



Youth Talk

YOUTH TALK LIMITED

**ANNUAL REPORT OF THE TRUSTEES AND STATEMENT OF
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020**

CHARITY NUMBER: 1063572

COMPANY NUMBER: 03322319

CONTENTS

1. INTRODUCTION	
A word from our Chairman & CEO	1
2. ABOUT US	
Charity information	2
3. STRUCTURE, GOVERNANCE & MANAGEMENT	3
Constitution	
Objectives and activities	
Organisation	
Trustees & officers	
Statement of responsibilities	
Trustee recruitment, induction and training	
Public benefit	
Risk assessment	
4. FINANCIAL REVIEW	5
How we raised our money	
How we spent our money	
Staff remuneration	
Reserves policy	
5. THE DIFFERENCE WE'VE MADE	7
What we said we'd do	
How did we do?	
We're on a mission	
The coming year	
6. OUR 2019-2020 ACCOUNTS	11
Independent examiners report	
Statement of financial activities -12	
Balance sheet -13	
Notes to the accounts - 14 - 17	

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020

1. INTRODUCTION

A WORD FROM OUR CHAIRMAN & CEO

Growing up in today's complex and challenging world is not always easy. Young people can find themselves struggling emotionally and mentally in ways they're not prepared for. Whether it's anxiety, depression, family issues, bullying, relationships or identity, it can be a very lonely and confusing place to find yourself. Too many young people suffer in silence, not knowing quite what is wrong, how to put it right, or where to turn for help. Whatever's worrying them, we give every young person a lifeline. . . someone to talk to.

Talking – and being listened to – is essential for any young person struggling with their mental and emotional wellbeing. Youth Talk's mission is to provide the best possible mental health support to young people aged 13–25 in St Albans and the surrounding areas. For over two decades we have been providing confidential counselling, outreach and information services for young people with a range of issues and at various levels of risk. We do not charge for our services, meaning that any young person can reach out to us for help. Quite simply, we are a lifeline in the local community.

Our annual report gives us an important regular opportunity to update everyone who is involved in and supports our work. We want you to know the difference your help makes to young people's lives. It has been a very busy but tremendously fulfilling year and we hope you are inspired by the work and achievements of the charity in 2019/20.

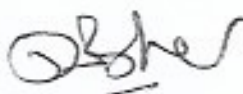
None of this would be possible without the hard work of our Trustees, staff team, counsellors, volunteers and growing community of supporters, funders, fundraisers and volunteers. Their commitment to our work constantly inspires us and we are eternally grateful for all that they do.

As we came to the end of our reporting year the world changed like no one could have comprehended. The implications of the pandemic on the mental health of young people are huge and will be felt for many years to come. Throughout we have continued to 'meet' the young people we are working with for their weekly one to one counselling sessions. We adapted fast, taking all our counselling online, to be delivered via a video or telephone call and we are seeing over 90% of our young people taking up their regular sessions which can bring so much support and relief.

The real challenge however will be in the coming year as we will see a significant growth in demand on our service set against a very challenging backdrop of financial impact. One thing is certain – we are stronger together. The support of our tremendous Youth Talk community will be critical in ensuring that we continue to support young people at their time of need. Thank you for everything that you do - we are looking forward to working with you all in the coming year.



Roger Gibbs
Chairman



David Barker
Chief Executive

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

2. ABOUT US

REGISTERED OFFICE

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

CHARITY NUMBER

1063572

COMPANY NUMBER

03322319

DIRECTORS/TRUSTEES

Roger Gibbs - Chair of Trustees
Christopher Clulow
Susan Holliday (Treasurer)
Margaret Thirway (Company Secretary)
Margaret Turner
Ian Woods
Jackie Fowler (appointed 19th September 2019)
Samantha Keith (appointed 19th October 2019)
Teresa Dalley (appointed 19th September 2019)

Gladys Cummings (resigned June 2019)
Kathryn McManus (resigned Sept 2019)

CHIEF EXECUTIVE

David Barker

ACCOUNTANTS

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

BANKERS

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

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

3. STRUCTURE, GOVERNANCE & MANAGEMENT

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. On 15th July 2004 a further resolution increased the limit on the number of trustees to 14; and on 24th September 2015 another special resolution removed the specific limits on the age of beneficiaries.

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.

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.

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 requires 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.

The Trustees have overall responsibility for ensuring that the charity has appropriate systems and controls, financial and otherwise, to provide reasonable assurance that:

- The charity is operating efficiently and effectively
- Proper records are maintained and financial information used within the charity, or for publication, is reliable.
- The charity complies with relevant laws and regulations.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

3. STRUCTURE, GOVERNANCE & MANAGEMENT - CONTINUED

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. These include:

- Annual objectives and annual budget approved by the Trustees
- Regular consideration by the Trustees of financial results, variances from budget, non- financial performance and indicators.
- Delegation of day-to-day management authority and segregation of duties.
- Identification and management of risks.

TRUSTEE RECRUITMENT, INDUCTION AND TRAINING

Trustees are appointed from people who have the necessary skills and experience to fulfil specific areas of need within the charity. In addition we look for individuals who have experience of or an interest in dealing with young people and their welfare.

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

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.

RISK ASSESSMENT

The major risks to the charity 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 and our counsellors.

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.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

4. FINANCIAL REVIEW

HOW WE RAISED OUR MONEY

The results for the year are set out on pages 12 & 13. 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.

In 2019-20, we raised £251,914 to provide the best possible mental health support to local young people. Thanks to you, that's a 23% increase on the previous year.

How we achieved this together ...

Donations	£72,120
Grants	£146,576
Fundraising events	£32,123
Rental income	£735
Bank interest	£360

Over the last year, we're incredibly grateful to have received grants from the following organisations. The Fairfield Trust, Children in Need, Hertfordshire County Council, CAMHS, Hertfordshire County Council – formally Community Wellbeing Board, Hertfordshire Community Foundation, Harpenden Building Society (administered by HCF), The Childwick Trust, St Albans District Council, Blandford Trust (for work commencing in 2020/21), The Masonic Charitable Foundation (for work commencing in 2020/21).

This crucial funding has supported both the provision of our counselling services and our general operating costs.

HOW WE SPENT YOUR MONEY

At Youth Talk, we pride ourselves on our focus. We place young people at the centre of everything we do, ensuring they're supported by the expert care of our qualified counsellors and dedicated staff.

In 2019/2020 our total expenditure on running Youth Talk was £223,040. The breakdown of our spend was as follows:

- Counselling & staff costs £171,863
- Property costs (rent) £18,935
- Office Costs £30,802
- Governance Costs £1,440

Office costs include:

- Raising awareness of the services Youth Talk provides.
- Providing literature in paper and digital format to support young people and promote the charity.
- Supporting fundraising activities – turning pounds into more pounds.
- Administrative costs associated with running the organisation (i.e. IT, website etc)

STAFF REMUNERATION

Youth Talk is committed to ensuring a proper balance between (i) paying our staff who work for us fairly so that we attract and retain people with the right experience, skills and qualities and (ii) careful management of our charity funds. In so doing we ensure the greatest effectiveness in delivering our charitable objectives and meeting the needs of our beneficiaries.

Our work is dependent on voluntary donations and we act in an open and transparent way that respects the money, time and energy given by donors and volunteers. In our commitment to openness, we disclose information about senior staff salaries within our annual report. This is in line with recommendations and guidelines from the Charity Commission and the National Council for Voluntary Organisations (NCVO).

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

4. FINANCIAL REVIEW - CONTINUED

RESERVES POLICY

The charity's policy is to have sufficient resources to fund at least 6 months' operations on hand at any given time. This is important so that in the event of the charity needing to cease activities we would wish to be able to operate for a period of six months in order to allow us to properly complete clinical programmes of counselling with existing clients.

Free reserves comprise the total reserves available to the charity, less those reserves which are restricted or designated for specific purposes.

During the year the Board of Trustees agreed to make an allocation of £16,500 as a designated fund to invest in the ongoing development of the charity. This allocation is to support the development of a new IT system and clinical database – critical for our future development.

At the year end our reserves stood at £160,088. This is within the current policy of holding six months of reserves.

As a result of the Covid-19 pandemic and the impact on our fundraising we envisage significant pressure being placed on our reserves in the coming year.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

5. THE DIFFERENCE WE'VE MADE

It has been a busy year for us, working hard to support young people and ensure we can continue to offer even more and even better support in the future. We're proud of what we've achieved and the impact we've had on young people's lives.

Almost half of those who come to us are experiencing anxiety and stress and a third are suffering depression. Other issues we help young people deal with include isolation, loneliness, self-harm, low self-esteem, gender identity, bereavement, eating disorders and suicidal thoughts (or suicide attempts).

We are proud that we have been able to provide 2666 counselling sessions to 243 distressed and disadvantaged young people who referred themselves to us.

WHAT WE SAID WE'D DO

In addition to our 'business as usual' work of supporting young people across the District we also set out in last year's annual report a number of additional key objectives and priorities for the coming year. They were as follows:

- To undertake a full review of the charity's services and objectives in order to develop a new three year strategy for the future.
- To create a clear Vision, Mission and organisational Values in order to develop strong and relevant brand and messaging for future service development and financial growth.
- To involve young people in the shaping of our three-year strategy and future services.
- To review our income portfolio and develop a new fundraising strategy for the future which spreads financial risk and identifies areas for growth.
- To improve and implement a new technical infrastructure and relevant systems for the charity giving it a solid foundation for future growth and development.
- To 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.

HOW DID WE DO?

Strategic development

The Board of Trustees held two awaydays across the year to review the charity's services and discuss future strategy and priorities. From this work the Board have agreed a new, strong vision and mission for the charity (see page nine) underpinned by a clear set of organisational values and a new messaging framework. Work is currently underway to develop a new, more modern and relevant visual identity for the charity.

Involving young people

To provide the best mental health support to young people, it's vital that we listen to what young people need from us. If we're striving to give our best, we can't simply assume we know what they need. A priority for us over the last year has been 'working together'. That's why we've consulted young people to get them involved in the development of our Vision, Mission & Values and to help and guide us in the future development of our brand and messaging.

We have worked closely with local schools and local youth groups to run focus groups and we also launched a District-wide survey asking young people for their views and opinions on a range of matters to help inform our thinking and plans. We were delighted that over 1500 local young people chose to complete the survey. More recently we have drawn together a new Youth Advisory Panel to help advise the charity on the development of a new visual identity and brand for Youth Talk.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

5. THE DIFFERENCE WE'VE MADE - CONTINUED

Reviewing our fundraising

Across the year we have undertaken a full review of our income and fundraising and a new fundraising strategy was agreed by the Board of Trustees. We are particularly grateful for the tremendous pro-bono support of fundraising consultant Richard Sved. As part of the strategy we will be recruiting Youth Talk's first ever fundraising member of staff. Given the financial challenges created by Covid-19 pandemic this will be a critical role for us over the coming year.

Developing our technical infrastructure and systems

Thanks to funding from a variety of sources we have this year been able to upgrade and implement a new technical infrastructure for Youth Talk. This has been a long overdue yet significant project to undertake plus a steep learning curve for the organisation - but we are already seeing the benefits in terms of smarter working and greater efficiencies. Our thanks to all the Staff and Counselling team for their forbearance and patience during the shift to new systems and ways of working. There is still work to do but we now have a solid foundation and infrastructure from which to build.

Developing partnerships - Stronger together

When you're looking after the community, you need the community on your side. Whether it's the decision makers, GPs, schools, funders, supporters or volunteers – everyone has a vital role to play. If we do not act together we risk failing to reach the young people who are struggling and need our help.

Over the year we have taken an active role in working with Children and Adolescent Mental Health Services (CAMHS), Herts County Council Public Health team and the Health and Wellbeing committee of St Albans and District Council. In addition we have begun work on setting up a new Mental Health Forum to bring together the key players across St Albans District responsible for providing mental health support to young people. This work is in its early stages and we hope to report further on it over the coming year.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

5. THE DIFFERENCE WE'VE MADE - CONTINUED

WE'RE ON A MISSION

Now, even more than ever, Youth Talk is on a mission to provide the best possible mental health support to young people in St Albans and the surrounding areas. Over the past few months the Board of Trustees have focused on clarifying our core commitment to young people and we have agreed a new Vision and Mission for our work as follows:

OUR VISION

Every young person can talk to someone who can help with whatever's worrying them.

OUR MISSION

To provide the best possible mental health support to young people in St Albans and surrounding areas.

Alongside this we have developed a set of core organisational values that will guide our work over the coming years. These are as follows:

OUR VALUES

We are open and accepting

We do not judge. Whatever a young person is going through we take time to listen, understand and respond in confidence.

We always give our best

From the expertise and care of our qualified counsellors, to the professionalism of our staff, the energy, passion and creativity of our fundraisers to the ambition of our strategy – we always give our absolute best in everything we do.

We are stronger together

We can't deliver our mission alone. By working with others we can achieve more and make a lasting difference to the lives of young people.

OUR MESSAGE TO YOUNG PEOPLE

When you need help, you can contact Youth Talk directly for free, confidential counselling support. Our expert team have time for you and provide a safe space to talk. We will listen, respond and support you with your mental health and emotional wellbeing.

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

5. THE DIFFERENCE WE'VE MADE - CONTINUED

THE COMING YEAR

Over the last year great progress has been made on a number of key areas.

In the coming year we intend to focus our efforts on the following:

- **Post Covid-19 recovery plan** – We have two core priorities 1. Returning our service to safely offering some face to face counselling. 2. A strong focus on fundraising to offset the significant financial impact that we will experience as a result of the pandemic.
- **Growing our counselling capacity** - In order to meet increased demand we will, by the end of the financial year, worked to increase the number of weekly counselling sessions from 60 to 100.
- **Youth Participation** – we will build further on the work to date to consult and involve young people in the work and priorities of the charity.
- **A new visual identity** – we will develop a new, refreshed 'look and feel' for the Youth Talk brand making it more modern, relevant and better understood by young people and our other key stakeholder groups.
- **Setting ourselves up for future success** – We will develop and implement the following programmes of work:
 - Phase 2 of our technical infrastructure update – work to embed a new clinical database and begin work on a core CRM system for the charity
 - Development of a new website based on our new visual identity and best digital practice.
 - Review of HR Policies and Procedures and development of a remuneration policy
 - A three year outlook – development of a three year plan and budget

YOUTH TALK LIMITED

6. OUR 2019-2020 ACCOUNTS

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 2020, 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 Moore Kingston Smith LLP
Chartered Accountants
4 Victoria Square
St Albans
Hertfordshire AL1 3TF

Date: 29/09/2020

YOUTH TALK LIMITED

STATEMENT OF FINANCIAL ACTIVITIES AND THE INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2020

	Notes	General Fund £	Restricted Fund £	Total 2020 £	General Fund £	Restricted Fund £	Total 2019 £
Income and endowments from:							
Donations	2	174,129	44,567	218,696	131,464	60,302	191,766
Other trading activities	3	32,858	-	32,858	13,013	-	13,013
Investments	4	360	-	360	175	-	175
Total		207,347	44,567	251,914	144,652	60,302	204,954
Expenditure on:							
Clinical services	5	161,084	60,516	221,600	118,649	45,001	163,650
Other	6	1,440	-	1,440	1,400	-	1,400
Total		162,524	60,516	223,040	120,049	45,001	165,050
Net income/(expenditure)		44,823	(15,949)	28,874	24,603	15,301	39,904
Reconciliation of funds:							
Total funds brought forward	10	131,765	33,949	165,714	107,162	18,648	125,810
Total funds carried forward		176,588	18,000	194,588	131,765	33,949	165,714

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 14 to 17 form part of these financial statements.

YOUTH TALK LIMITED
BALANCE SHEET
AS AT 31 MARCH 2020

	Notes	2020		2019	
		£	£	£	£
Current Assets:					
Debtors	8	5,009		13,120	
Cash at bank and in hand		<u>192,099</u>		<u>154,189</u>	
		197,108		167,309	
Liabilities:					
Creditors: Amounts falling due within one year	9	<u>2,520</u>		<u>1,595</u>	
Total net assets		<u><u>194,588</u></u>		<u><u>165,714</u></u>	
The funds of the charity:					
General Fund	10	176,588		131,765	
Restricted Fund	10	<u>18,000</u>		<u>33,949</u>	
		<u><u>194,588</u></u>		<u><u>165,714</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 2020. 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 21st August 2020

Dr Roger Gibbs
Chair of the Trustees

Margaret Thirlway
Company Secretary

YOUTH TALK LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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 FRS102 and a registered charity established as a company limited by guarantee and therefore has also prepared its financial statements in accordance with the Charities SORP FRS 102 (second edition - October 2019) - 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 and 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 2020
(CONTINUED)

2 Donations

	General Fund £	Restricted Fund £	Total 2020 £	General Fund £	Restricted Fund £	Total 2019 £
Donation income	67,120	5,000	72,120	45,415	-	45,415
Grants received	107,009	39,567	146,576	86,049	60,302	146,351
	174,129	44,567	218,696	131,464	60,302	191,766

3 Other trading activities

	General Fund £	Restricted Fund £	Total 2020 £	General Fund £	Restricted Fund £	Total 2019 £
Fundraising events	32,123	-	32,123	10,703	-	10,703
Rental Income	735	-	735	2,310	-	2,310
	32,858	-	32,858	13,013	-	13,013

4 Investment income

	General Fund £	Restricted Fund £	Total 2020 £	General Fund £	Restricted Fund £	Total 2019 £
Bank Interest	360	-	360	175	-	175
	360	-	360	175	-	175

5 Expenditure on providing clinical services

	General Fund £	Restricted Fund £	Total 2020 £	General Fund £	Restricted Fund £	Total 2019 £
Property costs:						
Rent	4,709	14,226	18,935	-	18,771	18,771
Office costs:						
Telephone	-	940	940	-	915	915
Post and stationery	2,760	-	2,760	988	-	988
IT Support	1,080	-	1,080	-	-	-
Office equipment	762	5,000	5,762	-	-	-
Other office costs	8,929	116	7,045	6,899	322	7,221
Recruitment Expenses	-	-	-	795	-	795
Organisational development	13,215	-	13,215	-	-	-
Staff costs:						
Counselling fees	39,843	40,234	80,077	35,805	24,993	60,798
Administrative staff	81,820	-	81,820	59,836	-	59,836
Supervision	9,966	-	9,966	10,350	-	10,350
Signposting and consultation	-	-	-	3,975	-	3,975
	161,084	60,516	221,600	118,649	45,001	163,650

YOUTH TALK LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020
(CONTINUED)

No trustee received remuneration or had any personal expenses reimbursed on behalf of the charity during the year to 31 March 2020 (2019: £nil)

5a Staff costs

Staff costs include gross salaries of £73,333 and social security costs of £5,878.

Key management personnel (including CEO and Operations Manager) wages amounted to £64,106 (2019: £50,706).

	2020	2019
Average number of employees during the year:	5	4

6 Other costs

	General Fund £	Restricted Fund £	Total 2020 £	General Fund £	Restricted Fund £	Total 2019 £
<i>Governance costs</i>						
Independent examiners fees	1,440	-	1,440	1,400	-	1,400
	<u>1,440</u>	<u>-</u>	<u>1,440</u>	<u>1,400</u>	<u>-</u>	<u>1,400</u>

7 Fixed assets

	Computer Equipment £	Total £
Cost		
As at 1 April 2019	8,226	8,226
As at 31 March 2020	<u>8,226</u>	<u>8,226</u>
Depreciation		
As at 1 April 2019	8,226	8,226
As at 31 March 2020	<u>8,226</u>	<u>8,226</u>
Net Book Value		
As at 31 March 2020	<u>-</u>	<u>-</u>
As at 31 March 2019	<u>-</u>	<u>-</u>

8 Debtors

	2020 £	2019 £
Prepayments	5,009	4,642
Accrued income	-	8,478
	<u>5,009</u>	<u>13,120</u>

YOUTH TALK LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2020
(CONTINUED)

9 Creditors due within one year

	2020 £	2019 £
Accruals	2,520	1,595
	<u>2,520</u>	<u>1,595</u>

10 Analysis of funds

	At 1 April 2019	Income	Expenditure	Transfers between funds	At 31 March 2020
General fund	131,765	207,347	(162,524)	(16,500)	160,088
Designated funds					
IT spend designated fund	-	-	-	16,500	16,500
Total unrestricted funds	<u>131,765</u>	<u>207,347</u>	<u>-</u>	<u>162,524</u>	<u>-</u>
Restricted funds					
BBC Children in Need	9,113	21,567	(30,680)		-
The Childwick Trust	15,282	-	(15,282)		-
Harpenden Building Society	9,554	8,000	(9,554)		8,000
St. Albans District Council	-	5,000	(5,000)		-
Blandford Trust	-	5,000	-		5,000
Masonic Charitable Foundation	-	5,000	-		5,000
Total restricted funds	<u>33,949</u>	<u>44,567</u>	<u>(60,516)</u>	<u>-</u>	<u>18,000</u>
Total funds	<u>165,714</u>	<u>251,914</u>	<u>(223,040)</u>	<u>-</u>	<u>194,588</u>

(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) Harpenden Building Society grant was awarded to provide counselling services.

(d) St. Albans District Council grant was awarded for the modernising of the IT infrastructure.

(e) Blandford Trust grant was awarded for a database upgrade.

(f) The Masonic Charitable Foundation grant was awarded to extend the opening hours to include Monday's.

11 Analysis of net assets between funds

	General Fund	Restricted Funds	Total 2020
Current Assets	179,108	18,000	197,108
Creditors due within one year	(2,520)	-	(2,520)
	<u>176,588</u>	<u>18,000</u>	<u>194,588</u>

12 Trustees and Related Party Transactions

During the year there were transactions with Hertfordshire Community Foundation where Margaret Turner has a directorship.

13 Financial commitments

At 31 March 2020 the company was committed to making the following payments under operating leases:

	2020	2019
Land and Buildings		
Within one year	3,250	13,000
Within 2 to 5 years	-	3,250
	<u>3,250</u>	<u>16,250</u>

YOUTH TALK LIMITED
ANNUAL REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020

A FINAL THANK YOU

For over two decades Youth Talk has been supporting Young People in need across the City and District of St Albans. None of this would have been possible without the vital support from our local community and we cannot thank you enough for all you have done to support the charity over the last year and beyond.

We know that the coming year is going to bring significant challenges for us – both in terms of meeting the anticipated and significant growth in demand for our service whilst facing the societal financial impact of the Covid-19 pandemic.

We have a duty to every young person to ensure that we do everything we possibly can to ensure Youth Talk is there for them so thank you in advance for your continued support and everything you will do for us over the coming year.