support the development of parent-infant practice across the UK, including establishing new services and access to specialist training for new practitioners.

- The new '1001 Days' Steering Group was launched in June 2020. OXPIP was elected as a member, and actively works with them and the Parent-Infant Foundation to achieve our mutual objectives.
- Our clinicians have active working relationships with local Health Visitors, Midwives and GPs, as well as Oxfordshire County Council Children and Family Services staff.
- We are also frequently asked to take part in National Surveys, and we submitted our recommendations in June 2020 to the newly formed Early Years Commission.
- Our senior staff and trustees engage with strategic partnerships and have been building links with the new Commissioning Structures and Perinatal networks in Oxfordshire and the Thames Valley as well as with Adopt Thames Valley.

OXPIP continually reviews its parent-infant work through a range of activities. The Clinical Director and Senior Management Team regularly meet to review all client, Parent-Infant Therapist and healthcare professional feedback, and feedback on OXPIP from the Clinical Director's meetings with professional groups to determine whether any changes to therapy content or therapy delivery should be piloted. A valuable context for this decision-making process is OXPIP's membership of Parent-Infant Therapy affiliated national groups to which OXPIP's information provides input. Feedback from these groups indicates trends and potential changes to improve Parent-Infant Therapy provision nationally to communities, which in turn can inform OXPIP's decisions for Parent-Infant Therapy provision in Oxfordshire.

In this way OXPIP collates and reviews multiple sources of evaluation feedback from within and outside its own community which enhances OXPIP's provision in Oxfordshire.

## **ACHIEVEMENTS AND PERFORMANCE 2020-2021**

OXPIP currently delivers Parent-Infant Therapy to families via several project hubs in Oxfordshire:

- The Banbury Project
- The Rose Hill Project
- South Oxfordshire Projects
- West Oxfordshire Projects
- Military Bases
- Social Services Funded Clients
- Saplings Antenatal Groups
- Work with the new Community Children and Family Projects
- Adoption and Fostering Project

These projects are funded by trusts and grants that OXPIP secures via bid applications, philanthropic private donors, and by donations from the charity's fundraising activities. OXPIP is a small charity which continually reviews and aims to organically enhance its operations and therapeutic service provision, to ensure that return on funding investment is optimised and best operational efficiencies are achieved.

### **The Impact of COVID-19 on Our Funding and Working Practices 2020-2021**

At the end of our last financial year in March 2020, we were at the start of the COVID-19 Lockdown and its associated social restrictions. In response to this crisis, OXPIP's operations and therapy delivery transitioned to digital remote working. Since that time, the need for our work has increased significantly due to COVID-19 related mental health difficulties in parents, issues of bereavement and loss, and the impact that this is having on their babies. While remote therapy has had its challenges, thanks to a robust effort by our team, it has been possible to provide ongoing Parent-Infant Therapy to our clients in parent-infant dyads and in groups. OXPIP continually reviews its therapy provision to meet the evolving needs of our clients, and we now offer blended face-to-face and online therapy delivery, meeting the fluctuating demands of varying social restrictions.

In response to COVID-19, several of OXPIP's large professional training commissions were postponed or cancelled. We invested management time in adapting our training for online delivery and as a result have seen sustained uptake in professional training delivery over the past year.

The economic and funding impact of the COVID-19 pandemic caused several funders to pause or change grant-making. Due to the end of several project funds in 2020, OXPIP saw a reduction in funding and needed to secure new short- and long-term funding streams to be able to sustain ongoing projects when funding for these projects was not renewed. We successfully secured emergency COVID-19 funding from The National Lottery Community Fund and received new funding from other donors. We are very grateful to donors for their continuing support for OXPIP during a challenging time for the charity sector.

## Parent-Infant Therapy Delivery

In 2020-2021, 245 clients were referred to OXPIP for Parent-Infant Therapy, of which 232 clients (209 families) went on to access direct individual therapy (with 523 beneficiaries). These numbers reflect a high level of client engagement. OXPIP offered 2,430 Parent-Infant Therapy sessions to clients in this period, which represents an increase of 27% on sessions delivered in 2019-2020 (1,921 sessions).

Our experience over the past year is that some clients initially did not want to engage on Zoom (this provision was first introduced at the onset of the COVID-19 pandemic to sustain ongoing Parent-Infant Therapy delivery), but then as the pandemic continued, they changed their minds. Others did not have childcare arrangements in place for siblings, so were unable to engage appropriately with the therapy sessions. For some, where there were issues in the couple relationship, they were unable to find a confidential place within the home. In these cases alternative provision was sought.

Our evaluation of the impact of our therapy work for families, continues to show positive outcomes. In all families where PIRGAS (Parent Infant Relationship Global Assessment Scale) measurements were taken at both the start and end of a programme of Parent-Infant Therapy, 93% of clients showed an improvement in the quality of their parent-infant relationship. In families where the HADS (Hospital Anxiety and Depression Scale) scale of anxiety and/or depression was used, 89% showed an improvement in one, or both, of the anxiety and depression evaluations.

All parents accessing OXPIP support are offered the opportunity to feedback their experiences of the services they have received. Our analysis of 89 client feedback forms in 2020-2021 showed that 100% felt OXPIP's service had been helpful to them in some way, and 61% of these respondents felt the service had been "very helpful" to them.

Here is some feedback from families who completed their Parent-Infant Therapy in 2020-2021:

*"OXPIP has helped me have a better understanding of my own feelings and relationships with others close to me. It has helped me to uncover issues that I may have never thought of as issues, but they have been quite deep seated and since discussing them I have definitely felt I have turned a corner. Since having my daughter and working with OXPIP, I feel that I have a sense of purpose again and my relationship with her is good and although going through difficult times with COVID, I have looked at it as a positive to be able to understand and bond with my daughter. The bond I have made so far, has made me feel more confident as a mum and I am able to think about things in a different light rather than from my own perspective."*

*"Before I started OXPIP sessions, I felt very detached from my baby. I associated him with lots of difficult things that had happened to me since his birth; even though they were not really anything to do with him. I found it difficult to see his perspective as a child and how I was supporting him as a mother. I felt frustrated at him for needing me as I needed support myself. I was feeling very low about this and other circumstances in my life. OXPIP helped me to see and understand my important role as a mother and that little things that I brushed off as everyday actions were really important to his sense of self and well-being. I now see how my role is to help him through his life and just be there for him and how important that is. Having someone listen to me without judgement really helped me to see patterns and issues with my own behaviour and how they are preventing and hindering me from being content with my life and my baby."*

*“After an anxious pregnancy, traumatic labour, and a difficult start to motherhood due to Post Natal Depression, I decided to self-refer to OXPIP in October 2020 and when my son turned 8 months old that I got an email offering an initial virtual conversation. I felt nervous about meeting via Zoom and worried about speaking about my feelings to a stranger. I needn't have worried, my therapist was so down to earth, she listened, she understood, and she made me feel so comfortable. Following this initial conversation, I began virtual Parent-Infant Therapy via Zoom which involved my son. I was so apprehensive about how it would work and how my son would engage, but it worked brilliantly to the point where he would recognise the therapist's face and voice when I switched on the laptop, smiling away to her. I have completed 12 weeks of weekly therapy and my therapist has helped me to respond to my son's needs, find solutions to specific behaviour and understand my feelings. She has provided me with a safe space to talk freely and provided wisdom and encouragement to enable me to see the positive impact the therapy was having on my relationship with my son, allowing me to look forward to each session. Prior to OXPIP I would use very negative words to describe my son but now they couldn't be any more positive. He is happy, content and loving. We still have challenging times, but they don't have a negative impact on me anymore, I understand how to cope with them and this in turn has a positive impact on my son. Our relationship has certainly been repaired”.*

## **Professional Training Delivery**

To meet training delivery needs in the COVID-19 pandemic environment, OXPIP adapted its face-to-face training to online training which has been very well received.

### Short Training Courses

Our 'Attachment Theory' and 'Watch, Wait and Wonder' courses were delivered online and attended by 107 individuals 2020-2021 (compared to 97 attendees in 2019-2020). This was despite a six-month period from April-September when all training delivery was cancelled due to the impact of COVID-19. The Assessing Parent-Infant Relationships training course has now been adapted to online delivery and be delivered by the end of July 2021. We also delivered Parent-Infant Group Work training with one of our external trainers.

### Extended Training Courses

OXPIP's Extended Training Courses are APPCIOS<sup>6</sup> approved programme courses and have been transitioned to online delivery.

- Parent-Infant Therapist Diploma

The 2021-2022 cohort commenced in January 2021 with five trainees. This training is practice-based training, open to experienced therapists who would like to specialise in Parent-Infant Therapy; and incorporates both teaching and clinical placements.

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<sup>6</sup> The Association for Psychodynamic Practice and Counselling in Organisational Settings (APPCIOS) [www.appcios.com](http://www.appcios.com)

- Infant Observation Training

We re-commenced our Infant Observation Training course for five trainees. This is a two-year course for those who would like to gain a greater understanding of a baby's early life and relationships, and how they develop.

- Parent-Infant Practitioner Certificate

In 2020-2021 OXPIP delivered bespoke Parent-Infant Therapy Practitioner training to a local organisation.

### OXPIP Public Lecture Series and External Presentations

In 2020-2021 we held three online lectures, with over 220 attendees. Now that these lectures are available online, we have been able to reach a much wider audience from all over the world.

### Consultancy

During 2020-2021, we delivered several bespoke programmes (online) across the UK, including to NHS teams in Hull and East of England - training 65 professionals.

## Business Planning

Our Strategic Plan for 2018-2021 provided a clear roadmap for the charity, focusing on four themes:

- Centre of Excellence  
To reinforce OXPIP's local and national profile as a Centre of Excellence, raising the standards of parent-infant mental health interventions available for families through influencing policy, shaping service development and commissioning, and innovating models of collaborative working.
- Parent-Infant Psychotherapeutic Services  
To continue to deliver and expand OXPIP's parent-infant psychotherapeutic services for families in need in Oxfordshire that are accessible to all and available in each of the county's five local government districts.
- Training and Awareness Raising Programme  
To continue to deliver and expand a programme of OXPIP training, education and awareness-raising events on parent-infant relationships, and parent-infant emotional and mental health.
- Developing Organisational Capacity  
Through effective income generation and organisational management, to ensure that OXPIP has the governance, management, staff team, polices and resources required to deliver sustainably on this strategy.

Against these current strategic objectives to date:

- OXPIP has successfully reinforced its local and national profile as a Centre of Excellence and has worked towards raising the standards of parent-infant mental health interventions available to families in need, through its influencing policy and innovating models of collaborative working.
- In a very challenging COVID-19 pandemic year, OXPIP has continued to deliver Parent-Infant Therapy to families in each of the county's five local government districts though online sessions and face-to-face sessions (where permitted).
- Adapting its professional training provision to online-based training, OXPIP has continued to deliver and expand its programme of OXPIP training, education and awareness-raising events on parent-infant relationships and parent-infant emotional and mental health.
- In a competitive and challenging funding environment, OXPIP has successfully secured funding and donations this financial year to sustain its ongoing projects and contribute significantly to core costs. The organisation restructuring of non-clinical staff in 2020 has been successful and this together with the recruitment of new Trustees, has increased efficiencies and organisational capacity.

## Funding and Fundraising

Our key concern from March 2020, has been the ongoing economic impact of the COVID-19 pandemic and its effect on our funding applications, fundraising initiatives, and outcomes. OXPIP usually hosts several fundraising events throughout the year, however these were cancelled due to Lockdown and social distancing restrictions. Nevertheless, we have run several online fundraising campaigns which have successfully raised donations and extended our donor network.

There has been a significant funding impact from the COVID-19 pandemic in 2020-2021, and many funders paused or changed their specific funding criteria for bid applications. There is an increased demand for evidentiary data, and consequently more business scrutiny than we have previously experienced, in response to increased funding demand from many worthy charitable causes affected by the COVID-19. OXPIP successfully won multi-year funding awards in this context.

We are very grateful to the many funders, charitable trusts and foundations that have provided funding to enable our vital work with families to continue during 2020-2021

- Carterton Town Council
- CHK Foundation
- Cooper Charitable Trust
- Doris Field Charitable Trust
- M&C Trust
- Oxfordshire Community Foundation: The Step Change Fund
- Mr & Mrs J A Pye's Charitable Settlement
- Robert and Felicity Waley-Cohen Charitable Trust
- Shanly Foundation
- St Aldates Parochial Charity
- St Michael's and All Saints' Charities
- The Armed Forces Covenant Fund Trust
- The Henry C Hoare Charitable Trust
- The Henry Smith Charity
- The Jim Cousins Trust
- The National Lottery Community Fund
- The Rayne Foundation
- The Souter Charitable Trust
- The Sylvia Adams Charitable Trust
- The Tudor Trust
- Yorkshire Building Society Charitable Foundation

We are also very thankful for the continuing support from our private and individual donors.

### **Volunteers and Supporters**

OXPIP's work relies on the voluntary commitment of many individuals and organisations through contributions in kind, helping with events, networking, publicity, and community fundraising. We are especially grateful for their contributions and commitment.

## STRUCTURE, GOVERNANCE & MANAGEMENT

### Constitution and Organisation

Oxford Parent-Infant Project registered as a charity on 10<sup>th</sup> June 2005, governed by Articles of Association, and a company limited by guarantee incorporated on 1<sup>st</sup> April 2005. The charity is governed by its Board of Trustees, which may number between four and twelve members. The operational and financial aspects are managed by the CEO, Clinical Director, overseen by the Board of Trustees.

The Trustees, who are also directors for the purposes of company law, and who served during the year, or subsequently were appointed:

- Nick Best (appointed February 2013, resigned October 2020)
- Anne Burns (appointed November 2019)
- Adrian Carey (Chair, appointed January 2013, resigned October 2020)
- Shamus Donald (appointed May 2017)
- Dr Jessica Gibson (appointed September 2020)
- Susanna Graham-Jones (appointed February 2016)
- Lawrence Judd (appointed January 2020)
- Robert Kenny (Treasurer, appointed May 2018, Chairperson from November 2020)
- Jane King (Treasurer, appointed November 2020)
- Kathy Peto (appointed June 2018)
- Fiona Steel (appointed January 2020)
- Anne Willcocks (appointed May 2018)
- Elisabeth Willmott (appointed October 2016)

### 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. The Chair’s period of office shall be two years, renewable to a maximum of eight years. Trustees retire after a two-year term at the Annual General Meeting. A retiring Trustee shall be eligible for re-election subject to a maximum period of office of eight years.

Four new Trustees were recruited in 2020, with considerable experience covering commercial, finance and public sectors; and they have made substantial contributions to the charity’s governance.

None of the Trustees have any beneficial interest in the company. All Trustees are required to become members of the company and guarantee to contribute £1 in the event of a winding up. This guarantee does not end until one year after they cease to be a director. The total amount of such guarantees on 31 March 2021 was £12 (2020: £11).

## **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 2015) 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 REVIEW

### Financial Overview

OXPIP's total income for 2020-2021 was £329,983. This represented a 13% increase on 2019-2020. However, OXPIP's Parent-Infant Therapy project commitment costs increased, and so OXPIP drew down on its unrestricted balances from prior years to make up the shortfall.

Income from donations (restricted and unrestricted) was £14,260, whilst income from community fundraising was £8,567. Together this represented a 78% donation decrease on 2019-2020 and reflects the impact of the COVID-19 pandemic on OXPIP's usual fundraising activities.

2020-2021 professional training delivery income was £71,989. This represented an increase of 14% on 2019-2020.

Total income from OXPIP's charitable activities (including training) was £307,054, and bank interest income received was £102.

We continue to attract funding interest and sustain cash reserves. We believe that we are addressing any funding and training income concerns with our strategic development strategy and hope to sustain and grow OXPIP's Parent-Infant Therapy service provision and consolidate professional training delivery in 2021-2022.

### Statement of Cash Flow

The increase in restricted funding in 2020-2021 is due to a £108k emergency COVID-19 grant received from The National Lottery Community Fund; and forward booking payments of scheduled professional training programmes for delivery in 2021-2022.

### Reserves Policy

OXPIP makes commitments to the clients it seeks to help and to the practitioners it has agreed to train.

The Trustees wish to ensure that OXPIP would be able to continue to provide treatment that has commenced and to complete training where possible. Since it may take three months to complete treatment, the general reserve should therefore represent at least three months' worth of expenditure not covered by restricted funds (though the amount of relevant restricted funds can be volatile). Given this, at current levels of activity the Trustees believe target reserves should be £120,000 representing four months of expenditure (three plus one as a safety margin). The Trustees review the policy annually and review cash flows quarterly to ensure there are sufficient reserves.

The Trustees also wish to provide a level of working capital that protects the continuity of our core work in the event of a temporary shortfall in income. Trustees consider that the above amount is also sufficient for this purpose. Regular review of cash flows will allow the Trustees to determine whether the reserves policy remains adequate and will help to establish the level of funds needed to cover the natural pattern of activity.

As of 31st March 2021, our general unrestricted reserves amounted to £87,217 (2019-20 £96,262), against a forecast four-month core service expenditure of £120,000.

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 24<sup>th</sup> June 2021 and signed on their behalf by



Robert Kenny (Chairperson)

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

Date: 8<sup>th</sup> July 2021

# INDEPENDENT EXAMINER'S REPORT

## TO THE TRUSTEES OF OXFORD PARENT-INFANT PROJECT

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I report to the trustees on my examination of the financial statements of Oxford Parent-Infant Project (the charity) for the year ended 31 March 2021.

### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

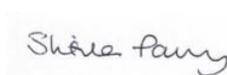
Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act: or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination: or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Sheila Parry  
FCCA  
SPX Oxford Ltd  
Peace House  
Paradise Street  
Oxford OX1 1LD



Dated 13 August 2021

## OXFORD PARENT INFANT PROJECT

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
	<b>Notes</b>						
<b>Income from:</b>							
Donations and legacies	3	14,260	-	14,260	62,645	16,500	79,145
Charitable activities	4	74,960	232,094	307,054	59,752	128,992	188,743
Investments		102	-	102	770	-	770
Other trading activities*	5	8,567	-	8,567	24,208	-	24,208
<b>Total income</b>		<u>97,889</u>	<u>232,094</u>	<u>329,983</u>	<u>147,374</u>	<u>145,492</u>	<u>292,866</u>
<b>Expenditure on:</b>							
Raising funds	7	24,776	-	24,776	42,547	-	42,547
Charitable activities	8	85,017	226,610	311,627	137,801	143,916	281,717
<b>Total expenditure</b>		<u>109,793</u>	<u>226,610</u>	<u>336,403</u>	<u>180,348</u>	<u>143,916</u>	<u>324,264</u>
<b>Net income / -expenditure</b>		- 11,904	5,484	- 6,421	- 32,974	1,575	- 31,398
<b>Transfers between funds</b>		- 2,351	2,351	-	- 10,185	10,185	-
<b>Net movement in funds</b>		<u>- 14,256</u>	<u>7,836</u>	<u>- 6,421</u>	<u>- 43,159</u>	<u>11,760</u>	<u>- 31,398</u>
<b>Reconciliation of funds:</b>							
Total funds brought forwards		101,292	11,760	113,053	144,451	-	144,451
<b>Total funds carried forward</b>		<u>87,036</u>	<u>19,596</u>	<u>106,632</u>	<u>101,292</u>	<u>11,760</u>	<u>113,053</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities. The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

\*Income from other trading activities (reference SORP) is income from fundraising events.

# OXFORD PARENT INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### BALANCE SHEET AS AT 31 MARCH 2021

		2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>	<b>Notes</b>				
Tangible Assets	11	-	11,237	-	12,823
<b>CURRENT ASSETS</b>					
Debtors	12	6,532		2,843	
Cash at bank		<u>291,942</u>		<u>158,504</u>	
		298,474		161,347	
<b>CREDITORS: Amounts falling due within one year</b>	13	<u>202,898</u>		<u>61,117</u>	
<b>NET CURRENT ASSETS</b>			95,395		100,230
<b>NET ASSETS</b>			<u>106,632</u>		<u>113,053</u>
<b>FUNDS</b>					
<b>INCOME FUNDS</b>					
Unrestricted Income funds	14		87,037		101,292
Restricted Income funds	15		<u>19,595</u>		<u>11,761</u>
<b>TOTAL INCOME FUNDS</b>			<u>106,632</u>		<u>113,053</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 24<sup>th</sup> June 2021.



Mr R Kenny – Chair of Trustees  
**Trustee**



Mrs J King - Treasurer  
**Trustee**

Company Registration No. 05410167

# OXFORD PARENT INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

### 1. Accounting Policies

#### Charity information

Oxford Parent-Infant Project is a private company limited by guarantee incorporated in England and Wales. The registered office is Suite J, The Kidlington Centre, High Street, Kidlington, Oxfordshire, OX5 2DL.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Resources expended.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds comprises the costs associated with attracting voluntary income, applications to grant giving bodies and costs of organising fundraising events.

# OXFORD PARENT INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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Charitable expenditure comprises those costs incurred by the charity in the delivery of 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.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	over the life of the lease
Fixtures and fittings	25% straightline
Office equipment	25% straightline

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# OXFORD PARENT INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2021*

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### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### **1.11 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight-line basis over the term of the relevant lease.

## **2. Critical Accounting Estimates and Judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated 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 where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## OXFORD PARENT-INFANT PROJECT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 3. Donations and Legacies

	Unrestricted	Restricted	Total Funds	Unrestricted	Restricted	Total Funds
	£	£	2021 £	£	£	2020 £
Donations and gifts	14,260	-	14,260	62,645	16,500	79,145
	<u>14,260</u>	<u>-</u>	<u>14,260</u>	<u>62,645</u>	<u>16,500</u>	<u>79,145</u>

#### 4. Income from Charitable Activities

	Unrestricted	Restricted	Total Funds	Unrestricted	Restricted	Total Funds
	£	£	2021 £	£	£	2020 £
Income from charitable activities	74,960	232,094	307,054	59,752	128,992	188,743
	<u>74,960</u>	<u>232,094</u>	<u>307,054</u>	<u>59,752</u>	<u>128,992</u>	<u>188,743</u>
<b>Analysed by</b>						
Parent Infant Therapy	23,388	211,678	235,065	9,432	116,292	125,723
Training and raising awareness	51,572	20,417	71,989	50,320	12,700	63,020
	<u>74,960</u>	<u>232,094</u>	<u>307,054</u>	<u>59,752</u>	<u>128,992</u>	<u>188,743</u>

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 5. Other Trading Activities

	Unrestricted 2021 £	Unrestricted 2020 £
Fundraising events	8,567	24,208
	<u>8,567</u>	<u>24,208</u>

### 6. Investments

	Unrestricted 2021 £	Unrestricted 2020 £
Bank Interest	102	770
	<u>102</u>	<u>770</u>

### 7. Expenditure on Raising Funds

	Unrestricted 2021 £	Unrestricted 2020 £
Staging fundraising events	520	2,956
Freelance costs	646	1,758
Other fundraising costs	437	458
Staff costs	15,665	22,279
Depreciation and impairment	847	436
Support costs	-	8,812
Telephone and internet	403	431
Professional fees	848	241
Insurance	414	-
Office costs	232	472
IT	4,393	1,739
Rent, rates, utility and other premise costs	371	2,965
	<u>24,776</u>	<u>42,547</u>

The reduction in expenditure against raised funds in 2020/2021 is due to some core staff costs and premises costs being part-funded by the National Lottery via emergency COVID-19 funding in 2020-2021; leaving a smaller residual amount to be apportioned across Fundraising and Unrestricted Charitable activities.

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8. Expenditure on Charitable Activities

	Parent Infant Therapy	Training and raising awareness	Total Funds	Parent Infant Therapy	Training and raising awareness	Total Funds
	£	£	2021 £	£	£	2020 £
Staff costs	147,976	49,711	197,686	140,048	31,189	171,236
Freelance costs	9,176	8,729	17,901	19,940	18,123	38,064
Rent, rates, utility, and other premise costs	12,543	-	12,543	10,098	2,965	13,063
IT	1,547	40	1,587	2,786	6,805	9,591
Depreciation and impairment	-	3,134	3,134	1,090	3,352	4,442
Provision of training	-	2,610	2,610	-	4,785	4,785
Office costs	68	-	68	858	1,245	2,103
Telephone and internet	-	-	-	1,077	215	1,293
Professional fees	4,458	-	4,458	711	120	831
Staff travel	-	-	4	1,750	318	2,068
Governance costs	3,472	1,157	4,629	5,858	1,953	7,810
Support costs	62,873	4,134	67,007	22,027	4,405	26,432
	<u>242,112</u>	<u>69,515</u>	<u>311,627</u>	<u>206,243</u>	<u>75,475</u>	<u>281,717</u>
Analysis by fund						
Unrestricted Funds	36,132	48,885	85,017	71,410	66,391	137,801
Restricted Funds	205,980	20,630	226,610	134,832	9,084	143,916
	<u>242,112</u>	<u>69,515</u>	<u>311,627</u>	<u>206,243</u>	<u>75,475</u>	<u>281,717</u>

Staff costs include training, staff wellbeing and mobile phone contracts, as well as salary expenditure. See note 10 for salary expenditure and note 9 for the analysis of supports costs.

Support costs in 2021 include a greater share of the CEO/ Clinical Director, Operations Manager and Administrator costs than in 2020, owing to restricted grant funding for these costs.

Support costs in 2021 also include £1,673 for telephone and internet, whereas this cost was separately identified in note 8 2020.

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 9. Governance and Support Costs

	Parent Infant Therapy	Training and raising awareness.	Total Funds	Parent Infant Therapy	Training and raising awareness.	Total Funds
	£	£	2021 £	£	£	2020 £
<u>Governance</u>						
Independent Examination fee	405	135	540	135	405	540
Other governance costs	3,067	1,022	4,089	5,723	1,548	7,270
Sub-total governance	<u>3,472</u>	<u>1,157</u>	<u>4,629</u>	<u>5,858</u>	<u>1,953</u>	<u>7,810</u>
<u>Support costs</u>						
Strategic Management and Office Team	47,322	3,112	50,434	16,549	3,310	19,859
Building, IT and office costs	15,551	1,022	16,573	5,478	1,095	6,573
	<u>62,873</u>	<u>4,134</u>	<u>67,007</u>	<u>22,027</u>	<u>4,405</u>	<u>26,432</u>

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year, trustees donated £1,100 to the charity (2020 £2,140)

### 10. Employees

The average number of employees during the year was 9 (2020; 9)

	2021 £	2020 £
Wages	<u>246,357</u>	<u>217,067</u>
	<u>246,357</u>	<u>217,067</u>

No member of staff received benefits over £60,000 (2020 nil)

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 11. Tangible Fixed Assets

	Leasehold improvements	Fixtures and fittings	Office equipment	Total
	£	£	£	£
<u>COST</u>				
At 1st April 2020	2,960	5,785	35,308	44,053
Additions	-	-	4,971	4,971
At 31 March 2021	<u>2,960</u>	<u>5,785</u>	<u>40,279</u>	<u>49,024</u>
<u>DEPRECIATION</u>				
At 1st April 2020	2,960	5,785	22,485	31,229
Charge for the year	-	-	6,557	6,557
At 31 March 2021	<u>2,960</u>	<u>5,785</u>	<u>29,042</u>	<u>37,786</u>
<u>NET BOOK VALUE</u>				
At 31 March 2021	<u>-</u>	<u>-</u>	<u>11,237</u>	<u>11,237</u>

### 12. Debtors

	2021	2020
	£	£
Trade debtors	3,148	1,315
Prepayments and accrued income	1,302	200
Other debtors	1,903	1,328
	<u>6,352</u>	<u>2,843</u>

### 13. Creditors

	2021	2020
	£	£
Payroll taxation and social security	5,962	4,408
Trade creditors	8,343	3,506
Accruals and deferred income	188,594	53,203
	<u>202,898</u>	<u>61,117</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

## OXFORD PARENT-INFANT PROJECT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 14. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance as at 31 March 2021
	£	£	£	£	£
The Armed Forces Covenant Fund Trust	-	14,442	- 5,861	- 8,581	-
Carterton Town Council	-	2,000	- 2,148	148	-
CHK Foundation	2,509	-	- 2,509	-	-
The Henry Smith Charity	3,040	4,250	- 4,533	- 2,757	-
The National Lottery Community Fund	-	107,610	- 124,885	17,275	-
The Rayne Foundation	1,180	12,083	- 7,915	-	5,349
Royal Air Force Association (RAFA)	-	625	- 294	- 331	-
The Step Change Fund	3,616	20,417	- 20,630	- 3,403	-
The Sylvia Adams Charitable Trust	-	28,000	- 17,111	-	10,889
The Tudor Trust	1,416	12,000	- 11,132	-	2,284
Robert and Felicity Waley-Cohen Charitable Trust	-	29,167	- 28,093	-	1,074
Yorkshire Building Society Charitable Foundation	-	1,500	- 1,500	-	-
	<u>11,761</u>	<u>232,093</u>	<u>- 226,610</u>	<u>2,351</u>	<u>19,596</u>

The transfers to the National Lottery and Carterton Town Council represents the planned part-funding by OXPIP for these projects.

The other transfers are for expenditure on core and overhead costs.

## OXFORD PARENT-INFANT PROJECT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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#### Restricted funds (continued)

Previous year:

	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance as at 31 March 2020
	£	£	£	£	£
CHK Foundation	-	30,000	- 27,491	-	2,509
The Henry Smith Foundation	-	24,333	- 21,293	-	3,040
Oxfordshire Social Services Family Solutions	-	6,625	- 6,759	134	-
The Rayne Foundation	-	15,000	- 13,820	-	1,180
Royal Air Force Association (RAFA)	-	7,500	- 9,010	1,510	-
Small Trusts and Grants	-	16,500	- 24,994	8,494	-
The Sylvia Adams Charitable Foundation	-	2,333	- 2,381	47	-
The Tudor Trust	-	18,000	- 16,584	-	1,416
The Step Change Fund	-	12,700	- 9,084	-	3,616
Porticus Grant	-	12,500	- 12,500	-	-
	-	145,492	- 143,916	10,185	11,761

Transfers from unrestricted funds represent planned part-funding for these projects.

## OXFORD PARENT-INFANT PROJECT

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2021

#### 15. Unrestricted and Designated Funds

The income funds of the charity did not include any designated funds at the year end. The previous year's balance included £5,000 which had been set aside out of unrestricted funds by the trustees to cover the remaining lease obligation.

	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance as at 31 March 2021
	£	£	£	£	£
<u>Designated funds</u>					
Lease Obligation Reserve	5,000	-	-	- 5,000	-
<u>Other Unrestricted Funds</u>	96,292	97,889	- 109,793	2,649	87,036
	<u>101,292</u>	<u>97,889</u>	<u>- 109,793</u>	<u>- 2,351</u>	<u>87,036</u>

#### Previous year

	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance as at 31 March 2020
	£	£	£	£	£
<u>Designated funds</u>					
Clients' Treatment Completion Fund	2,000	-	- 2,000	-	-
Lease Obligation Reserve	10,000	-	-	- 5,000	5,000
IT infrastructure and Data Management	3,500	-	- 3,500	-	-
<u>Other Unrestricted Funds</u>	128,951	147,374	- 174,848	- 5,185	96,292
	<u>144,451</u>	<u>147,374</u>	<u>- 180,348</u>	<u>- 10,185</u>	<u>101,292</u>

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**20 Related Party Transactions**

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Aggregate compensation	44,048	58,775
	<u>44,048</u>	<u>58,775</u>

**Transactions with related parties**

None in 2020-2021 (previous years: none)