

**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 2018**

**YOUTH TALK LIMITED**

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**YOUTH TALK LIMITED**  
**CHARITY INFORMATION**  
**YEAR ENDED 31 MARCH 2018**

**-- REGISTERED OFFICE --**

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

**-- CHARITY NUMBER --**

1063572

**-- COMPANY NUMBER --**

3322319

**-- DIRECTORS/TRUSTEES --**

Roger Gibbs - Chair to the Trustees  
Christopher Clulow  
Gladys Cummings  
Susan Holliday  
Kathryn McManus (appointed 30/11/2017)  
Margaret Thirlway  
Margaret Turner  
Ian Woods

**-- 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 2018**

**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 2018**

**ORGANISATION**

The Company is under the control of the Trustees who usually meet 6 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**

- During the year, 2274 counselling sessions were offered to distressed and disadvantaged young people coming to Youth Talk for help. The number of young people attending counselling increased by 27% to 237. 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 an average of 54 counselling sessions offered each week over a 42 week period.
- Youth Talk is an integral part of the local community and over the last year relationships have been strengthened with GP surgeries, secondary schools and other agencies such as St Albans' Child and Adolescent Mental Health Service (CAMHS). This has been achieved through regular meetings, supply of Youth Talk material and ongoing one-to-one contact, which has helped to raise the awareness of Youth Talk among young people.
- Awareness raising campaigns were undertaken during the year, resulting in an increase in funding from the local community. Donation income increased from £32,119 in 2017 to £64,264 in 2018.
- Young people have been consulted and involved in developing the services. 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:**

- To increase the average number of counselling sessions offered each week from 54 to 60 over a 42 week period.
- Continue to involve young people in the shaping of the services.
- Build on the current 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.
- Develop partnerships with complementary services to maintain statutory funding from Hertfordshire County Council. This will be achieved by working with similar agencies across Hertfordshire and participating with potential countywide providers on responses to statutory tenders.

**YOUTH TALK LIMITED**  
**ANNUAL REPORT OF THE TRUSTEES (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**RISK ASSESSMENT**

The major risks to the Company have been identified and documented for assessment. The Trustees and management have an ongoing process to review these 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 undertaken annually on each member of staff.

Clinical procedures are under the regular scrutiny of a consultant 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 in these 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 £107,162. The trustees are actively pursuing new sources of funding and monitoring costs to enable the charity to continue meeting its objectives and activities and plans for the future

**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**

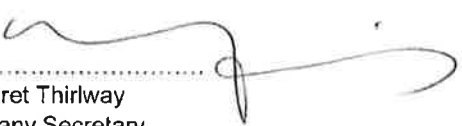
New trustees are provided with documentation to enable them to appreciate the Trust's objectives, organisation, method of operation and their responsibilities under the law. In addition existing trustees assist them in becoming fully conversant with their role.

**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 15.9.18

  
.....  
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 2018, 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: 19/09/18

**YOUTH TALK LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES AND THE INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	General Fund £	Restricted Fund £	Total 2018 £	General Fund £	Restricted Fund £	Total 2017 £
<b>Income and endowments from:</b>							
Donations and legacies	2	170,788	49,774	220,562	130,953	24,966	155,919
Other trading activities	3	-	-	-	10,483	-	10,483
Investments	4	27	-	27	25	-	25
<b>Total</b>		<b>170,815</b>	<b>49,774</b>	<b>220,589</b>	<b>141,461</b>	<b>24,966</b>	<b>166,427</b>
<b>Expenditure on:</b>							
Clinical services	5	120,609	46,501	167,110	119,449	34,822	154,271
Other	6	3,383	-	3,383	1,200	-	1,200
<b>Total</b>		<b>123,992</b>	<b>46,501</b>	<b>170,493</b>	<b>120,649</b>	<b>34,822</b>	<b>155,471</b>
<b>Net income/(expenditure)</b>		<b>46,823</b>	<b>3,273</b>	<b>50,096</b>	<b>20,812</b>	<b>(9,856)</b>	<b>10,956</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward	10	60,339	15,375	75,714	39,527	25,231	64,758
<b>Total funds carried forward</b>		<b>107,162</b>	<b>18,648</b>	<b>125,810</b>	<b>60,339</b>	<b>15,375</b>	<b>75,714</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 2018**

	Notes	2018		2017	
		£	£	£	£
<b>Current Assets:</b>					
Debtors	8	11,709		9,619	
Cash at bank and in hand		<u>124,625</u>		<u>67,840</u>	
		136,334		77,459	
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	9	<u>10,524</u>		<u>1,745</u>	
<b>Total net assets</b>		<u><u>125,810</u></u>		<u><u>75,714</u></u>	
<b>The funds of the charity:</b>					
General Fund	10	107,162		60,339	
Restricted Fund	10	<u>18,648</u>		<u>15,375</u>	
		<u><u>125,810</u></u>		<u><u>75,714</u></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 2018. 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 ..... 13 . 9 . 18 .....

Dr Roger Gibbs  
Chair of the Trustees

Margaret Thirlway .....  
Company Secretary

## YOUTH TALK LIMITED

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

#### 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.

(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
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(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 2018**  
**(CONTINUED)**

**2 Donations and legacies**

	General Fund £	Restricted Fund £	Total 2018 £	General Fund £	Restricted Fund £	Total 2017 £
Donation income	66,429	-	66,429	32,119	-	32,119
Grants received	104,359	49,774	154,133	98,834	24,966	123,800
	<u>170,788</u>	<u>49,774</u>	<u>220,562</u>	<u>130,953</u>	<u>24,966</u>	<u>155,919</u>

**3 Other trading activities**

	General Fund £	Restricted Fund £	Total 2018 £	General Fund £	Restricted Fund £	Total 2017 £
Fundraising events	-	-	-	10,483	-	10,483
	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,483</u>	<u>-</u>	<u>10,483</u>

**4 Investment income**

	General Fund £	Restricted Fund £	Total 2018 £	General Fund £	Restricted Fund £	Total 2017 £
Bank Interest	27	-	27	25	-	25
	<u>27</u>	<u>-</u>	<u>27</u>	<u>25</u>	<u>-</u>	<u>25</u>

**5 Expenditure on providing clinical services**

	General Fund £	Restricted Fund £	Total 2018 £	General Fund £	Restricted Fund £	Total 2017 £
<b>Property costs:</b>						
Rent	3,627	20,085	23,712	-	18,500	18,500
Other maintenance	2,040	-	2,040	334	471	805
<b>Office costs:</b>						
Telephone	1,123	-	1,123	929	-	929
Light and heat	341	-	341	617	597	1,214
Post and stationery	1,206	-	1,206	2,870	-	2,870
Other office costs	10,733	-	10,733	5,094	501	5,595
<b>Staff costs:</b>						
Counselling fees	26,093	26,416	52,509	37,011	14,706	51,717
Administrative staff	59,543	-	59,543	55,373	-	55,373
Supervision	9,863	-	9,863	11,520	-	11,520
Signposting and consultation	6,040	-	6,040	5,701	47	5,748
	<u>120,609</u>	<u>46,501</u>	<u>167,110</u>	<u>119,449</u>	<u>34,822</u>	<u>154,271</u>

**YOUTH TALK LIMITED**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**  
**(CONTINUED)**

No trustee received remuneration or had any personal expenses reimbursed on behalf of the charity during the year to 31 March 2018 (2017: £nil)

**5a Staff costs**

Staff costs include gross salaries of £60,852 and social security costs of £4,980.

Key management personnel (including CEO and Operations Manager) wages amounted to £43,942 (2017: £42,843).

	<b>2018</b>	<b>2017</b>
Average number of employees during the year:	4	4

**6 Other costs**

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2018 £</b>	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2017 £</b>
<i>Governance costs</i>						
Independent examiners fees	1,224	-	1,224	1,200	-	1,200
Legal and professional costs	2,159	-	2,159	-	-	
	<u>3,383</u>	<u>-</u>	<u>3,383</u>	<u>1,200</u>	<u>-</u>	<u>1,200</u>

**7 Fixed assets**

	<b>Computer Equipment £</b>	<b>Total £</b>
Cost		
As at 1 April 2017	8,226	8,226
As at 31 March 2018	<u>8,226</u>	<u>8,226</u>
Depreciation		
As at 1 April 2017	8,226	8,226
As at 31 March 2018	<u>8,226</u>	<u>8,226</u>
Net Book Value		
As at 31 March 2018	<u>-</u>	<u>-</u>
As at 31 March 2017	<u>-</u>	<u>-</u>

**8 Debtors**

	<b>2018 £</b>	<b>2017 £</b>
Prepayments	4,709	4,785
Accrued income	7,000	4,834
	<u>11,709</u>	<u>9,619</u>

**YOUTH TALK LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**  
**(CONTINUED)**

**9 Creditors due within one year**

	2018 £	2017 £
Accruals	9,203	1,745
PAYE control account	1,321	-
	10,524	1,745

**10 Analysis of funds**

	At 1 April 2017	Income	Expenditure	At 31 March 2018
<b>General fund</b>	60,339	170,815	(123,992)	107,162
Total unrestricted funds	60,339	170,815	(123,992)	107,162
<b>Restricted funds</b>				
BBC Children in Need	-	19,770	(19,770)	-
The Childwick Trust	15,375	20,000	(20,085)	15,290
SADC	-	4,966	(4,966)	-
Hertfordshire Community Foundation		5,038	(1,680)	3,358
Total restricted funds	15,375	49,774	(46,501)	18,648
<b>Total funds</b>	75,714	220,589	(170,493)	125,810

(a) BBC Children in Need grant was awarded to provide counselling services.

(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.

(d) Hertfordshire Community Foundation grant was awarded to provide counselling services.

**11 Analysis of net assets between funds**

	General Fund	Restricted Funds	Total 2018
Current Assets	117,686	18,648	136,334
Creditors due within one year	(10,524)	-	(10,524)
	107,162	18,648	125,810

**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 2018 the company was committed to making the following payments under operating leases expiring:

	2018	2017
Land and Buildings		
Within one year	13,000	14,375
Within 2 to 5 years	16,250	29,250