

TALK THE TALK
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2020

REGISTERED CHARITY NUMBER: 1161251

R J FRANCIS AND CO.
Chartered Accountants
& Registered Auditors
Marshall Business Centre
Faraday Road
Hereford
HR4 9NS

TALK THE TALK

FOR THE YEAR ENDED 31ST AUGUST 2020

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TALK THE TALK

REFERENCE AND ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 AUGUST 2020

Status	The organisation is a Charitable Incorporated Organisation (CIO), registered on 13 April 2015
Charity Number	1161251
Operational Address	Treferanon St Weonards Hereford HR2 8QF
Trustees	John Bothamley Mary Bothamley (resigned 29.08.20) Elizabeth Lloyd David Taylor (appointed 01.05.20) Jacob Dowling (appointed 01.05.20)
Bankers	Clydesdale Bank 154 – 158 Kensington High Street London W8 7RL
Independent Examiners	R J Francis & Co Suite 1 & 2, Marshall Business Centre Faraday Road Hereford HR4 9NS

TALK THE TALK

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2020

The trustees present their report and unaudited financial statements for the period ended 31 August 2020.

The financial statements, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

Structure, management and governance

Talk The Talk was founded by grant-making trust, Four Acre Trust in 2013. Four Acre Trust trustees had recognised that oracy was not prominent in schools and felt that it should be more widely recognised and included across the school curriculum. Four Acre Trust continued to grow Talk The Talk as one of its core programmes for the next three years before Talk The Talk became a CIO in April 2015. Four Acre Trust continued to support and administer the programme until it became an organisation in its own right on 1 September 2019.

Trustees met formally on four occasions during the year and reviews were undertaken covering:

Trustee governance
Current year's performance
Financial review
Plans for the future

The trustees who served during the year were John Bothamley, Mary Bothamley, Elizabeth Lloyd, David Taylor and Jacob Dowling.

Organisational management

The organisation is managed on a day-to-day basis by the Director, Richard Hull, and he is supported by:

3 School Liaison Directors
1 Part-time Administrator
1 Part-time Administrative Assistant
1 Part-time Data and Technical Support Administrative Assistant

Objectives

The objects of the CIO are for the public benefit:

- To advance education, in particular in speaking, listening and writing skills
- To encourage the participation of young people in society by developing their skills, capacities and capabilities, in particular by delivering programmes, training and publishing educational materials.

Activities

During the year, Talk The Talk achieved these objectives by running 547 student and staff workshops reaching over 16,000 young people and over 200 teachers and senior leaders.

The national Covid19 lockdown had an obvious impact on the nature of our work. Being unable to visit schools prevented the delivery of over 600 workshops to over 18,000 young people. To support schools at this time, we produced a freely available PDF of oracy resources for those teachers in school supporting the children of essential workers and another version to support parents engaged with teaching their children from home.

We worked on differentiating our delivery activity in preparation for being back in schools in September 2020, ensuring that delivery was able to be performed within a variety of different classroom situations within the C19 landscape. In order to protect the charity and minimise financial impact, the charity took advantage of the JRS support available, regrettably one redundancy was made, and there was a reduction in the salary of the Director.

Workshop Activities. Talk The Talk has a suite of four student workshop programmes in addition to a Teacher CPD workshop. These workshops offer educational support at different stages of a student's journey through secondary school:

Talk About Transition

Making a successful move to secondary school is vital for students' confidence, self-esteem and academic achievement. Talk About Transition supports these students using oracy-based activities and strategies to develop greater self-confidence and resilience to support the successful transition from primary to secondary school.

TALK THE TALK

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2020

Talk About Communication

Getting up and speaking to a group of people can be unnerving whoever you are.

Talk About Communication is an engaging confident masterclass that will teach and develop the use of structure in presentations, essay writing and exam answers. Students will be taught to identify and use persuasive language techniques to get their message across.

Talk About Communication Plus

Voicing an opinion in a group situation can often be intimidating. What will others think of what you have to say?

Talk About Communication Plus builds on the Talk About Communication programme and focuses on Group Talk, Debating, Negotiation and Listening Skills, providing students with practical opportunities to put these to the test.

Talk About The Future

Leaving school to enter the world of work, further training or education is both an exciting and daunting time. The prospect of independence is often overwhelming.

Talk About The Future supports students preparing to leave school or college by developing the competencies needed to take this next step with confidence and a positive mind-set.

Talk The Talk Teacher CPD

Talk The Talk's Teacher CPD supports teachers to develop the skills to build oracy into their teaching; modelling positive communication, establishing success criteria for oracy and implementing structure.

The student workshops also include a free suite of online resources designed to encourage teachers to embed the oracy skills learned on their workshop day. These are freely available on our website – <https://talkthetalkuk.org/resources/>

In 2019-20 over 64% of students who took part in Talk The Talk workshops reported feeling better equipped with the skills for confident communication

Financial Review

Covid restrictions during the summer have had a damaging effect on our finances in this our first year as a stand-alone charity. Four Acre Trust had previously managed our finances and developed a sound structure with 50 per cent of our costs covered by income from schools. Whilst this structure has been maintained the loss of more than half our booked workshops from March 2020, led to a dire situation with a projected loss of c£40,000. Four Acre Trust have kindly stepped up and provided a one-off bail out so that we can start the new year with effectively no debts.

Whilst this sets us up in a positive mode there remains an uncertain future to the continuing pandemic. Under a new chairman, Karen Frost, (appointed 1st September 2020) the charity is managing on a month by month basis balancing costs against income. The government furlough schemes are helping to contribute to salaries.

Reserves Policy

The original five-year plan for Talk The Talk referred to a mixture of income from schools, as a contribution towards costs, supplemented by equal levels of earned income (bespoke training workshops) and charitable support. An innovative charitable funding package, whereby we receive £300 for every workshop that we deliver helps us to move forward, covering overheads and putting c£60 a workshop into reserves. Whilst this package is underwritten and confirmed, further income will be required before the end of the next financial year. Whilst schools still remain willing to pay – an indication of the success of our programmes – new bespoke income streams and charitable investments will be sought.

Plans for the Future

With Covid numbers again on the rise and no vaccine yet approved at the time of this report the future is difficult to plan for. However, we have adjusted our programme delivery and are much in the hands of schools. Our experience since the start of the academic year 2020-21 suggests an enthusiasm to get back to normality. Our success will lie in the resourcefulness of our trainers to deliver under difficult circumstances and who have been showing remarkable resilience. Schools are making great efforts to enable us to deliver within Government guidelines. Careful management of cash flow continues as we aim to be as efficient as the best of business.

TALK THE TALK

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 AUGUST 2020

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with The Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board of Trustees on 4th November 2020 and signed on its behalf by



.....
K Frost
Trustee

TALK THE TALK

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF TALK THE TALK

FOR THE YEAR ENDED 31ST AUGUST 2020

I report to the charity trustees on my examination of the accounts of Talk the Talk Charity for the year ended 31 August 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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 the seeking of explanations 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.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr AA Houston
FCCA
On behalf of RJ Francis & Co Limited

Date: 4th November 2020

Suite 1 & 2, Marshall Business Centre
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TALK THE TALK

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31ST AUGUST 2020

	Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total Funds</u> <u>2020</u> £
<u>INCOMING RESOURCES</u>				
Incoming resources from charitable activities	2	370,502	21,909	392,411
Other Income	3	55,264	-	55,264
<u>TOTAL INCOMING RESOURCES</u>		<u>425,766</u>	<u>21,909</u>	<u>447,675</u>
<u>RESOURCES EXPENDED</u>				
Charitable activities	4	425,766	21,909	447,675
<u>TOTAL RESOURCES EXPENDED</u>		<u>425,766</u>	<u>21,909</u>	<u>447,675</u>
<u>NET (EXPENDITURE) / INCOME</u>		-	-	-
<u>TOTAL FUNDS BROUGHT FORWARD</u>		-	-	-
<u>TOTAL FUNDS CARRIED FORWARD</u>	7	-	-	£Nil

The statement of Financial Activities includes all gains and losses in the year and therefore, a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

BALANCE SHEET

31ST AUGUST 2020

	Note	£	<u>2020</u>	£
<u>CURRENT ASSETS</u>				
Debtors	5	45,081		
Cash at Bank and in hand		81,149		
		<hr/>		
		126,230		
		<hr/>		
<u>CREDITORS: Amounts falling due within one Period</u>				
	6	126,230		
		<hr/>		
<u>NET CURRENT ASSETS</u>				
				-
				<hr/>
<u>NET LIABILITIES</u>				
				£Nil
				<hr/>
<u>FUNDS</u>				
Unrestricted	7a			-
Restricted	7b			-
				<hr/>
				£Nil
				<hr/>

The Financial Statements were approved by the Board of Trustees and authorised for issue on 4th November 2020 and were signed on its behalf by –



.....
K Frost
Trustee

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

2. ANALYSIS OF INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<u>Unrestricted</u> <u>Funds</u> £	Restricted <u>Funds</u> £	<u>Total Funds</u> <u>2020</u> £
Fees	161,935	21,909	183,844
Grant Income	208,567	-	208,567
	<u>370,502</u>	<u>21,909</u>	<u>£392,411</u>

3. OTHER INCOME

	<u>Unrestricted</u> <u>Funds</u> £	Restricted <u>Funds</u> £	<u>Total Funds</u> <u>2020</u> £
JRS Furlough Income	45,264	-	45,264
COVID-19 Grant Income	10,000	-	10,000
	<u>55,264</u>	<u>-</u>	<u>£55,264</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2020

4. ANALYSIS OF RESOURCES EXPENDED

<u>Charitable Activities</u>	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total Funds</u> <u>2020</u> £
<u>Direct Costs</u>			
Trainer Fees	143,875	16,950	160,825
Marketing and Advertising	8,006	-	8,006
Programme Expenses	10,184	350	10,534
Food & Hospitality	1,109	-	1,109
Travel & Accommodation	14,136	140	14,276
Wages & Salaries	209,916	3,459	213,375
	<u>387,226</u>	<u>20,899</u>	<u>408,125</u>
<u>Administration Costs</u>			
Accountancy & Bookkeeping	1,810	-	1,810
Printing, Postage & Stationery	1,025	-	1,025
Systems Costs	8,668	-	8,668
Insurance	962	-	962
Pension Costs	4,607	-	4,607
Travel & Accommodation	1,914	-	1,914
Training	9,714	-	9,714
Admin Support	2,010	1,010	3,020
Telephone	1,174	-	1,174
Venue Hire	250	-	250
DBS Checks	279	-	279
Subscriptions	127	-	127
Rent	6,000	-	6,000
	<u>38,540</u>	<u>1,010</u>	<u>39,550</u>
<u>Total charitable activities costs</u>	<u>425,766</u>	<u>21,909</u>	<u>£447,675</u>

5. DEBTORS

	<u>2020</u> £
Trade Debtors	3,093
Prepayments	89
Other Debtors	41,899
	<u>£45,081</u>

6. CREDITORS: Amounts falling due within one period

Trade Creditors	6,016
Accruals	1,348
Deferred Income-Courses in Advance	116,495
Other Taxation and Social Security	2,371
	<u>£126,230</u>

TALK THE TALK

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST AUGUST 2020

7a. MOVEMENT IN FUNDS - UNRESTRICTED FUNDS

	Balance as at 1 st September 2019 £	Incoming Resources £	Outgoing Resources £	Balance at 31 st August 2020 £
Unrestricted Funds	-	425,766	(425,766)	-
	<hr/> -	<hr/> 425,766	<hr/> (425,766)	<hr/> £Nil

7b. MOVEMENT IN FUNDS - RESTRICTED FUNDS

	Balance as at 1 st September 2019 £	Incoming Resources £	Outgoing Resources £	Balance as at 31 st August 2020 £
(JPF) Jack Petchey Foundation	-	3,000	(3,000)	-
Dancop	-	5,259	(5,259)	-
Future U	-	2,250	(2,250)	-
Heppsy	-	4,500	(4,500)	-
Ormiston	-	6,900	(6,900)	-
	<hr/> -	<hr/> 21,909	<hr/> (21,909)	<hr/> £Nil

Included in the deferred income total of £116,495, at note 6 to the Accounts, are the following additional amounts received from restricted funds, these being payments in advance for workshops to be delivered in 2020/21:

	£
(JPF) Jack Petchey Foundation	3,000
Dancop	84,600
Future U	5,100
GwE	1,895
Heppsy	8,700
Ormiston	8,100
Selby College	1,800
Ferryhill Business and Enterprise College	1,500
Mossbourne Victoria Park Academy	1,800
	<hr/> £116,495

8. RELATED PARTY DISCLOSURES

Four Acre Trust (Charity No. 1053884), a grant-making charity with historic links to Talk the Talk, made grant income donations to the Charity totalling £208,567.

£6000 was paid to Elizabeth Lloyd for provision of office services. Ms Lloyd donated the full amount to the Four Acre Trust.

John Bothamley is a trustee of Four Acre Trust.

There are no other related party transactions.

9. TRUSTEES' REMUNERATIONS AND EXPENSES

There was no trustees' remuneration for the year, nor were expenses paid to trustees during this period.

10. EMPLOYEE INFORMATION

The average number of persons employed is 4.85.

Employees are included in the workplace pension scheme.

No employees receive a salary of more than £60,000.