

**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 2019**

## YOUTH TALK LIMITED

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**YOUTH TALK LIMITED**  
**CHARITY INFORMATION**  
**YEAR ENDED 31 MARCH 2019**

**-- 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 the Trustees  
Christopher Clulow  
Gladys Cummings (resigned 17th June 2019)  
Susan Holliday  
Kathryn McManus (resigned 19th September 2019)  
Margaret Thirlway  
Margaret Turner  
Ian Woods

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

Margaret Thirlway

**-- 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 Lockey House  
St Peters Street  
St. Albans  
Hertfordshire AL1 3LR

**YOUTH TALK LIMITED**  
**ANNUAL REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**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 2019**

**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, 2652 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 7% to 254. 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 63 counselling sessions offered each week.
- Over the last year relationships have been strengthened with GP surgeries, secondary schools and other agencies such as 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, helping to raise the awareness of Youth Talk among young people.
- Donation income decreased from £66,429 in 2018 to £45,415 in 2019. The reason behind the decrease has mostly come from a fall in personal donations.
- 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.

**Plans for the future:**

- 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.
- 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 2019**

**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 6 months' operations on hand at any time. At the year end the Company's free reserves stood at £131,765. 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 19<sup>th</sup> Sept. 2019

  
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 2019, 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: 2 October 2019

**YOUTH TALK LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES AND THE INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	General Fund £	Restricted Fund £	Total 2019 £	General Fund £	Restricted Fund £	Total 2018 £
<b>Income and endowments from:</b>							
Donations and legacies	2	131,464	60,302	191,766	170,788	49,774	220,562
Other trading activities	3	13,013	-	13,013	-	-	-
Investments	4	175	-	175	27	-	27
<b>Total</b>		<b>144,652</b>	<b>60,302</b>	<b>204,954</b>	<b>170,815</b>	<b>49,774</b>	<b>220,589</b>
<b>Expenditure on:</b>							
Clinical services	5	118,649	45,001	163,650	120,609	46,501	167,110
Other	6	1,400	-	1,400	3,383	-	3,383
<b>Total</b>		<b>120,049</b>	<b>45,001</b>	<b>165,050</b>	<b>123,992</b>	<b>46,501</b>	<b>170,493</b>
<b>Net income/(expenditure)</b>		<b>24,603</b>	<b>15,301</b>	<b>39,904</b>	<b>46,823</b>	<b>3,273</b>	<b>50,096</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward	10	107,162	18,648	125,810	60,339	15,375	75,714
<b>Total funds carried forward</b>		<b>131,765</b>	<b>33,949</b>	<b>165,714</b>	<b>107,162</b>	<b>18,648</b>	<b>125,810</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 2019**

	Notes	2019		2018	
		£	£	£	£
<b>Current Assets:</b>					
Debtors	8	13,120		11,709	
Cash at bank and in hand		154,189		124,625	
		<u>167,309</u>		<u>136,334</u>	
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	9	<u>1,595</u>		<u>10,524</u>	
<b>Total net assets</b>		<u><u>165,714</u></u>		<u><u>125,810</u></u>	
<b>The funds of the charity:</b>					
General Fund	10	131,765		107,162	
Restricted Fund	10	33,949		18,648	
		<u><u>165,714</u></u>		<u><u>125,810</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 2019. 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 19.9.19

Dr Roger Gibbs .....  
Chair of the Trustees

Margaret Thirlway .....  
Company Secretary

## YOUTH TALK LIMITED

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

#### **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 2019**  
**(CONTINUED)**

**2 Donations and legacies**

	General Fund £	Restricted Fund £	Total 2019 £	General Fund £	Restricted Fund £	Total 2018 £
Donation income	45,415	-	45,415	66,429	-	66,429
Grants received	86,049	60,302	146,351	104,359	49,774	154,133
	<u>131,464</u>	<u>60,302</u>	<u>191,766</u>	<u>170,788</u>	<u>49,774</u>	<u>220,562</u>

**3 Other trading activities**

	General Fund £	Restricted Fund £	Total 2019 £	General Fund £	Restricted Fund £	Total 2018 £
Fundraising events	10,703	-	10,703	-	-	-
Rental Income	2,310	-	2,310	-	-	-
	<u>13,013</u>	<u>-</u>	<u>13,013</u>	<u>-</u>	<u>-</u>	<u>-</u>

**4 Investment income**

	General Fund £	Restricted Fund £	Total 2019 £	General Fund £	Restricted Fund £	Total 2018 £
Bank Interest	175	-	175	27	-	27
	<u>175</u>	<u>-</u>	<u>175</u>	<u>27</u>	<u>-</u>	<u>27</u>

**5 Expenditure on providing clinical services**

	General Fund £	Restricted Fund £	Total 2019 £	General Fund £	Restricted Fund £	Total 2018 £
<b>Property costs:</b>						
Rent	-	18,771	18,771	3,627	20,085	23,712
Other maintenance	-	-	-	2,040	-	2,040
<b>Office costs:</b>						
Telephone	-	915	915	1,123	-	1,123
Light and heat	-	-	-	341	-	341
Post and stationery	988	-	988	1,206	-	1,206
Other office costs	6,899	322	7,221	10,733	-	10,733
Recruitment Expenses	795	-	795	-	-	-
<b>Staff costs:</b>						
Counselling fees	35,805	24,993	60,798	26,093	26,416	52,509
Administrative staff	59,836	-	59,836	59,543	-	59,543
Supervision	10,350	-	10,350	9,863	-	9,863
Signposting and consultation	3,975	-	3,975	6,040	-	6,040
	<u>118,649</u>	<u>45,001</u>	<u>163,650</u>	<u>120,609</u>	<u>46,501</u>	<u>167,110</u>

# **YOUTH TALK LIMITED**

## **NOTES TO THE ACCOUNTS** **FOR THE YEAR ENDED 31 MARCH 2019** **(CONTINUED)**

No trustee received remuneration or had any personal expenses reimbursed on behalf of the charity during the year to 31 March 2019 (2018: £nil)

### **5a Staff costs**

Staff costs include gross salaries of £64,863 and social security costs of £4,889.

Key management personnel (including CEO and Operations Manager) wages amounted to £50,706 (2018: £43,942).

	<b>2019</b>	<b>2018</b>
Average number of employees during the year:	4	4

### **6 Other costs**

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2019 £</b>	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2018 £</b>
<i>Governance costs</i>						
Independent examiners fees	1,400	-	1,400	1,224	-	1,224
Legal and professional costs	-	-	-	2,159	-	2,159
	<u>1,400</u>	<u>-</u>	<u>1,400</u>	<u>3,383</u>	<u>-</u>	<u>3,383</u>

### **7 Fixed assets**

	<b>Computer Equipment £</b>	<b>Total £</b>
<i>Cost</i>		
As at 1 April 2018	8,226	8,226
As at 31 March 2019	<u>8,226</u>	<u>8,226</u>
<i>Depreciation</i>		
As at 1 April 2018	8,226	8,226
As at 31 March 2019	<u>8,226</u>	<u>8,226</u>
<i>Net Book Value</i>		
As at 31 March 2019	<u>-</u>	<u>-</u>
As at 31 March 2018	<u>-</u>	<u>-</u>

### **8 Debtors**

	<b>2019 £</b>	<b>2018 £</b>
Prepayments	4,642	4,709
Accrued income	8,478	7,000
	<u>13,120</u>	<u>11,709</u>

**YOUTH TALK LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**  
**(CONTINUED)**

**9 Creditors due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Accruals	1,595	9,203
PAYE control account	-	1,321
	<u>1,595</u>	<u>10,524</u>

**10 Analysis of funds**

	<b>At 1 April 2018</b>	<b>Income</b>	<b>Expenditure</b>	<b>At 31 March 2019</b>
<b>General fund</b>	107,162	144,652	(120,049)	131,765
Total unrestricted funds	<u>107,162</u>	<u>144,652</u>	<u>(120,049)</u>	<u>131,765</u>
<b>Restricted funds</b>				
BBC Children in Need	-	24,302	(15,189)	9,113
The Childwick Trust	15,290	20,000	(20,008)	15,282
Hertfordshire Community Foundation	3,358	16,000	(9,804)	9,554
Total restricted funds	<u>18,648</u>	<u>60,302</u>	<u>(45,001)</u>	<u>33,949</u>
<b>Total funds</b>	<u><b>125,810</b></u>	<u><b>204,954</b></u>	<u><b>(165,050)</b></u>	<u><b>165,714</b></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) 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**

	<b>General Fund</b>	<b>Restricted Funds</b>	<b>Total 2019</b>
Current Assets	133,360	33,949	167,309
Creditors due within one year	(1,595)	-	(1,595)
	<u>131,765</u>	<u>33,949</u>	<u>165,714</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 2019 the company was committed to making the following payments under operating leases:

	<b>2019</b>	<b>2018</b>
<b>Land and Buildings</b>		
Within one year	13,000	13,000
Within 2 to 5 years	3,250	16,250
	<u>16,250</u>	<u>29,250</u>