



**OXPIP**

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Oxford Parent  
Infant Project

**OXFORD PARENT-INFANT PROJECT**

(Limited by Guarantee)

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

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

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## 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 at year end

Adrian Carey Chairperson

Rob Kenny Treasurer

Nick Best

Anne Burns *Appointed November 2019*

Shamus Donald

Susanna Graham-Jones

Lawrence Judd *Appointed January 2020*

Kathy Peto

Fiona Steel *Appointed January 2020*

Anne Willcocks

Elizabeth 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 (INCLUDING DIRECTORS' REPORT)**

The Trustees present their report and accounts for the year ended 31 March 2020.

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).

### **About Oxford Parent-Infant Project (OXPIP)**

The 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 therapeutic 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 18 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.

Our clients are referred to us via GPs, Midwives, Health Visitors and Early Years Professionals, or come 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 20 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.

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 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.

### **Our 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 2 years, who may need help to improve their relationship with their baby.

### **Our 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.

### **Public Benefit**

OXPIP provides public benefit through the provision of parent-infant psychotherapeutic services. The charity offers treatment (based on need) through contracts, outreach projects, partnerships, and self-referrals (where clients may be asked to contribute to costs if they can afford to do so). The charity

also offers a range of lectures, training, and consultation available to allied professionals including health staff.

## Our Work

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 training.

### Parent-Infant Psychotherapy

Our parent-infant psychotherapy is offered in two ways:

- 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.
- Therapeutic groups for parents and babies which increases parental attunement and confidence.

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. These comprise 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

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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.

in 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 Training**

Our training is focused on two main groups:

- Training qualified therapists to enable them to work as Parent-Infant Psychotherapists in their communities.
- Training allied professionals to improve their understanding of infant attachment and infant mental health and apply this enhanced understanding in their work.

## **Achievements and Performance 2019 – 2020**

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.

We are pleased to confirm that further to a performance review at the end of 2019, we successfully implemented a restructuring of our organisation by the end of February 2020. We are very optimistic about these organisational changes and their anticipated benefits to OXPIP and its Parent-Infant Therapy provision.

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

At the end of March 2020, we were at the start of the COVID-19 Lockdown. In response to the restrictions, the organisation's operations and therapy delivery transitioned to digital remote working. Since March 2020, the need for our work has increased significantly, with an increase in COVID-19 related mental health difficulties in parents, and the impact that this is having on their babies.

We are continually reviewing our therapy provision and ways of working longer term to meet the evolving needs of our clients, for example: running more groups online (some in partnership with local charities for parents who are having babies during this time). We anticipate extending our services to

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

<sup>5</sup> <https://www.bathspa.ac.uk/media/bathspaacuk/education/-research/digital-literacy/education-resource-introduction-to-attachment.pdf>

all parents, with a child from conception to 2 years old, who have been bereaved and are impacted by COVID-19 (including increased provision to NHS workers).

A further update on how OXPIP has managed the impact of COVID-19 is referenced at the end of this report.

## OXPIP's Direct Work with Parents and Children

Throughout the year, OXPIP has continued to deliver and develop its specialist Parent-Infant Therapy provision at:

- **Oxford City:** OXPIP's services are available at several venues across the City and we also offer home visits where appropriate. The City services were supported by funding from the CHK Foundation until 31<sup>st</sup> March 2020, alongside unrestricted donations and fundraising. We have received 3-year funding from The Sylvia Adams Charitable Trust for our project in Rose Hill. Additionally, we have been supported by the Henry Smith Charity for several years to deliver outreach to BAMER families in the City.
- **The Leys Project:** In March 2018, OXPIP was invited by the Royal Foundation and the Duchess of Cambridge to a round table discussion with Oxfordshire charities Peep and Family Links, hosted by Pegasus School on the Blackbird Leys Estate in Oxford City. This was followed by an invitation to an Early Intervention symposium in London, where many of the country's charity CEOs, as well as academic and health leaders in perinatal and parent-infant work, were present. Following these new partnerships, OXPIP secured seed-funding to set up a new project in the Leys with the emphasis on ante-natal work, in liaison with the Pegasus School. We have continued this work throughout 2019-2020.
- **Rural and Market Towns:** Oxfordshire is the most rural county in South East England and this fact is identified as a risk factor in the 2019-20 Director of Public Health Annual Report: Hidden Inequalities in a Prospering Oxfordshire. Demand for OXPIP's services in West Oxfordshire continues to be high, reflecting the level of need amongst rural parents and babies experiencing isolation and depression. There are three outreach bases in West Oxfordshire: one hosted by the Ace Centre in Chipping Norton, one in Witney and one in Carterton. This work is supported through funding from the Henry Smith Charity, the CHK Foundation and Carterton Town Council, as well as unrestricted donations and fundraising. Our clinicians also offer home visits to ensure access to OXPIP's vital services, where there is a clinical need, or restricted transport.

Throughout 2019 - 2020, we have maintained our work in the South and Vale Districts of the County, with bases both in Didcot and Abingdon. We are planning to secure three-year funding for these projects in 2020.

- **Military:** We continue to see military families where separation, trauma, and reintegration of parents into family life add additional stresses at an already difficult time. Our military projects

in 2019 were based at RAF Brize Norton and RAF Benson. Services for RAF Brize Norton stopped in December 2018 due to staff changes and the end of dedicated funding. We were able to resume provision in nearby Carterton in September and reopen the access to RAF Brize Norton and local families. The group programme run at RAF Benson and funded by RAFA until April 2020, has been very well attended.

- **Social Services:** We continue to work with families referred from Social Workers who are on Child Protection Plans where funding from Social Services is provided. There is a considerable need for OXPIP's input with families involved with Social Care. There are many families that we cannot work with, who need our services, due to limited statutory funding.
- **Saplings Antenatal Groups:** OXPIP works with antenatal groups where vulnerable mothers receive their healthcare in groups, supported and facilitated by an OXPIP Therapist, in liaison with a Midwife. OXPIP currently support two Saplings projects: one based at the Sunshine Centre in Banbury and the second at Flo's Centre in Oxford City. Both have funding up to June 2020 from the Rayne Foundation and Tudor Trust, and we plan to access further funding to continue this work. Weekly consultation is also offered to staff on these projects.
- **Work with the new Community Children and Family Projects:** OXPIP has been working to re-establish our community-based clinical offering and to create new referral routes for target families. OXPIP continues to link with the new, volunteer-led children and family projects that have been set up in response to the Centre closures, and to explore the possibility of joint and consortium funding bids.
- **Adoption and Fostering Project:** OXPIP plans to expand its services to reach families in the early stages of the adoption and fostering process. There is a vital need to support with the process of attachment with these families. Whilst OXPIP has always provided Parent-Infant Therapy to families who adopt or foster infants; we believe there are opportunities for these services to be more integrated and for OXPIP's training programmes to be developed further to meet the needs of both families and Early Years professionals. This will be a focus of our work in 2020-2021.

## Key Data from Our Parent-Infant Therapy Work Analysed Across 2017-20

### New Systems

2019 funding from the Step Change Fund enabled us to develop our new website which is a key information and contact platform for OXPIP and promotes our core messaging.

We ensured that our website is welcoming, engaging and accessible to parents, carers, and other professionals, as well as encouraging interest from the public, donors and funders. OXPIP Professional Training is also show-cased on our website, where prospective trainees and commissioners can access comprehensive information on OXPIP's Parent-Infant Therapy provision and can book or apply for their OXPIP training online. We look forward to new opportunities and networking connections that we believe our new website will bring; as well as the enhanced digital processes it will introduce to our operational management.

The OXPIP team now uses a bespoke online casework management system (OASIS) which is more efficient in data capture, management, and reporting, and also enables flexible remote access (this has proved invaluable recently at the onset of the COVID-19 pandemic). The new data system provides essential impact evidence of our work which ensures our casework and service delivery is more efficient and secure. The ability to evidence performance and evaluation data is essential when putting forward detailed funding bids for OXPIP's Parent-Infant Therapy.

## Data

In 2019-20 205 families accessed direct individual therapy, which is an increase of 13%. Evaluation of the impact of our work for families continues to show positive outcomes.

In all families where PIRGAS measurements were taken at both the start and end of a programme of Parent-Infant Therapy, 95% of clients showed an improvement in the quality of their parent-infant relationship. In families where the HADS scale of anxiety and/or depression was used, 84% 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 over 60 client feedback forms in 2019-20 showed that 100% felt OXPIP's service had been helpful to them in some way, and 68% of these respondents felt the service had been "very helpful" to them.

Here are some quotes from our families:

*"We have been seeing OXPIP since my baby was very small. It has helped us immensely. I have learned so much about child development and this has helped to see the world through my baby's eyes and taking the days and nights at his pace"*

*"We could not recommend OXPIP more highly. We didn't realise how much we needed it until we started. The difference in our family has been significant. Thank you so much"*

*"My time with OXPIP has been invaluable to my relationship with both my children and also my mental health. My therapist was continuously responsive and helpful in helping me think about what I was bringing to the sessions. It allowed me to survive the beginning of this baby's life."*

*"OXPIP offered a safe place to explore my feelings and emotions, which was really needed before and after my baby arrived. I also felt safer outside of the session knowing I had this safe place to explore my feelings later. "*

*"I can safely say that working with OXPIP has helped me to build the strongest foundation for both my little boy's futures as possible."*

*"OXPIP has helped me feel more content in my ability as a father and along the way helped me notice other issues that I can work on and seek help with."*

## Professional Training

OXPIP is a highly regarded provider of specialist Parent-Infant Therapy training. Our training leads to accreditation with the Association for Psychodynamic Practice and Counselling in Organisational Settings (APPCIOS).

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 Parent-Infant Therapy Training Programme has an established national and international profile. With investment funding from The Step Change Fund in 2019, OXPIP was able to grow its training provision to ensure a sustainable income stream for the charity.

## Short Training Courses

OXPIP's programme of specialist one and two-day courses is popular 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 (An Introduction)'
- 'Assessing Parent-Infant Relationships'
- 'Ghosts in the Nursery'
- 'Emotional Regulation in Pregnancy'

These courses were attended by 97 individuals in the training year 2019-20 (compared to 86 attendees in 2018-2019 training year). We were anticipating running our OXPIP 'Watch, Wait and Wonder (an introduction)' training in March for 21 attendees; however, this had to be postponed due to the COVID-19 pandemic restrictions.

## Extended Training Courses

To train new Parent-Infant Therapists, OXPIP delivers an APPCIOS<sup>6</sup> approved programme:

- Parent-Infant Therapist Diploma Training (PIT)
- Parent-Infant Practitioner Training (PIP)
- Associates Training
- Infant Observation (IO) Training

In 2019-20, OXPIP delivered the Associates Programme which is a practice-based training, open to experienced therapists interested in specialising in Parent-Infant Therapy. This incorporates both teaching and clinical placements. We also provided bespoke Parent-Infant Therapy Practitioner Training.

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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)

## **OXPIP Public Lecture Series and External Presentations**

OXPIP runs an annual Oxford Lecture Programme delivered by local and national experts in the field and attended by professionals from across the UK. In 2019 - 2020 we held four lectures with over 150 attendees. OXPIP delivers professional, infant psychotherapy and parent-infant therapy presentations at conferences and seminars across the country. In 2020, we reached over 200 professionals in this way.

## **Consultancy**

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

During 2019 - 2020, we delivered several bespoke programmes across the UK, including to teams in Cardiff, Ipswich, Huntingdon, Reading and Oxford - training over 130 professionals.

## **Business Planning**

Our Strategic Plan for 2018 - 2021 has 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, policies and resources required to deliver sustainably on this strategy.

OXPIP has a strong track record of income generation and fundraising. Our aim remains to continue to develop a broader, sustainable portfolio of income streams which secure sustainable funding. However, income generation was not at the level needed during 2019-2020. In response, OXPIP appointed a dedicated Development Manager in February 2020, to lead on funding and fundraising.

OXPIP relies on grant and trust funding to continue its work and submits project funding bids regularly to new, large grant-makers and to current funders who continue to help OXPIP develop and expand its provision of Parent-Infant Therapy to meet our communities' needs. To ensure longer term sustainability, OXPIP has focused on increasing income from three income sources:

- 1. Building income from the marketing and sales of services to the sector and individuals: training, events, consultancy, and therapy.**

We are pleased at our success in this area in 2019-20 (as detailed in the Financial Overview below). However, as discussed below, it has since been impacted by COVID-19.

- 2. Direct and in-kind support from the community, corporate and individual donors - and optimising the opportunities they provide to raise awareness of parent-infant mental health and well-being.**

We were especially pleased to be chosen as Frilford Heath Golf Club Captain's Charity of The Year 2019. This was a good opportunity for OXPIP to both fundraise and build relationships with potential new supporters.

We hope to build on this success through our new Fundraising and Development Strategy 2020, to be devised with input from our recently appointed Development Manager.

- 3. Developing new relationships with statutory managers and commissioners to ensure that OXPIP is in a strong position to tender for new, appropriate, contract opportunities.**

We have been successful developing relationships with training commissioning and are aware that we should continue with this focus to develop our relationships further with statutory managers and commissioners. Although 56% of our referrals are received via health professionals, we currently have no NHS funding for direct service delivery.

## New Project Plans for 2021

OXPIP regularly reviews its Strategic Plan 2018 - 2021 to ensure our operations and therapy delivery meet the evolving and changing needs of our client base and therapeutic area.

COVID-19 will significantly impact our Project Plans for 2020 and 2021, but we feel our response will be robust because of our recent staff and operations restructuring at OXPIP.

We recognise that any service growth is dependent on our clinical team's capacity to deliver and the need to review, invest in, and to expand our existing clinical team to meet the demands for our therapeutic service provision, remains a priority for the organisation. A continued focus on professional development, clinical supervision, reflective space, and self-care is central to this.

### New Developments for 2020-21 include:

- **South Oxfordshire and Vale of the White Horse**

After review, OXPIP plans to continue to develop our partnership with the Carousel Centre in Abingdon; establish new provision with The Berin Centre in Berinsfield; and continue to expand reach to rural communities in the Districts.

- **Cherwell and North Oxfordshire**

We are hoping to consolidate funding from a private donor to partner with the Sunshine Centre in Banbury, to ensure joined up support for families from conception and through the Early Years focusing on mental and emotional wellbeing. This will be an innovative project delivering 1:1 OXPIP clinical work and working in partnership with the Sunshine Centre to deliver a range of Parent-Infant Therapy Groups.

We will be reviewing the potential to develop and provide services in Bicester 2020-2021

- **Oxford City**

Although our vision was to partner with several local stakeholders and providers to develop a similar innovative pilot project based on the Rose Hill estate in the City; due to COVID-19 we have been advised that our submitted funding application is currently on hold until further notice.

Prompted by COVID-19, we are looking to partner other community partners (e.g. Botley Bridges) to provide Parent-Infant Groups for parents and babies born during COVID-19.

- **West Oxfordshire**

OXPIP plans to continue and consolidate provision in Carterton, linked to the Brize Norton Royal Air Force base.

- **East Oxfordshire**

We will be reviewing the potential to develop and provide services in Thame 2020 – 2021

- **Specialist Training**

In expectation of our appointment of a new OXPIP Training Manager (further to Step Change Fund funding), we will be reviewing our current training provision and delivery (possibly to include a virtual training delivery presence to meet the emerging market demand for this medium) and expect this to include the further development of our short courses, lecture programme and extended training.

## **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 All-Party Parliamentary Group on the 'First 1001 Days' (formally '1001 Critical Days') is being relaunched. Seventy member-groups voted for representation on the 22-member Steering Group which takes place in June. We are pleased to have been asked to send an OXPIP representative to this steering group and will be doing so. The Oxfordshire 1001 Days Group is currently on hold. We are also frequently asked to take part in National Surveys and will be submitting recommendations in June to the newly formed Early Years Commission.
- Locally, our clinicians have active working relationships with local Health Visitors, Midwives and GPs, as well as Oxfordshire County Council Children and Family Services staff.
- 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.

## **Funding and Fundraising**

Our key concern both in March 2020, and at the time of writing the report, is the ongoing impact of COVID-19, its social and economic repercussions and how this will affect our fundraising initiatives and outcomes; we are already seeing now an 80% increase in referrals. We believe OXPIP has a strong team to address these issues.

## **The OXPIP Team**

As of March 2020, OXPIP has nine employed staff, equivalent to 5.6 full-time equivalent posts. OXPIP was previously led by Anna Thorne (Executive Director) and Helen Callaghan (Clinical Director), who together shared the role of Chief Executive Officer for the charity from September 2017 – January 2020.

As part of OXPIP's continuing commitment to review and enhance its operations and therapeutic service provision, there was an organisational review in October 2019 and the restructure of the

charity was finalised in February 2020. Helen Callaghan is now CEO/Clinical Director (February 2020) and there were new promotions and appointments of Operations Manager (December 2019), Development Manager (February 2020) and Administrator (January 2020).

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 and a wider pool of Therapists/Trainers associated with OXPIP (and available for occasional projects).

## **Funders, Volunteers and Supporters**

We are very grateful to the many funders, charitable trusts and foundations that have provided the much-needed funding to enable our vital work with families to continue during 2019 - 2020:

- Carterton Town Council
- CHK Foundation
- Doris Field Charitable Trust
- The Henry C Hoare Charitable Trust
- The Henry Smith Charity
- The Jim Cousins Trust
- M&C Trust
- Oxfordshire Community Foundation Step Change Fund
- PYE Charitable Trust
- Shanly Foundation
- Souter Charitable Trust
- The Rayne Foundation
- Royal Air Forces Association
- St Aldates Parochial Charity
- St Michael's and All Saints' Charities
- The Sylvia Adams Charitable Trust
- The Tudor Trust.

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

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; and we are especially grateful for their contributions and commitment.

A special thank you to Angela Marshall, Jan Tomlinson and Bobby Taylor for all their help and support with lectures and events; and to Joanna Simons and Charity Mentors for the voluntary mentoring and consultancy they have provided. We'd also like to thank New College Opera, Merton College, The Tomlinson's Open Garden, Oxford Brookes Midwifery Student Conference, Blue Daisy Ltd, St Peter and St Paul's Steeple Aston, Family Law Bar Association and our many sponsored runners at the Oxford Half Marathon for fundraising on our behalf.

## **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)  
Anne Burns (appointed November 2019)  
Adrian Carey (Chair, appointed January 2013)  
Shamus Donald (appointed May 2017)  
Dr Jessica Gibson (appointed September 2020)  
Susanna Graham-Jones (appointed February 2016)  
Lawrence Judd (appointed January 2020)  
Rob Kenny (Treasurer, appointed May 2018)  
Jane King (appointed September 2020)  
Kathy Peto (appointed June 2018)  
Peregrine Riviere (resigned May 2019)  
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.

Three new Trustees were recruited since November 2019, with considerable experience covering commercial, finance and public sectors; and they have made substantial contributions to the charity's governance.

Informed by the 2017 Charity Governance Code, the Board have completed an update of OXPIP's governing documents, our risk management processes, performance assessment, skills audit, and trustee recruitment processes. There is greater clarity regarding the different roles and responsibilities of trustees and the executive and a focus on ensuring diversity within the Board.

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 2020 was £11 (2019: £15).

### **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 Results

### Financial Overview

OXPIP's total income for 2019-20 was £293,000. This represented a 12% decrease on 2018-2019. To sustain OXPIP's parent-infant therapy commitments in the face of this decline in income, OXPIP drew down on its unrestricted balances from prior years.

Income from donations (restricted and unrestricted) was £79,000, whilst income from community fundraising was £24,000. Together this represented a 9% reduction on 2018-2019. However, with the recruitment of a dedicated business development professional, we anticipate increasing this level of funding and fundraising income in 2020-2021. Previous funding development activity in 2018-2019 focussed on bid applications and fundraising for non-project related income generation, which was unrestricted. This is evidenced by the higher level of unrestricted income this year than 2019-2020.

2019-2020 professional training delivery income was £63,000. This represented a decrease of 16% on 2018-2019. However, with the revision of OXPIP's training delivery to also encompass virtual training delivery, we anticipate increasing this level of training delivery income in 2020-2021 (particularly with the development of virtual training delivery).

Income from OXPIP's charitable activities was £126,000, and bank interest income received was £1,000.

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 professional training delivery in 2020-2021.

### Reserves Policy

The Trustee's established reserves policy sets a target to hold sufficient undesignated reserves to cover the cost of maintaining OXPIP's core service delivery for six months. The reserves policy is supported by a regular assessment of need and risk and forecasts of future income levels.

As at 31st March 2020 our general unrestricted reserves amounted to £96,262 (2018-19 £128,951) against a forecast six months core service expenditure of £125,600. (Note that some of this expenditure would be covered by restricted funds).

In addition to the general unrestricted reserves, we have designated funds of £5,000 are set out in note 15 and include amounts to cover our obligations under our lease,

### Events Since Financial Year End (March 2020)

In the period April-September 2020, there have been several significant developments for OXPIP, related both to the continuing impact of COVID-19 on service provision, and to securing important new funding

- Due to the COVID-19 lockdown, the organisation's operations and therapy delivery have transitioned to digital remote working. While remote therapy has had its challenges, thanks to

a robust effort by our team, it has proven possible to provide ongoing Parent-Infant Therapy to our clients, in parent-infant dyads and in groups.

- COVID-19 has also led to increased demand for our services (a 66% increase in referrals and requests as of August), as lockdown has increased mental health difficulties for parents. We have extended our services to all parents, with a child from conception to 2 years old, who have been bereaved and are impacted by COVID-19.
- In response to COVID-19, several of OXPIP's large training commissions were postponed or cancelled. We have invested management time in adapting our training for online delivery, and we are enthusiastic about the opportunities that this offers. We are pleased to confirm that OXPIP's first virtual lecture; our first (externally commissioned) training session to NHS staff; and our first digital short course training are now all scheduled and we have secured training dates for the rest of 2020/2021.
- The economic and funding impact of the COVID-19 pandemic has caused several funders to pause grant-making, or to focus funding exclusively on existing recipients. Due to the end of the project funding periods in 2020, OXPIP no longer receives funding from CHK Foundation, The Henry Smith Charity or Royal Air Forces Foundation. However, we have confirmed funding from:
  - Step Change Fund funding for the new Training Manager role (June 2020 - May 2021)
  - Continuation funding from The Tudor Trust (2020 – 2023)

We have also secured emergency COVID-19 funding from the following funders, which we hope to negotiate to renew shortly:

- The National Lottery Community Fund: Coronavirus Community Support funding (July - December 2020)
- Armed Forces Covenant Fund Trust: COVID-19 Impact Programme funding (July - October 2020)

In combination, these grants have materially improved OXPIP's financial position.

We are also currently (September 2020) applying for continuation funding from The Rayne Foundation and other funders, and are applying for any other appropriate funding streams which may be released from the date of this report.

We are grateful to these and other donors for their support during a challenging time for the charities sector.

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 29th October 2020 and signed on their behalf by



.....  
Adrian Carey (Chair)

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

Date: 30<sup>th</sup> October 2020

## 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 2020.

#### **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**

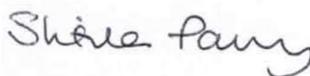
Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

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

30 October 2020

## OXFORD PARENT INFANT PROJECT

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

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted Funds	Restricted Funds	Total 2020	Unrestricted Funds	Restricted Funds	Total 2019
		£	£	£	£	£	£
	<b>Notes</b>						
<b>Income from:</b>							
Donations and legacies	3	62,645	16,500	79,145	73,385	30,000	103,385
Charitable activities	4	59,752	128,992	188,743	47,370	171,054	218,424
Investments	6	770	-	770	609	-	609
Other trading activities	5	24,208		24,208	10,399	-	10,399
<b>Total income</b>		<u>147,374</u>	<u>145,492</u>	<u>292,866</u>	<u>131,763</u>	<u>201,054</u>	<u>332,817</u>
<b>Expenditure on:</b>							
Raising funds	7	42,547	-	42,547	43,001	-	43,001
Charitable activities	8	137,801	143,916	281,717	78,210	205,954	284,164
<b>Total expenditure</b>		<u>180,348</u>	<u>143,916</u>	<u>324,264</u>	<u>121,211</u>	<u>205,954</u>	<u>327,165</u>
<b>Net income – expenditure</b>		- 32,974	1,575	- 31,398	10,552	- 4,900	5,652
<b>Transfers between funds</b>		<u>- 10,185</u>	<u>10,185</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>- 43,159</u>	<u>11,760</u>	<u>- 31,398</u>	<u>10,552</u>	<u>- 4,900</u>	<u>5,652</u>
<b>Reconciliation of funds:</b>							
Total funds brought forwards		<u>144,451</u>	<u>-</u>	<u>144,451</u>	<u>133,899</u>	<u>4,900</u>	<u>138,799</u>
<b>Total funds carried forward</b>		<u><u>101,292</u></u>	<u><u>11,760</u></u>	<u><u>113,053</u></u>	<u><u>144,451</u></u>	<u><u>-</u></u>	<u><u>144,451</u></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.

# OXFORD PARENT INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### BALANCE SHEET AS AT 31 MARCH 2020

		2020		2019	
		£	£	£	£
<b>FIXED ASSETS</b>	<b>Notes</b>				
Tangible Assets	11		12,823		4,200
<b>CURRENT ASSETS</b>					
Debtors	12	2,843		15,287	
Cash at bank		158,504		190,300	
		<u>161,347</u>		<u>205,587</u>	
<b>CREDITORS: Amounts falling due within one year</b>	13	<u>61,117</u>		<u>65,336</u>	
<b>NET CURRENT ASSETS</b>			100,230		140,251
<b>NET ASSETS</b>			<u>113,053</u>		<u>144,451</u>
<b>FUNDS</b>					
<b>INCOME FUNDS</b>					
Unrestricted Income funds	14		101,292		144,451
Restricted Income funds	15		11,761		-
<b>TOTAL INCOME FUNDS</b>			<u>113,053</u>		<u>144,451</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 2020.

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.

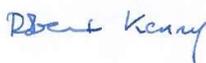
The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 30<sup>th</sup> October 2020.



Mr A Carey - Chair  
Trustee



Mr R Kenny - Treasurer  
Trustee

# OXFORD PARENT INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

### 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.

# OXFORD PARENT INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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

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 2020*

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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 2020

### 3. Donations and Legacies

	Unrestricted	Restricted	Total Funds	Unrestricted	Restricted	Total Funds
	£	£	2020 £	£	£	2019 £
Donations and gifts	62,645	16,500	79,145	73,385	30,000	103,385
	<u>62,645</u>	<u>16,500</u>	<u>79,145</u>	<u>73,385</u>	<u>30,000</u>	<u>103,385</u>

### 4. Income from Charitable Activities

	Unrestricted	Restricted	Total Funds	Unrestricted	Restricted	Total Funds
	£	£	2020 £	£	£	2019 £
Income from charitable activities	59,752	128,992	188,743	47,370	171,054	218,424
	<u>59,752</u>	<u>128,992</u>	<u>188,743</u>	<u>47,370</u>	<u>171,054</u>	<u>218,424</u>
<b>Analysed by</b>						
Parent-Infant therapy	9,432	116,292	125,723	9,547	133,754	143,301
Training and raising awareness	50,320	12,700	63,020	37,823	37,300	75,123
	<u>59,752</u>	<u>128,992</u>	<u>188,743</u>	<u>47,370</u>	<u>171,054</u>	<u>218,424</u>

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 5. Other Trading Activities

	Unrestricted	Unrestricted
	2020	2019
	£	£
Fundraising events	24,208	10,399

### 6. Investments

	Unrestricted	Unrestricted
	2020	2019
	£	£
Bank Interest	770	609

### 7. Expenditure on Raising Funds

	Unrestricted	Unrestricted
	2020	2019
Staging fundraising events	2,956	3,362
Freelance costs	1,758	1,522
Other fundraising costs	458	4,930
Staff costs	22,279	23,358
Depreciation and impairment	436	366
Support costs	8,812	7,425
Telephone and internet	431	77
Professional fees	241	556
Insurance	-	410
Office costs	472	303
IT	1,739	275
Rent, rates, utility and other premise costs	2,965	417
	42,547	43,001

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 8. Expenditure on Charitable Activities

	Parent-Infant Therapy	Training and raising awareness	Total Funds	Parent-Infant Therapy	Training and raising awareness	Total Funds
	£	£	2020 £	£	£	2019 £
Staff costs	140,048	31,189	171,236	82,914	74,549	157,463
Freelance costs	19,940	18,123	38,064	28,557	19,207	47,764
Rent, rates, utility and other premise costs	10,098	2,965	13,063	5,199	2,226	7,425
IT	2,786	6,805	9,591	6,919	843	7,762
Depreciation and impairment	1,090	3,352	4,442	915	183	1,098
Provision of training	-	4,785	4,785	382	11,679	12,061
Office costs	858	1,245	2,103	1,354	1,143	2,497
Telephone and internet	1,077	215	1,293	1,412	284	1,696
Professional fees	711	120	831	539	108	647
Staff travel	1,750	318	2,068	2,851	735	3,586
Governance costs	5,858	1,953	7,810	10,335	3,445	13,780
Support costs	22,027	4,405	26,432	23,654	4,731	28,385
	<u>206,243</u>	<u>75,475</u>	<u>281,717</u>	<u>165,031</u>	<u>119,133</u>	<u>284,164</u>
Analysis by fund						
Unrestricted Funds	71,410	66,391	137,801	60,164	18,046	78,210
Restricted Funds	134,832	9,084	143,916	104,867	101,087	205,954
	<u>206,243</u>	<u>75,475</u>	<u>281,717</u>	<u>165,031</u>	<u>119,133</u>	<u>284,164</u>

### 9. Governance and Support Costs

	Parent-Infant Therapy	Training and raising awareness	Total Funds	Parent-Infant Therapy	Training and raising awareness	Total Funds
	£	£	2020 £	£	£	2019 £
<u>Governance</u>						
Independent Examination fee	135	405	540	600	1,800	2,400
Other governance costs	5,723	1,548	7,270	13,180	1,645	11,380
Sub-total governance	<u>5,858</u>	<u>1,953</u>	<u>7,810</u>	<u>10,335</u>	<u>3,445</u>	<u>13,780</u>
<u>Support costs</u>						
Strategic Management and Office Team	16,549	3,310	19,859	22,568	4,299	26,867
Building, IT and office costs	5,478	1,095	6,573	1,086	432	1,518
	<u>22,027</u>	<u>4,405</u>	<u>26,432</u>	<u>23,654</u>	<u>4,731</u>	<u>28,385</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 £2,140 to the charity (2019: £3,363).

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

#### 10. Employees

The average number of employees during the year was 9 (2019: 9)

	2020 £	2019 £
Wages	217,067	213,355
	<u>217,067</u>	<u>213,355</u>

No member of staff received benefits over £60,000 (2019 nil)

#### 11. Tangible Fixed Assets

	Leasehold improvements £	Fixtures and fittings £	Office equipment £	Total £
COST				
At 1st April 2019	2,960	5,785	21,370	30,115
Additions			13,938	13,938
At 31 March 2020	<u>2,960</u>	<u>5,785</u>	<u>35,308</u>	<u>44,053</u>
DEPRECIATION				
At 1st April 2019	2,960	5,785	17,170	25,915
Charge for the year			5,315	5,315
At 31 March 2020	<u>2,960</u>	<u>5,785</u>	<u>22,485</u>	<u>31,229</u>
NET BOOK VALUE				
At 31 March 2020	<u>-</u>	<u>-</u>	<u>12,823</u>	<u>12,823</u>

# OXFORD PARENT-INFANT PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 12. Debtors

	2020 £	2019 £
Trade debtors	1,315	4,475
Prepayments and accrued income	200	8,248
Other debtors	1,328	2,564
	<u>2,843</u>	<u>15,287</u>

### 13. Creditors

	2020 £	2019 £
Payroll taxation and social security	4,408	5,085
Trade creditors	3,506	9,191
Accruals and deferred income	53,203	51,060
	<u>61,117</u>	<u>65,336</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 2020

#### 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 2019	Income	Expenditure	Transfers	Balance as at 31 Mar 2020
	£	£	£	£	£
<b>CHK</b> (Oxford City Projects)	-	30,000	- 27,491		2,509
<b>Henry Smith</b> (West Oxfordshire Rural Outreach Programme)	-	24,333	- 21,293		3,040
<b>Oxfordshire Social Services Family Solutions</b> (Project)	-	6,625	- 6,759	134	-
<b>Rayne Foundation</b> (co-funding for SAPlings Groups Projects)	-	15,000	- 13,820		1,180
<b>Royal Air Force Association (RAFA)</b> (RAF Carterton & RAF Benson Project)	-	7,500	- 9,010	1,510	-
<b>Small Trusts and Grants</b> (various for co-funding specific countywide Projects)	-	16,500	- 24,994	8,494	-
<b>Sylvia Adams</b> (Oxford City Projects)	-	2,333	- 2,381	47	-
<b>Tudor</b> (co-funding for SAPlings Groups Projects)	-	18,000	- 16,584		1,416
<b>Step Change (Oxfordshire Community Foundation)</b> (OXPIP Professional Training Project)		12,700	- 9,084		3,616
<b>Porticus Grant</b> (continuation funding for OXPIP Core Costs: countywide)		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 2020

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#### 15. Unrestricted and Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance as at 31 Mar 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		-
					-
Other Unrestricted Funds	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 2020**

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**20 Related Party Transactions**

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Aggregate compensation	58,775	60,376

**Transactions with related parties**

None in 2019-20