

**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 2016**

# YOUTH TALK LIMITED

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**YOUTH TALK LIMITED**  
**CHARITY INFORMATION**  
**YEAR ENDED 31 MARCH 2016**

**-- REGISTERED OFFICE --**

28 Spencer Street  
St Albans  
Hertfordshire  
AL3 5EG

**-- CHARITY NUMBER --**

1063572

**-- COMPANY NUMBER --**

3322319

**-- DIRECTORS/TRUSTEES --**

Christopher Clulow  
Gladys Cummings  
Hugh Baillie-Lane  
Margaret Thirlway  
Robin Blandford  
Roger Gibbs  
Ian Woods  
Joseph Reason  
Susan Holliday

**-- COMPANY SECRETARY/TRUSTEE --**

Margaret Thirlway

**-- CHIEF EXECUTIVE --**

Trevor Fromant

**-- ACCOUNTANTS --**

Kingston Smith LLP  
Chartered Accountants  
105 St. Peter's Street  
St. Albans  
Hertfordshire AL1 3EJ

**-- 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 2016**

**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.

**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: 28 Spencer Street, St. Albans, Hertfordshire, AL3 5EG.

**YOUTH TALK LIMITED**  
**ANNUAL REPORT OF THE TRUSTEES (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**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 was the development and maintenance of clinical services. These services are delivered by one-to-one counselling and outreach and information services. For the year 2015/16 the trustees' target is to provide up to 50 one-to-one sessions per week.

**ACHIEVEMENTS AND PERFORMANCE**

**Aims under review:**

- During the year, 2080 counselling and psychotherapy sessions were offered to distressed and disadvantaged young people coming to Youth Talk for help. In total 203 young people attended sessions, which is an increase on the previous year's figure of 192.
  
- Sufficient funding was secured from more than 20 sources to finance the delivery of the Service. Youth Talk operates an open door, self-referral policy and does not charge a fee for the counselling. 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. After nearly 20 years since its formation, Youth Talk is now an integral part of the community and it is important that it is seen as such. Youth Talk does not want to have to charge young people needing help and this is in line with the wishes of the statutory funders. To maintain this position, the required funding needs to be generated from within the local community and statutory sources.
  
- Over the last year, young people have been involved in influencing how the Service is delivered and developed. On an individual basis, each counselling session is in effect a consultation focused on the young person's needs which change as they are being addressed during the therapeutic process. Anonymised feedback is gathered from the young people using the Service and this is collated via a questionnaire and used to assess and develop the Service. Consultations are held when possible with young people mainly from local schools to seek their feedback on how best to make the Service known to those who need help. In addition, two young people are on the Board of Trustees.

**Plans for the future:**

- Deliver up to 50 one-to-one counselling and psychotherapy sessions each week and continue to involve young people in the shaping of the Service.
  
- Increase support and funding from the local community, in particular donations from individuals and local businesses. This will be achieved by the continuation of awareness raising campaigns and by developing further relationships with local businesses.
  
- Build on existing partnerships and form new ones where appropriate to deliver complementary services and maintain statutory funding from Hertfordshire County Council (Child and Adolescent Mental Health Services and Community Wellbeing). This will be achieved by joining project teams, such as the 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 2016**

**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 Debarring 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 £53,055. The trustees are actively pursuing new sources of funding and monitoring costs to enable the charity to continue delivering of 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 July 2016

.....  
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 2016, 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

105 St Peter's Street  
St Albans  
Hertfordshire AL1 3EJ

Date: 20/7/16

YOUTH TALK LIMITED

STATEMENT OF FINANCIAL ACTIVITIES AND THE INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	General Fund £	Restricted Fund £	Total 2016 £	Total 2015 £
<b>Income and endowments from:</b>					
Donations and legacies	2	147,931	29,740	177,671	149,242
Investments	3	22	-	22	30
Other	4	6,972	-	6,972	-
<b>Total</b>		<b>154,925</b>	<b>29,740</b>	<b>184,665</b>	<b>149,272</b>
<b>Expenditure on:</b>					
Raising funds	5	159,964	4,625	164,589	168,274
Other	6	1,656	-	1,656	1,368
<b>Total</b>		<b>161,620</b>	<b>4,625</b>	<b>166,245</b>	<b>169,642</b>
<b>Net income/(expenditure)</b>		<b>(6,695)</b>	<b>25,115</b>	<b>18,420</b>	<b>(20,370)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	10	46,222	116	46,338	66,708
<b>Total funds carried forward</b>		<b>39,527</b>	<b>25,231</b>	<b>64,758</b>	<b>46,338</b>

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 2016**

	Notes	2016		2015	
		£	£	£	£
<b>Current Assets:</b>					
Debtors	8	9,130		5,117	
Cash at bank and in hand		<u>57,848</u>		<u>48,012</u>	
		66,978		53,129	
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	9	<u>2,220</u>		<u>6,791</u>	
<b>Total net assets</b>		<u><b>64,758</b></u>		<u><b>46,338</b></u>	
<b>The funds of the charity:</b>					
General Fund	10	39,527		46,222	
Restricted Fund	10	<u>25,231</u>		<u>116</u>	
		<u><b>64,758</b></u>		<u><b>46,338</b></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 2016. 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 on ..... 14 July 2016 .....

Robin Blandford .....  
Director

Margaret Thirlway .....  
Company Secretary

# YOUTH TALK LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

### 1 Accounting Policies

(a) The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

(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.

### 2 Donations and legacies

	General Fund £	Restricted Fund £	Total 2016 £	General Fund £	Restricted Fund £	Total 2015 £
Donation income	24,460	-	24,460	62,491	-	62,491
Grants received	123,471	29,740	153,211	86,751	-	86,751
	<u>147,931</u>	<u>29,740</u>	<u>177,671</u>	<u>149,242</u>	<u>-</u>	<u>149,242</u>

**YOUTH TALK LIMITED**

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

**3 Investment income**

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2016 £</b>	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2015 £</b>
Bank Interest	22	-	22	30	-	30
	<u>22</u>	<u>-</u>	<u>22</u>	<u>30</u>	<u>-</u>	<u>30</u>

**4 Other income**

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2016 £</b>	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2015 £</b>
Events	6,972	-	6,972	-	-	-
	<u>6,972</u>	<u>-</u>	<u>6,972</u>	<u>-</u>	<u>-</u>	<u>-</u>

**5 Expenditure on raising funds**

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2016 £</b>	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2015 £</b>
<b>Property costs:</b>						
Rent	13,528	4,625	18,153	-	17,500	17,500
Other maintenance	859	-	859	1,337	-	1,337
<b>Office costs:</b>						
Telephone	1,358	-	1,358	363	1,045	1,408
Light and heat	1,110	-	1,110	-	1,340	1,340
Post and stationery	995	-	995	2,509	-	2,509
Other office costs	7,939	-	7,939	12,117	742	12,859
<b>Staff costs:</b>						
Counselling fees	59,553	-	59,553	61,780	1,757	63,537
Administrative staff	56,452	-	56,452	58,716	-	58,716
Supervision	12,015	-	12,015	9,068	-	9,068
Signposting and consultation	6,155	-	6,155	-	-	-
	<u>159,964</u>	<u>4,625</u>	<u>164,589</u>	<u>145,890</u>	<u>22,384</u>	<u>168,274</u>

No trustee received remuneration or had any personal expenses reimbursed on behalf of the charity during the year to 31 March 2016 (2015: £nil)

	<b>2016</b>	<b>2015</b>
Average number of employees during the year:	3	3

**YOUTH TALK LIMITED**

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

**6 Other costs**

	General Fund £	Restricted Fund £	Total 2016 £	General Fund £	Restricted Fund £	Total 2015 £
Independent examiners fees	1,656	-	1,656	1,368	-	1,368
	<u>1,656</u>	<u>-</u>	<u>1,656</u>	<u>1,368</u>	<u>-</u>	<u>1,368</u>

**7 Fixed assets**

	Computer Equipment £	Total £
Cost		
As at 1 April 2015	8,226	8,226
As at 31 March 2016	<u>8,226</u>	<u>8,226</u>
Depreciation		
As at 1 April 2015	8,226	8,226
As at 31 March 2016	<u>8,226</u>	<u>8,226</u>
Net Book Value		
As at 31 March 2016	<u>-</u>	<u>-</u>
As at 31 March 2015	<u>-</u>	<u>-</u>

**8 Debtors**

	2016 £	2015 £
Prepayments	5,127	5,117
Accrued income	4,003	-
	<u>9,130</u>	<u>5,117</u>

**9 Creditors due within one year**

	2016 £	2015 £
Accruals	2,220	6,791
	<u>2,220</u>	<u>6,791</u>

**YOUTH TALK LIMITED**

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

**10 Analysis of funds**

	At 1 April 2015	Income	Expenditure	At 31 March 2016
<b>General fund</b>	46,222	154,925	(161,620)	39,527
Total unrestricted funds	46,222	154,925	(161,620)	39,527
<b>Restricted funds</b>				
St James' Foundation	-	9,740	-	9,740
The Childwick Trust	116	20,000	(4,625)	15,491
Total restricted funds	116	29,740	(4,625)	25,231
<b>Total funds</b>	<b>46,338</b>	<b>184,665</b>	<b>(166,245)</b>	<b>64,758</b>

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

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

**11 Analysis of net assets between funds**

	General Fund	Restricted Funds	Total 2016
Current Assets	41,747	25,231	66,978
Creditors due within one year	(2,220)	-	(2,220)
	39,527	25,231	64,758

**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 2016 the company was committed to making the following payments under operating leases expiring:

	2016	2015
Land and Buildings		
Within one year		5,833
Within 2 to 5 years	18,500	