

YOUTH TALK LIMITED

CHARITY NUMBER: 1063572

COMPANY NUMBER: 03322319

ANNUAL REPORT OF THE TRUSTEES

AND

STATEMENT OF UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

CONTENTS

| | |
|-----------------------------------|--------|
| The Trustees and Officers | 2 |
| Annual Report of the Trustees | 3 - 5 |
| Independent Examiners Report | 6 |
| Statement of Financial Activities | 7 |
| Balance Sheet | 8 |
| Notes to Accounts | 9 - 12 |

YOUTH TALK LIMITED
CHARITY INFORMATION
YEAR ENDED 31 MARCH 2017

-- REGISTERED OFFICE --

Lower Ground Floor
Dagnall House
2 Lower Dagnall Street
St Albans
AL3 4PA

-- CHARITY NUMBER --

1063572

-- COMPANY NUMBER --

3322319

-- DIRECTORS/TRUSTEES --

Robin Blandford (resigned on 22/09/2016)
Roger Gibbs - Chair to the Trustees
Christopher Clulow
Gladys Cummings
Margaret Thirlway
Ian Woods
Susan Holliday
Margaret Turner
Joseph Reason (resigned on 22/09/2016)
Margaret Turner (appointed on 14/07/2016)
Hugh Baillie-Lane (resigned 22/09/2016)

-- COMPANY SECRETARY/TRUSTEE --

Margaret Thirlway

-- CHIEF EXECUTIVE --

Trevor Fromant

-- ACCOUNTANTS --

Kingston Smith LLP
Chartered Accountants
4 Victoria Square
St. Albans
Hertfordshire AL1 3TF

-- BANKERS --

Royal Bank of Scotland
1 Lockey House
St Peters Street
St. Albans
Hertfordshire AL1 3LR

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2017

CONSTITUTION

The Company was incorporated on 21st February 1997. The governing document is the Memorandum and Articles of Association adopted on that date and amended by special resolution on 5th June 1997, a further special resolution was agreed at the AGM on 24th September 2015 to change the age range of our clients to 13-25 years.

TRUSTEES AND OFFICERS

The names of the Trustees and Officers who have served during the year are shown on page two of this report.

STATEMENT OF RESPONSIBILITIES OF TRUSTEES

The trustees (who are also directors of Youth Talk Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company law required trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

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

PUBLIC BENEFIT

The trustees confirm that they have complied with the duty in Charities Act 2011 to have due regard to the Charity Commission General Guidance on Public Benefit, when reviewing their aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

PRINCIPAL OFFICE

The principal office of the charity is: Lower Ground Floor, Dagnall House, 2 Lower Dagnall Street, St Albans, AL3 4PA.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

ORGANISATION

The Company is under the control of the Trustees who meet 6 - 8 times a year.

The Chief Executive reports to the Chair of Trustees, and is responsible for all members of the clinical and reception staff.

OBJECTIVES AND ACTIVITIES

The charity's primary objective is to improve young people's mental health. This is delivered by one-to-one counselling, outreach and information services for young people.

ACHIEVEMENTS AND PERFORMANCE

Aims under review:

- During the year, 2055 counselling sessions were offered to distressed and disadvantaged young people coming to Youth Talk for help. In total 186 young people attended sessions giving an average of 11 sessions per person. Youth Talk operates an open door, self-referral policy and does not charge for its services.

- Sufficient funding was secured from more than 40 different sources to finance the delivery of 49 counselling sessions each week over a 42 week period. Youth Talk is an integral part of the local community with strong links to GP surgeries, secondary schools and other agencies such as St Albans' Child and Adolescent Mental Health Service (CAMHS). Awareness raising campaigns were undertaken during the year, resulting in an increase in funding from the local community together with an increase in the number of young people contacting Youth Talk for help

- Young people have been consulted and involved in developing the services. Each counselling session focusses on the young person's needs and these evolve as they are worked on during their therapy. Questionnaires are used to collect feedback from the young people receiving counselling and this provides input to continuous development of the services. In addition, young people mainly from local schools provide input on how to help ensure that those who need help know about Youth Talk.

Plans for the future:

- Deliver up to 50 one-to-one counselling sessions each week and continue to involve young people in the shaping of the services.

- Increase the support of the local community to raise funds, including donations from individuals, local charitable trusts and local businesses. This will be achieved by Youth Talk's involvement at local events and campaigns to strengthen relationships with local businesses.

- Develop partnerships with complementary services to maintain statutory funding from Hertfordshire County Council (Child and Adolescent Mental Health Services and Community Wellbeing). This will be achieved by developing new initiatives within working groups, including mental health teams coordinated by St Albans City & District Council and participating, where appropriate, in County-wide statutory tendering processes.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

RISK ASSESSMENT

The major risks to the Company have been identified and documented for assessment. The Trustees and management have an ongoing process of review of these major risks.

There are policies for Health and Safety, Safeguarding, Lone Working, Data Protection, Equality and Diversity, Grievance/Harassment and Whistleblowing. All policies are reviewed regularly and updated as appropriate. Disclosure and Barring Service (DBS) checks are now performed annually on each member of staff.

Clinical procedures are under the regular scrutiny of the Clinical Supervisor, who reviews all cases considered to be high risk.

The Trustees and management regularly review operational processes to ensure ongoing delivery of activities. Investment into these operational processes is made as appropriate. There is a separate Business Continuity plan, which is kept under review.

RESERVES POLICY

The charity's policy is to have sufficient resources to fund at least 3 months' operations on hand at any time. At the year end the Company's free reserves stood at £60,339. The trustees are actively pursuing new sources of funding and monitoring costs to enable the charity to continue delivering up to 50 one-to-one counselling sessions per week.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

Trustees are appointed from people who either have experience of or an interest in dealing with young people and their welfare.

TRUSTEE INDUCTION AND TRAINING


New trustees are provided with documentation to enable them to appreciate the Trust's objectives, organisation, method of operation and their responsibilities under the law. In addition existing trustees assist them in becoming fully conversant with their role.

FINANCIAL REVIEW

The results for the year are set out on pages seven and eight. The trustees are satisfied with the financial progress of the charity.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved on behalf of the Board on 14/03/17


.....
Margaret Thirlway
Company Secretary

YOUTH TALK LIMITED

Independent Examiner's Report to the Trustees of Youth Talk Limited

I report on the accounts of Youth Talk Limited for the year ended 31 March 2017, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

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

Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met: or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Silvia Vitiello
For and on behalf of Kingston Smith LLP
Chartered Accountants

4 Victoria Square
St Albans
Hertfordshire AL1 3TF

Date: 18/10/17

YOUTH TALK LIMITED
STATEMENT OF FINANCIAL ACTIVITIES AND THE INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

| | Notes | General Fund £ | Restricted Fund £ | Total 2017 £ | General Fund £ | Restricted Fund £ | Total 2016 £ |
|------------------------------------|-------|----------------------|-------------------------|--------------------|----------------------|-------------------------|--------------------|
| Income and endowments from: | | | | | | | |
| Donations and legacies | 2 | 130,953 | 24,966 | 155,919 | 147,931 | 29,740 | 177,671 |
| Other trading activities | 3 | 10,483 | - | 10,483 | 6,972 | - | 6,972 |
| Investments | 4 | 25 | - | 25 | 22 | - | 22 |
| Total | | 141,461 | 24,966 | 166,427 | 154,925 | 29,740 | 184,665 |
| Expenditure on: | | | | | | | |
| Clinical services | 5 | 119,449 | 34,822 | 154,271 | 159,964 | 4,625 | 164,589 |
| Other | 6 | 1,200 | - | 1,200 | 1,656 | - | 1,656 |
| Total | | 120,649 | 34,822 | 155,471 | 161,620 | 4,625 | 166,245 |
| Net income/(expenditure) | | 20,812 | (9,856) | 10,956 | (6,695) | 25,115 | 18,420 |
| Reconciliation of funds: | | | | | | | |
| Total funds brought forward | 10 | 39,527 | 25,231 | 64,758 | 46,222 | 116 | 46,338 |
| Total funds carried forward | | 60,339 | 15,375 | 75,714 | 39,527 | 25,231 | 64,758 |

All amounts relate to continuing activities.

There have been no recognised gains or losses, other than the results for the financial year.

The notes on pages 9 to 12 form part of these financial statements.

YOUTH TALK LIMITED
BALANCE SHEET
AS AT 31 MARCH 2017

| | Notes | 2017 | | 2016 | |
|--|-------|---------------|---|---------------|---|
| | | £ | £ | £ | £ |
| Current Assets: | | | | | |
| Debtors | 8 | 9,619 | | 9,130 | |
| Cash at bank and in hand | | 67,840 | | 57,848 | |
| | | 77,459 | | 66,978 | |
| Liabilities: | | | | | |
| Creditors: Amounts falling due within one year | 9 | 1,745 | | 2,220 | |
| Total net assets | | 75,714 | | 64,758 | |
| The funds of the charity: | | | | | |
| General Fund | 10 | 60,339 | | 39,527 | |
| Restricted Fund | 10 | 15,375 | | 25,231 | |
| | | 75,714 | | 64,758 | |

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 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Board on14/03/17.....

Dr Roger Gibbs
 Chair of the Trustees



Margaret Thirlway
 Company Secretary

YOUTH TALK LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting Policies

(a) The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The company is a public benefit entity for the purposes of FRS 102 and a registered charity established as a company limited by guarantee and therefore has also prepared its financial statements in accordance with the 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 (The FRS 102 Charities SORP), the Companies Act 2006 and Charities Act 2011.

The Charity has adopted FRS 102 for the first time when preparing these financial statements. The transition date to FRS 102 was 1 April 2015 and the last financial statements prepared under the previous financial reporting framework were prepared for the year ended 31 March 2016. No adjustments were required on the transition date.

(b) Donations received and fund raising events are shown as income in the year in which they are received. Donations to fund activities for a specific period of time exceeding one year are apportioned over the period to which the donation relates.

Grants are recognised as income on a receivable basis, and are allocated to funds appropriate to the restrictions in place on the grants.

(c) All expenditure is accounted for on an accruals basis and, where incurred directly to further the charity's charitable objects, is shown under charitable activities.

Governance costs include the management of the charitable company's assets and organisational management and compliance with constitutional and statutory requirements.

(d) Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

| | |
|--------------------|-------------------|
| Computer equipment | 33% straight line |
|--------------------|-------------------|

(e) Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

(f) Funds held by the charity are either:

Unrestricted Funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees and include Designated Funds set aside by the directors for specific purposes.

Restricted Funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

(g) Going concern

Trustees believe that going concern basis is appropriate given the levels of anticipated income.

(h) Financial instruments

Cash and Cash Equivalents

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

Debtors and Creditors

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price.

YOUTH TALK LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017
(CONTINUED)

2 Donations and legacies

| | General Fund £ | Restricted Fund £ | Total 2017 £ | General Fund £ | Restricted Fund £ | Total 2016 £ |
|-----------------|-------------------------------|----------------------------------|-----------------------------|-------------------------------|----------------------------------|-----------------------------|
| Donation income | 32,119 | - | 32,119 | 24,460 | - | 24,460 |
| Grants received | 98,834 | 24,966 | 123,800 | 123,471 | 29,740 | 153,211 |
| | <u>130,953</u> | <u>24,966</u> | <u>155,919</u> | <u>147,931</u> | <u>29,740</u> | <u>177,671</u> |

3 Other trading activities

| | General Fund £ | Restricted Fund £ | Total 2017 £ | General Fund £ | Restricted Fund £ | Total 2016 £ |
|--------------------|-------------------------------|----------------------------------|-----------------------------|-------------------------------|----------------------------------|-----------------------------|
| Fundraising events | 10,483 | - | 10,483 | 6,972 | - | 6,972 |
| | <u>10,483</u> | <u>-</u> | <u>10,483</u> | <u>6,972</u> | <u>-</u> | <u>6,972</u> |

4 Investment income

| | General Fund £ | Restricted Fund £ | Total 2017 £ | General Fund £ | Restricted Fund £ | Total 2016 £ |
|---------------|-------------------------------|----------------------------------|-----------------------------|-------------------------------|----------------------------------|-----------------------------|
| Bank Interest | 25 | - | 25 | 22 | - | 22 |
| | <u>25</u> | <u>-</u> | <u>25</u> | <u>22</u> | <u>-</u> | <u>22</u> |

5 Expenditure on providing clinical services

| | General Fund £ | Restricted Fund £ | Total 2017 £ | General Fund £ | Restricted Fund £ | Total 2016 £ |
|------------------------------|-------------------------------|----------------------------------|-----------------------------|-------------------------------|----------------------------------|-----------------------------|
| Property costs: | | | | | | |
| Rent | - | 18,500 | 18,500 | 13,528 | 4,625 | 18,153 |
| Other maintenance | 334 | 471 | 805 | 859 | - | 859 |
| Office costs: | | | | | | |
| Telephone | 929 | - | 929 | 1,358 | - | 1,358 |
| Light and heat | 617 | 597 | 1,214 | 1,110 | - | 1,110 |
| Post and stationery | 2,870 | - | 2,870 | 995 | - | 995 |
| Other office costs | 5,094 | 501 | 5,595 | 7,939 | - | 7,939 |
| Staff costs: | | | | | | |
| Counselling fees | 37,011 | 14,706 | 51,717 | 59,553 | - | 59,553 |
| Administrative staff | 55,373 | - | 55,373 | 56,452 | - | 56,452 |
| Supervision | 11,520 | - | 11,520 | 12,015 | - | 12,015 |
| Signposting and consultation | 5,701 | 47 | 5,748 | 6,155 | - | 6,155 |
| | <u>119,449</u> | <u>34,822</u> | <u>154,271</u> | <u>159,964</u> | <u>4,625</u> | <u>164,589</u> |

YOUTH TALK LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017
(CONTINUED)

No trustee received remuneration or had any personal expenses reimbursed on behalf of the charity during the year to 31 March 2017 (2016: £nil)

5a Staff costs

Staff costs include gross salaries of £57,285 and social security costs of £1,803.

Key management personnel (including CEO and Operations Manager) wages amounted to £48,029 (2016: £43,683).

| | 2017 | 2016 |
|--|-------------|-------------|
| Average number of employees during the year: | 4 | 3 |

6 Other costs

| | General Fund £ | Restricted Fund £ | Total 2017 £ | General Fund £ | Restricted Fund £ | Total 2016 £ |
|----------------------------|-------------------------------|----------------------------------|-----------------------------|-------------------------------|----------------------------------|-----------------------------|
| Independent examiners fees | 1,200 | - | 1,200 | 1,656 | - | 1,656 |
| | <u>1,200</u> | <u>-</u> | <u>1,200</u> | <u>1,656</u> | <u>-</u> | <u>1,656</u> |

7 Fixed assets

| | Computer Equipment £ | Total £ |
|---------------------|-------------------------------------|--------------------|
| Cost | | |
| As at 1 April 2016 | 8,226 | 8,226 |
| As at 31 March 2017 | <u>8,226</u> | <u>8,226</u> |
| Depreciation | | |
| As at 1 April 2016 | 8,226 | 8,226 |
| As at 31 March 2017 | <u>8,226</u> | <u>8,226</u> |
| Net Book Value | | |
| As at 31 March 2017 | <u>-</u> | <u>-</u> |
| As at 31 March 2016 | <u>-</u> | <u>-</u> |

8 Debtors

| | 2017 £ | 2016 £ |
|----------------|-------------------|-------------------|
| Prepayments | 4,785 | 5,127 |
| Accrued income | 4,834 | 4,003 |
| | <u>9,619</u> | <u>9,130</u> |

YOUTH TALK LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017
(CONTINUED)

9 Creditors due within one year

| | 2017 | 2016 |
|----------|--------------|--------------|
| | £ | £ |
| Accruals | 1,745 | 2,220 |
| | <u>1,745</u> | <u>2,220</u> |

10 Analysis of funds

| | At 1 April 2016 | Income | Expenditure | At 31 March 2017 |
|--------------------------|------------------------|-----------------------|-------------------------|-------------------------|
| General fund | 39,527 | 141,461 | (120,649) | 60,339 |
| Total unrestricted funds | <u>39,527</u> | <u>141,461</u> | <u>(120,649)</u> | <u>60,339</u> |
| Restricted funds | | | | |
| St James' Foundation | 9,740 | - | (9,740) | - |
| The Childwick Trust | 15,491 | 20,000 | (20,116) | 15,375 |
| SADC | - | 4,966 | (4,966) | - |
| Total restricted funds | <u>25,231</u> | <u>24,966</u> | <u>(34,822)</u> | <u>15,375</u> |
| Total funds | <u><u>64,758</u></u> | <u><u>166,427</u></u> | <u><u>(155,471)</u></u> | <u><u>75,714</u></u> |

(a) St James' Foundation grant was awarded to cover the costs of delivering counselling and therapy sessions.

(b) The Childwick Trust was awarded to cover the rental and overhead costs for the year.

(c) SADC grant was awarded to provide counselling services.

11 Analysis of net assets between funds

| | General Fund | Restricted Funds | Total 2017 |
|-------------------------------|---------------------|-------------------------|-------------------|
| Current Assets | 62,084 | 15,375 | 77,459 |
| Creditors due within one year | (1,745) | - | (1,745) |
| | <u>60,339</u> | <u>15,375</u> | <u>75,714</u> |

12 Trustees and Related Party Transactions

During the year, there were no transactions with related parties and no amounts were owed to or from related parties.

13 Financial commitments

At 31 March 2017 the company was committed to making the following payments under operating leases expiring:

| | 2017 | 2016 |
|---------------------|-------------|-------------|
| Land and Buildings | | |
| Within one year | 14,375 | |
| Within 2 to 5 years | 29,250 | 18,500 |