

Charity Registration No. 1109956

Company Registration No. 05410167 (England and Wales)

OXFORD PARENT-INFANT PROJECT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

OXFORD PARENT-INFANT PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr A Carey - Chair Mr R Kenny - Treasurer Dr N Best Mr S Donald Dr S Graham-Jones Ms K R Peto Ms A U Willcocks CBE Mrs E Willmott - Treasurer to May 2018	(Appointed 16 May 2018) (Appointed 19 June 2018) (Appointed 16 May 2018)
Executive director	Anna Thorne	
Clinical director	Helen Callaghan	
Charity number	1109956	
Company number	05410167	
Registered office	Suite J The Kidlington Centre High Street Kidlington Oxfordshire OX5 2DL	
Independent examiner	Shaw Gibbs Limited 264 Banbury Road Oxford OX2 7DY	
Bankers	The Co-operative Bank plc PO Box 101 1 Balloon Street Manchester M60 4EP Lloyds Bank plc 25 Gresham Street London EC2V 7HN COIF Charity Funds Senator House 85 Queen Victoria Street London EC4V 4ET	

OXFORD PARENT-INFANT PROJECT

CONTENTS

	Page
Trustees' report	1 - 12
Independent examiner's report	13
Statement of financial activities	14 - 15
Balance sheet	16
Notes to the financial statements	17 - 28

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements 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 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).

Objectives and activities

OXPIP has a national reputation as a specialist in the field of parent-infant psychotherapy. For over 20 years we have 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 infants 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 and services for parent-infant attachment, infant mental health and perinatal mental health.

Objects

The company is a registered charity and our objects, 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 objects, 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.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

All OXPIP's work is guided by our core values and competencies.

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 are 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.

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.

Our work

OXPIP is a pioneer in parent-infant psychotherapy in the UK. Founded in 1998 (registered as a charity in 1999) we support parents in Oxfordshire and surrounding areas who are struggling to form a secure attachment to their baby. We work with babies up to the age of two and their parents, often the mother but also with fathers and other carers.

OXPIP provides two main services: parent-infant psychotherapy; and training.

Our parent-infant psychotherapy is offered in two ways:

- Work with parents and their babies 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.

Our training is focused on two main groups:

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

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Public Benefit

OXPIP provides public benefit through the provision of parent-infant psychotherapeutic services which are described below.

The charity offers treatment, on the basis of need, through contracts, outreach projects, partnerships and self-referrals where clients may be asked to make a contribution 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.

OXPIP clinicians are highly qualified therapists and draw on a wide range of interventions including Video-Interaction Guidance and Video-feedback (1) and Watch Wait and Wonder (2) (3).

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)

The Ages and Stages Questionnaire (ASQ) used by Health Visitors is also applied when appropriate during the assessment process. Our therapists have trialed the use of Keys to Interactive Parenting Strategy (KIPS) for a number of years. However, following a review in early 2019, our clinical team have agreed to cease using this tool as it is not a strong fit with OXPIP's model of practice.

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 on 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 (4). There is also a direct link between attachment and readiness for school (5).

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Achievements and performance

Direct work with parents and children

Throughout the year OXPIP continued to deliver and develop the following services:

Oxford City: OXPIP's services are available at a number of venues across the City, though securing affordable and suitable spaces for delivery can be challenging following the closure of Oxfordshire's Children's Centres. We also offer home visits where appropriate. The City services are supported by funding from CHK alongside unrestricted donations and fundraising. We also have been supported by Henry Smith for a number of years to deliver outreach to Asian 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 school.

Rural and Market Towns: Oxfordshire is the most rural county in the South East of England and this figures as a risk factor in the 2017 Health and Inequalities report for the county. 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 Henry Smith, CHK and Carterton Town Council as well as unrestricted donations and fundraising. Our clinicians also visit families in their homes to ensure access to OXPIP's vital services where public transport is limited.

We have been pleased also to relaunch services in the South and Vale Districts of the County: in Didcot from July 2018 and in Abingdon from April 2019.

Military: Our military projects in 2019 were based at Brize Norton and Benson. We continue to see military families where separation, trauma and reintegration of parents into family life add additional stresses to an already difficult time. This work was established in 2016-2017 with funding from The Royal British Legion and was developed with additional funding from the Armed Forces Covenant Fund and the Royal Air Forces Association. Services for Brize Norton stopped in December 2018 due to staff changes and the end of dedicated funding. We plan to resume provision in nearby Carterton in late 2019.

Social Services: There is considerable need for OXPIP's input with families involved with Social Care. Currently, when referrals are received from Social Care, funding is considered and arranged on a case by case basis but this is often very limited due to statutory budgets.

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.

Work with the new Community Children and Family Projects:

Following the closure of Oxfordshire's Children's Centres in 2017, 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 our services to reach families in the early stages of adoption and fostering. There remains a vital need to assist with the process of attachment within families and whilst OXPIP has always seen families who adopt babies, there are opportunities for these services to be more targeted and for OXPIP's training programmes to be adapted for both families and professionals.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Key data from our parent-infant work analysed across 2017-19

New systems

In October 2018 OXPIP began implementation of new online casework management and data capture systems. The process has taken longer than expected but, once fully up and running, this will enable OXPIP to provide effective evidence of impact for both funders and potential purchasers of services, as well as making our casework and service delivery more efficient and secure.

Data

Following the drastic cuts to Childrens' Centre funding in 2016 and 2017, OXPIP was forced to reduce activity and our delivery reach shrank significantly. For example, in 2017 286 individual clients and their babies accessed direct parent-infant psychotherapy sessions compared to 140 in 2018.

Since then, OXPIP has been carefully re-growing our services and 2018-19 has seen an increase of 30% on 2017-18 with 181 families accessing direct therapy. We expect this steady growth to continue in 2019.

Evaluation of the impact of our work for families continues to show positive outcomes. The ongoing implementation of the new case management system means it is not yet possible to fully analyse the data for the financial year, so we have considered specific 2019 project data alongside data from 2017-18

Of 103 families where PIRGAS measurements were taken at both the start and end of a programme of parent-infant psychotherapy, 83% showed an improvement in the quality of the parent-infant relationship. For a similar number of families, 80% showed an improvement on the HADS scale in levels of anxiety and/or depression.

All parents accessing OXPIP support are given the opportunity to feedback on the services they have received. Analysis of 63 client feedback forms for 2018-19 shows 100% felt the service had been helpful in some way and 68% felt the service had been "very helpful".

Here are some quotes from our families:

"OXPIP has helped me to understand more about how he [baby] feels and what he thinks about me. I'm more understanding of his feelings and I'm confident that I can communicate better with him emotionally."

"The sessions have opened up my mind and will hopefully allow me to make decisions that will be in the best interest for myself and my children."

"Honestly, I feel like a completely different person ... I am actually able to enjoy my kids now instead of just worry about them and it feels amazing. So thank you again."

"The sessions instilled the confidence in me that I am a great mum and that my child and I have formed a happy, loving mother-child relationship. Thank you OXPIP!"

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Training, consultancy and awareness raising

OXPIP is a highly regarded provider of specialist parent-infant training. We run two tiers of training programmes, one to train up the next generation of parent-infant therapists, and one to share our knowledge of attachment with early years professionals. Our programme has a national and international profile, with attendees from all over the UK and abroad.

In 2019, with investment funding from the Oxfordshire Step Change programme, OXPIP was able to grow this area of our work with the aim of making our Training and Consultancy Services a sustainable income stream for the charity.

Short 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 'An Introduction to Watch, Wait and Wonder', 'Assessing Parent-Infant Relationships', 'Ghosts in the Nursery' and 'Emotional Regulation in Pregnancy' and were attended by 86 people in 2018-19 (compared with attendees in 60 17-18).

Extended Training Courses

To train new parent-infant therapists OXPIP delivers an APPCIOS (6) approved programme:

- professional Parent-Infant Therapist Training (PIT)
- Parent-Infant Practitioner Training (PIP), which is open to a broader group
- Associates Programme
- Infant Observation (IO) course.

In 2019 we took the decision to defer delivery of planned new PIT, PIP and IO courses due to organisational capacity, and to focus instead on Associates training.

The Associates Programme is a practice-based course open to experienced therapists interested in specialising in Parent-Infant Therapy. We provide an OXPIP-based placement alongside individual supervision, seminars and access to the OXPIP short course and lecture programme. Three new trainees started in January 2019 and will complete their training in March 2020.

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 we held four lectures with over 140 attendees. Our own clinical specialists are also invited to present to conferences and seminars across the country and in 2019 we reached an estimated 940 professionals.

External training and consultancy

OXPIP is commissioned through various 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 funding, with significant interest from health and local authority training commissioners. In 2019 we delivered a number of bespoke programmes across the UK including for teams in Cardiff, Leeds, Lancashire and Hertfordshire training over 100 professionals.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

OXPIP Conference

On Friday 8th June 2018 we held our 20th Anniversary Conference on the theme of 'Early relationships: a window into our shared future'. 180 professionals, academics and supporters attended at the Unipart Conference Centre to hear speakers Sue Gerhardt, Colwyn Trevarthen, Joanna Tucker and Vivette Glover.

Financial review

OXPIP income for 2019 was £332,817, an increase of 31% on 2018. We recorded a net surplus for the year of £5,652. This is a welcome change from the past three years' deficits: 2018 deficit £20,674, 2017 deficit £15,180; 2016 deficit £51,115.

Training income was £75,123 including £37,300 Step Change funding and £37,823 income from training delivery. Training delivery income was up 74% on the previous year, reflecting the impact of the Step Change investment. We expect income from training delivery to be considerably higher in 2020 due to confirmed commissions from April 2019 onwards.

Income from fundraising and unrestricted donations was £83,784, up 70% on the previous year. These figures include some significant gifts from individual supporters. We hope to maintain this level of funding in 2020 through the focus on community fundraising outlined above.

We continue to have good cash reserves and some regular donations. However, as outlined above, it will be a major priority in 2020 to secure significant new project funding to ensure the ongoing sustainability of our services.

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 2019 our general unrestricted reserves amounted to £128,951 (2018 £115,399) against a forecast six months core service expenditure of £125,600 (2018-19 £112,500).

Details of designated funds totaling £15,500 are set out in note 18 and include amounts to cover our obligations under our lease, an amount to cover completion of sessions with clients where there is no grant or statutory funding and amounts to cover purchase of IT hardware and software.

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.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Business Planning

The resourcing difficulties of 2016 and 2017, particularly related to the removal of Oxfordshire County Council funding, saw a period of consolidation for OXPIP with the numbers of families supported dramatically reduced and plans for new service and training development put on hold.

With careful restructuring and planned service reduction, OXPIP was able to sustain the charity's core functions and more recently to focus on re-growth.

Our Strategic Plan for 2018 to 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 on this strategy.

OXPIP has a strong track record of income generation and our aim remains to develop a broader portfolio of income streams, reducing reliance on any one source, and to be selective in which funding opportunities we pursue. Central to this planning is a commitment to OXPIP's core ambition that our services should be available to all.

OXPIP continues to submit project bids to new, large grant-makers, alongside an ongoing round of regular bids and maintaining relationships with current funders. Securing new multi-year project funding is a major priority as a number of our current awards end in 2020.

To ensure longer term sustainability, through increasing the mix of income sources, OXPIP has focused on increasing income from three key areas.

Firstly, building income from the selling of services – training, events, consultancy and therapy – to the sector and individuals. We are pleased at the success in growing this area as detailed in the Financial Overview below.

Secondly, direct and in-kind support from community, corporate and individual donors, and maximizing the opportunities this provides to raise awareness of parent-infant mental health and well-being. Again, we have had some good results in this area in 2019 as detailed below. We hope to build on this through our Community fundraising strategy, creating new relationships with schools and colleges in the City. We were also very pleased to be chosen as Frilford Heath Golf Club Captain's Charity of The Year 2019. This is a great opportunity to both fundraise and build relationships with potential new supporters of OXPIP.

Thirdly, developing new relationships with statutory managers and commissioners to ensure that OXPIP is in a strong position to tender for any new contract opportunities, that fit our service models, as and when they arise. This area has proved more challenging, with the exception of the developing relationships with training commissioning. In spite of the fact that 70% of our referrals come from health professionals we currently have no NHS funding for direct service delivery. This will be a key priority for development in 2020.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

New project plans for 2020

OXPIP is currently conducting a review of the Strategic Plan 2018 to 2021 and will hold an organisational away-day in November 2019 to focus on targets and ambitions for the next three years. We recognise that any service growth is dependent on our clinical team's capacity to deliver. The need to invest in, and expand, our existing clinical team 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 include:

South Oxfordshire and Vale of the White Horse: OXPIP plans to expand our partnership with the Carousel Centre in Abingdon; establish new provision with The Berin Centre in Bersinfield; and continue to expand reach to rural communities in the Districts.

Cherwell and North Oxfordshire: OXPIP are partnering with charities Place2Be and the Sunshine Centre to create an innovative pilot project, based in Grimsbury, Banbury, to ensure joined up support for families from conception and through the Early Years focusing on mental and emotional wellbeing.

Oxford City: We are partnering with a number of local stakeholders and providers to develop a similar innovative pilot project based on the Rose Hill estate in the City.

West Oxfordshire: OXPIP plans to re-establish provision in Carterton linked to the Brize Norton Royal Air Force base.

Website: OXPIP's new website, developed with Step Change investment funding, will go live in Autumn 2019.

Structure, governance and management

Oxford Parent-Infant Project registered as a charity on 10th June 2005, governed by Articles of Association, and a company limited by guarantee incorporated on 1st April 2005.

In January 2019 OXPIP held a General Meeting where the Members approved changes to the Articles of Association that modernise the governing document and better reflect the work of the charity. This included changes to the Objects that were approved by the Charity Commission.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr A Carey - Chair	
Mr R Kenny - Treasurer	(Appointed 16 May 2018)
Dr N Best	
Mr S Donald	
Dr S Graham-Jones	
Ms K R Peto	(Appointed 19 June 2018)
Mr P D G Riviere	(Resigned 16 May 2019)
Ms A U Willcocks CBE	(Appointed 16 May 2018)
Mrs E Willmott - Treasurer to May 2018	

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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 early in the year 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 the 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.

Sadly, Peregrine Riviere resigned as a trustee in May 2019 due to work commitments. Peregrine had led on fundraising for the Board with considerable success. The Board are extremely grateful for the tremendous service he has given to our charity.

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.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Staffing

At September 2019 OXPIP has nine employed staff, equivalent to 5.6 full-time equivalent posts.

OXPIP is led by the Executive Director Anna Thorne and Clinical Director Helen Callaghan who have shared the role of Chief Executive Officer for the charity since Anna's appointment in September 2017.

Services are delivered by a highly experienced team of specialist parent-infant therapists, supported by regular freelance therapists and a wider pool of therapists associated with OXPIP and available for occasional projects.

Operations are supported by our Training and Marketing Officer and Administrator.

2019 has been a year of change for the team with Jan Tomlinson and Hilary Wright, two of our long-standing and highly respected clinicians, taking the decision to retire. OXPIP were extremely sad to see them go. We are a small team and their absence has been felt, underlining how important it is for OXPIP to invest in staff development and training up the next generation of Parent-Infant Therapists.

We are very grateful to all our staff for their hard work and commitment throughout what has been a challenging year. Their commitment enables us to continue to look forward to the future with confidence.

Funders, Volunteers and Supporters

We are also extremely grateful to the many funders, charitable trusts and foundations that have provided much needed awards to enable our vital work with families to continue in 2018-19: the Armed Forces Covenant Fund, Carterton Town Council, CHK Charities, the Henry Smith Charity, M&C Trust, the National Lottery Community Fund Awards for All, the Northwick Trust, the Oxfordshire Community Foundation Step Change Fund, the PF Charitable Trust, Porticus, the Rayne Foundation, the Reed Foundation, the Royal Air Forces Association, the Royal British Legion, St Michael's and All Saints' Charities and the Tudor Trust.

OXPIP's work continues to rely on the voluntary commitment of many individuals and organisations through contributions in kind, helping with events, marketing, fundraising and specific areas of development. A particular thank you to Angela Marshall, Jan Tomlinson and Bobby Taylor for all their help and support with lectures and events; to Maysa Mustapha for her work driving forward our community fundraising strategy; to Joanna Simons and Charity Mentors for the voluntary mentoring and consultancy they have provided; Unipart for their hosting and facilitating of our 20th Anniversary Conference; and to St Edward's School for hosting OXPIP's Quiz nights. We'd also like to thank New College Opera, Merton College, Thrupp Canal Club, Rotary and our many sponsored runners for fundraising on our behalf. Finally, we were delighted to have been chosen by Andrew Olley, the Captain of Frilford Golf Club, to be the Charity of the Year for 2019.

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 Executive Director and Clinical Director, overseen by the Board of Trustees.

OXFORD PARENT-INFANT PROJECT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Partnerships

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

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

We remain involved with the work of the All-Party Parliamentary Group on the '1001 Critical Days' and participate in the Oxfordshire group that seeks to apply the national learning in a local setting. We are very excited about moving forward on the recommendations made in PIPUK's 'Rare Jewels' report to develop the Parent-Infant Relationship Services available to Oxfordshire families.

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. We have been actively involved in the Oxford City Rapid Action Lab – an initiative focusing on early intervention – and the development of the spin-off project based on the Rose Hill Estate.

OXPIP also continue to meet with statutory services managers and make the case for Oxfordshire third sector Early Years projects to be involved in strategic planning and development. There are new networks developing to represent the third sector and OXPIP remains actively engaged with these partnerships

End notes:

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

(2) 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.

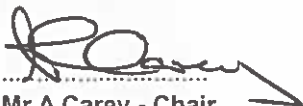
(3) Zilibowitz, M. (2010). *Watch, wait & wonder*. Haymarket, N.S.W., Good Beginnings Australia.

(4) *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>

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

(6) The Association for Psychodynamic Practice and Counselling in Organisational Settings (APPCIOS) www.appcios.com

The Trustees' Report was approved by the Board of Trustees.



Mr A Carey - Chair

Trustee

Dated: 6.11.19

OXFORD PARENT-INFANT PROJECT

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF OXFORD PARENT-INFANT PROJECT

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 2019.

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 ICAEW, 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.

S. J. Wetherall
Stephen Wetherall FCA

Shaw Gibbs Limited
264 Banbury Road
Oxford
OX2 7DY

Dated: 18 November 2019

OXFORD PARENT-INFANT PROJECT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds general	Unrestricted funds designated	Restricted funds	Total	Unrestricted funds general	Unrestricted funds designated	Restricted funds	Total
		2019	2019	2019	2019	2018	2018	2018	2018
		£	£	£	£	£	£	£	£
<u>Income from:</u>									
Donations and legacies	3	73,385	-	30,000	103,385	37,909	-	30,000	67,909
Charitable activities	4	47,370	-	171,054	218,424	35,237	-	138,853	174,090
Other trading activities	5	10,399	-	-	10,399	11,454	-	-	11,454
Investments	6	609	-	-	609	233	-	-	233
Total income		131,763	-	201,054	332,817	84,833	-	168,853	253,686
<u>Expenditure on:</u>									
Raising funds	7	43,001	-	-	43,001	37,206	-	-	37,206
Charitable activities	8	73,210	5,000	205,954	284,164	62,214	8,500	166,440	237,154
Total resources expended		116,211	5,000	205,954	327,165	99,420	8,500	166,440	274,360
Net incoming/(outgoing) resources before transfers		15,552	(5,000)	(4,900)	5,652	(14,587)	(8,500)	2,413	(20,674)

OXFORD PARENT-INFANT PROJECT

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted funds general	Unrestricted funds designated	Restricted funds 2019	Total	Unrestricted funds general	Unrestricted funds designated	Restricted funds 2018	Total
	£	£	£	£	£	£	£	£
Net incoming/(outgoing) resources before transfers	15,552	(5,000)	(4,900)	5,652	(14,587)	(8,500)	2,413	(20,674)
Gross transfers between funds	(2,000)	2,000	-	-	8,000	(8,000)	-	-
Net income/(expenditure) for the year/ Net movement in funds	13,552	(3,000)	(4,900)	5,652	(6,587)	(16,500)	2,413	(20,674)
Fund balances at 1 April 2018	115,399	18,500	4,900	138,799	121,987	35,000	2,487	159,474
Fund balances at 31 March 2019	128,951	15,500	-	144,451	115,400	18,500	4,900	138,800

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

BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	12		4,200		3,869
Current assets					
Debtors	14	15,287		9,631	
Cash at bank and in hand		190,300		239,433	
		<u>205,587</u>		<u>249,064</u>	
Creditors: amounts falling due within one year	15	<u>(65,336)</u>		<u>(114,133)</u>	
Net current assets			140,251		134,931
Total assets less current liabilities			<u>144,451</u>		<u>138,800</u>
Income funds					
Restricted funds	17		-		4,900
<u>Unrestricted funds</u>					
Designated funds	18	15,500		18,500	
General unrestricted funds		128,951		115,400	
		<u>144,451</u>		<u>133,900</u>	
			<u>144,451</u>		<u>138,800</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 2019.

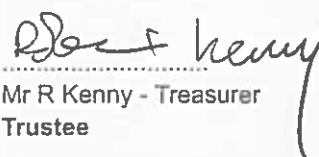
The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its 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 6 Nov. 2019


Mr A Carey - Chair
Trustee


Mr R Kenny - Treasurer
Trustee

Company Registration No. 05410167

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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.

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

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.

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% straight line
Office equipment	25% straight line

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.

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

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.

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 2019

3 Donations and legacies

	Unrestricted funds general 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds general 2018 £	Restricted funds 2018 £	Total 2018 £
Donations and gifts	73,385	30,000	103,385	37,909	30,000	67,909

4 Charitable activities

	Counselling and development 2019 £	Training and raising awareness 2019 £	Total 2019 £	Counselling and development 2018 £	Training and raising awareness 2018 £	Total 2018 £
Income from charitable activities	143,301	75,123	218,424	152,294	21,796	174,090
Analysis by fund						
Unrestricted funds - general	9,547	37,823	47,370	13,441	21,796	35,237
Restricted funds	133,754	37,300	171,054	138,853	-	138,853
	143,301	75,123	218,424	152,294	21,796	174,090

5 Other trading activities

	Unrestricted funds general 2019 £	Unrestricted funds general 2018 £
Fundraising events	10,399	11,454

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

6 Investments

	Unrestricted funds general 2019 £	Unrestricted funds general 2018 £
Interest receivable	609	233

7 Raising funds

	Unrestricted funds general 2019 £	Unrestricted funds general 2018 £
<u>Fundraising and publicity</u>		
Staging fundraising events	3,362	877
Freelance costs	1,522	5,740
Other fundraising costs	4,930	4,703
Staff costs	23,358	19,215
Depreciation and impairment	366	556
Support costs	9,463	6,115
Fundraising and publicity	43,001	37,206
Total of raising funds	43,001	37,206

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Charitable activities

	Counselling and development 2019 £	Training and raising awareness 2019 £	Total 2019 £	Counselling and development 2018 £	Training and raising awareness 2018 £	Total 2018 £
Staff costs	82,010	74,549	156,559	61,685	42,436	104,121
Depreciation and impairment	915	183	1,098	1,389	278	1,667
Recruitment	904	-	904	548	110	658
Freelance costs	28,557	19,207	47,764	53,452	17,340	70,792
Office stationery	789	587	1,376	1,534	347	1,881
Telephone and internet	1,412	284	1,696	1,549	311	1,860
Insurance	-	-	-	38	8	46
Rent, rates, utility and other premise costs	5,199	2,226	7,425	6,295	1,147	7,442
Miscellaneous expenses	565	391	956	2,243	456	2,699
Provision of training	382	11,679	12,061	-	6,956	6,956
IT	6,919	843	7,762	5,504	239	5,743
Professional fees	539	108	647	2,008	206	2,214
Travelling expenses	2,851	735	3,586	2,083	211	2,294
Bank charges	-	165	165	-	74	74
	<u>131,042</u>	<u>110,957</u>	<u>241,999</u>	<u>138,328</u>	<u>70,119</u>	<u>208,447</u>
Share of support costs (see note 9)	23,654	4,731	28,385	15,286	3,057	18,343
Share of governance costs (see note 9)	10,335	3,445	13,780	7,773	2,591	10,364
	<u>165,031</u>	<u>119,133</u>	<u>284,164</u>	<u>161,387</u>	<u>75,767</u>	<u>237,154</u>
Analysis by fund						
Unrestricted funds - general	55,164	18,046	73,210	44,952	17,262	62,214
Unrestricted funds - designated	5,000	-	5,000	8,500	-	8,500
Restricted funds	104,867	101,087	205,954	107,935	58,505	166,440
	<u>165,031</u>	<u>119,133</u>	<u>284,164</u>	<u>161,387</u>	<u>75,767</u>	<u>237,154</u>

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

9 Support costs

	Support costs	Governance costs	2019	Support costs	Governance costs	2018
	£	£	£	£	£	£
Staff costs	26,867	6,571	33,438	20,449	4,773	25,222
Depreciation	274	91	365	417	139	556
Freelance costs	1,465	-	1,465	-	-	-
Office stationery	1,212	-	1,212	458	-	458
Telephone and internet	307	-	307	298	-	298
Insurance	1,638	-	1,638	11	4	15
Rent, rates, utility and premise costs	1,829	-	1,829	1,721	-	1,721
Miscellaneous expenses	321	2,490	2,811	284	940	1,224
Accountancy, legal and professional fees	2,225	1,861	4,086	309	2,292	2,601
Training received	205	-	205	-	-	-
IT infrastructure and data management	1,101	367	1,468	347	116	463
Recruitment costs	404	-	404	164	-	164
Audit fees	-	2,400	2,400	-	2,100	2,100
	<u>37,848</u>	<u>13,780</u>	<u>51,628</u>	<u>24,458</u>	<u>10,364</u>	<u>34,822</u>
Analysed between						
Fundraising	9,463	-	9,463	6,115	-	6,115
Charitable activities	28,385	13,780	42,165	18,343	10,364	28,707
	<u>37,848</u>	<u>13,780</u>	<u>51,628</u>	<u>24,458</u>	<u>10,364</u>	<u>34,822</u>

10 Trustees

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 £3,363 to the charity (2018: £700).

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

11 Employees

Number of employees

The average monthly number of employees during the year was:

2019 Number	2018 Number
9	7

Employment costs

2019 £	2018 £
-----------	-----------

Wages and salaries

213,355	148,558
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12 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Office equipment £	Total £
Cost				
At 1 April 2018	2,960	5,785	19,210	27,955
Additions	-	-	2,160	2,160
At 31 March 2019	2,960	5,785	21,370	30,115
Depreciation and impairment				
At 1 April 2018	2,960	5,785	15,341	24,086
Depreciation charged in the year	-	-	1,829	1,829
At 31 March 2019	2,960	5,785	17,170	25,915
Carrying amount				
At 31 March 2019	-	-	4,200	4,200
At 31 March 2018	-	-	3,869	3,869

13 Financial instruments

2019 £	2018 £
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Carrying amount of financial assets

Debt instruments measured at amortised cost

7,039	5,277
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Carrying amount of financial liabilities

Measured at amortised cost

60,251	110,945
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OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

14 Debtors

	2019	2018
	£	£
Amounts falling due within one year:		
Trade debtors	4,475	4,849
Other debtors	2,564	428
Prepayments and accrued income	8,248	4,354
	<u>15,287</u>	<u>9,631</u>

15 Creditors: amounts falling due within one year

	2019	2018
	£	£
Other taxation and social security	5,085	3,188
Trade creditors	9,191	10,899
Accruals and deferred income	51,060	100,046
	<u>65,336</u>	<u>114,133</u>

16 Retirement benefit schemes

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 2019

17 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:

	Movement in funds		Movement in funds		Movement in funds		Balance at 31 March 2019
	Incoming resources	Resources expended	Incoming resources	Resources expended	Incoming resources	Resources expended	
	£	£	£	£	£	£	£
	Balance at 1 April 2017 as restated		Balance at 1 April 2018		Balance at 1 April 2018		Balance at 31 March 2019
The Henry Smith Trust - Outreach Projects	-	(22,916)	-	(22,916)	25,000	(25,000)	-
OCC Social Services Training	1,987	(1,987)	-	(1,987)	-	-	-
Porticus	-	(50,000)	-	(50,000)	50,000	(50,000)	-
Royal British Legion	-	(11,232)	-	(11,232)	7,065	(7,065)	-
Trusthouse	-	(10,000)	-	(10,000)	-	-	-
Armed Forces Covenant Grant	-	(13,080)	-	(13,080)	1,189	(1,189)	-
Martha Louise Jackson	500	-	500	-	-	(500)	-
CHK	-	(30,000)	-	(30,000)	30,000	(30,000)	-
Rayne Foundation	-	(9,250)	2,000	(9,250)	15,000	(17,000)	-
Tudor	-	(11,100)	2,400	(11,100)	18,000	(20,400)	-
Royal Air Force Association	-	(6,875)	-	(6,875)	7,500	(7,500)	-
Step Change (Oxfordshire Community Foundation)	-	-	-	-	37,300	(37,300)	-
The Northwick Trust	-	-	-	-	10,000	(10,000)	-
	2,487	168,853	4,900	(166,440)	201,054	(205,954)	-

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

18 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 2017 £	Resources expended £	Transfers £	Balance at 1 April 2018 £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Clients' Treatment Completion Fund	2,000	(2,000)	2,000	2,000	(2,000)	2,000	2,000
Lease Obligation Reserve	15,000	-	(5,000)	10,000	-	-	10,000
IT infrastructure and Data Management	18,000	(6,500)	(5,000)	6,500	(3,000)	-	3,500
	<u>35,000</u>	<u>(8,500)</u>	<u>(8,000)</u>	<u>18,500</u>	<u>(5,000)</u>	<u>2,000</u>	<u>15,500</u>

19 Analysis of net assets between funds

	Unrestricted funds 2019 £	Designated funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Designated funds 2018 £	Restricted funds 2018 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:								
Tangible assets	4,200	-	-	4,200	3,869	-	-	3,869
Current assets/(liabilities)	124,751	15,500	-	140,251	111,531	18,500	4,900	134,931
	<u>128,951</u>	<u>15,500</u>	<u>-</u>	<u>144,451</u>	<u>115,400</u>	<u>18,500</u>	<u>4,900</u>	<u>138,800</u>

OXFORD PARENT-INFANT PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

20 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2019	2018
	£	£
Aggregate compensation	60,376	54,502
	<u>60,376</u>	<u>54,502</u>

Transactions with related parties

Included in restricted Parent and Infant counselling and development is an amount of £10,000 received from The Northwick Trust. Anne Willcocks, who is a trustee of the charity, is also a trustee of The Northwick Trust.