



Scottish Charitable Incorporated Organisation SC045158
181 Granton Rd, Edinburgh EH5 3RQ

ANNUAL REPORT AND ACCOUNTS

**1 January 2016-
31 December 2016**

Contents

| | |
|--|----------|
| Introduction | 2 |
| Activities | 2 |
| The Venue | 2 |
| Finance | 2 |
| Marketing | 3 |
| The Board of Trustees | 3 |
| Feedback from Clients | 4 |
| Thanks | 4 |
| Receipts and Payments Accounts | 5 |
| Statement of receipts and payments for the period 1 January 2016 - 31 December 2016 | 5 |
| Statement of balances as at 31 December 2016 | 5 |
| Notes to the accounts for the period 1 January 2016 - 31 December 2016 | 6 |
| Trustees' declaration | 7 |

TalkTime Edinburgh SC045158 Annual Report and Accounts 2016

Introduction

TalkTime Edinburgh is a unique specialist service set up to offer free counselling to young people aged 12-25 with physical disabilities and long-term health conditions living in and around Edinburgh. It is a registered Scottish charity (SCIO number SC045158) and began its activities in February 2015. A copy of the charity's constitution is available on request.

Activities

TalkTime Edinburgh offers weekly one hour sessions of specialist one-to-one supportive counselling to young people aged 12-25 with physical disabilities. Our counsellor is professionally qualified and has many years' experience of working with this particular client group. All clients are offered a minimum of 10 sessions, which can be extended if considered beneficial.

In 2016 we offered 83 hours of counselling to 10 clients with a wide range of disabilities and impairments. Some clients attended just a few times and others attended for several months. It is often necessary to work with clients long-term as they can have issues which are very complex and challenging. The service is evaluated on an ongoing basis using validated feedback forms (entitled "Psychlops") specially designed for this particular client age group by Kings College London. Clients self-rate their problems, functioning and well-being on a scale of 0-5, with a combined maximum score of 20, pre-therapy and post-therapy. In 2016, our clients showed an average reduction (i.e. improvement) of six points at the end of their counselling.

This year we also carried out outreach work in a secondary school in Midlothian where the pupil was unable to travel to our base in Leith. This was very successful and resulted in the pupil subsequently accessing our service through transport arranged by the school.

The Venue

The charity hires the Watt Room in Norton Park Conference centre in the Leith area of the city. This is a room which is particularly suitable for counselling in that it is quiet, intimate and totally wheelchair accessible with disabled toilets and a comfortable waiting area for family, friends and support workers.

Finance

The charity has continued to fundraise and has also received generous donations from business and private individuals.

A copy of our **Annual Accounts** is included in this report.

Reserves policy

The trustees' policy is to retain 18-24 months' worth of normal running costs in order to meet our commitments to our vulnerable young clients. It also allows us to provide services on a regular basis even though donations and grants are received infrequently. The reserves at 31 December 2016 of £12,767 are in excess of 24 months expenditure based on the number of clients we saw in 2016. The trustees believe this is acceptable given that we expect client numbers to increase and are still benefiting from a number of successful grant applications in the previous year.

Marketing

We had an exhibition stand at the Kidz to Adultz Conference at the Ingliston Show Ground in the summer. This is a national conference which exhibits equipment and services aimed at disabled children and young people and is free for visitors to attend. There was a lot of interest from the families of young disabled people, as well as medical professionals. We have been invited to return as guest speakers to the 2017 conference.

We were very lucky to recruit Holly Martin, a new volunteer who works full-time in marketing, to run our social media pages.

One of our founders, Josh Hepple, has had several articles published in the national media in which he has mentioned TalkTime. He also has his own website which explains why he set up TalkTime on the home page <http://www.joshhepple.com>.

We continue to contact GP practices, specialist hospital departments, secondary schools and youth groups in the Edinburgh and Lothians on a regular basis. We are constantly working to raise our profile and recruit new clients.

The Board of Trustees

The charity currently has five trustees who have remained in the same posts throughout the year as follows:

| | | |
|---------------------|-----------|-----------------------------|
| Seonaid Cooke | Convenor | (9 October 2014 - present) |
| Dr Paul Hepple | Secretary | (9 October 2014 - present) |
| Peter MacRae | Treasurer | (31 January 2015 - present) |
| Dr Ann Robertson | | (23 October 2014 - present) |
| Dorothy Fairweather | | (23 January 2015 - present) |

Trustees are elected by a majority vote of the current trustees at the AGM each year. The 2016 AGM was held on 23 January 2016 and all trustees were re-elected. The full process by which trustees are appointed is set out in our constitution which is available on request.

The board meets regularly throughout the year to discuss progress and make plans for future development. Meetings were held during 2016 on 23 January, 18th June and 15th October.

Feedback from Clients

"My counsellor was great. She helped me a lot and I feel like I got some great insights from her which I am still working on."

October 2015

"I felt at ease talking with my counsellor about my physical and mental issues, her approach and skills were really spot on and I always recommend TalkTime to others."

December 2016

"My experience with TalkTime was invaluable in helping me navigate my way through a particularly challenging time in my life. Although my chronic illness was initially a physical one, it triggered mental and emotional anxieties that were heightened during my studies at university. My counsellor at TalkTime helped me reach a happier place in which I was more positive, accepting and forgiving with myself. It helped me gain back the confidence that had been knocked during the five years of battling illness."

March 2016

"My counsellor helped me through a really dark time and I feel with her support I have reached a level of clarity for myself again."

November 2016

"Sue is an outstanding counsellor."

December 2016

"Thank you so much for just existing. It gives me hope."

March 2016

Thanks

Finally, TalkTime Edinburgh would like to thank our fantastic volunteers. They generously offer their time and expertise for which we are very grateful:

Alberto Lopez Garcia (IT)
Holly Martin (Social Media)

Receipts and Payments Accounts

Statement of receipts and payments for the period 1 January 2016 - 31 December 2016

| | 2016 Unrestricted funds £ | 2015 Total funds £ |
|--|------------------------------------|--------------------------|
| Receipts | | |
| Donations (note 4) | 6,565 | 2,792 |
| Loans (note 3) | - | 10,000 |
| Grants | - | 11,000 |
| Fundraising | - | 1,532 |
| Receipts from other activities | - | 268 |
| Total receipts | 6,565 | 25,592 |
| Payments | | |
| Fundraising costs | - | (99) |
| Cost of charitable activities (note 5) | (3,873) | (4,708) |
| Governance costs (note 6) | (480) | - |
| Loan repayments (note 3) | (10,000) | - |
| Other costs (note 7) | (230) | - |
| Total payments | (14,583) | (4,807) |
| Surplus/(deficit) for the year | (8,018) | 20,785 |

Statement of balances as at 31 December 2016

| | 2016 Unrestricted funds £ | 2015 Total funds £ |
|---|------------------------------------|--------------------------|
| Opening cash at bank and in hand | 20,785 | - |
| Surplus/(deficit) for the year | (8,018) | 20,785 |
| Closing cash at bank and in hand | 12,767 | 20,785 |
| Bank and cash balances | | |
| Community account | 12,767 | 20,785 |
| Outstanding loans | | |
| Initial set-up loan (note 3) | - | (10,000) |

Notes to the accounts for the period 1 January 2016 - 31 December 2016

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

3 Related party transactions

The charity was established with an interest-free loan of £10,000 from one of the founders and trustees, Seonaid Cooke. This loan was repaid in full in December 2016..

4 Donations

| | 2016 | 2015 |
|------------------------------------|--------------------|--------------|
| | Unrestricted funds | Total funds |
| | £ | £ |
| Donations from private individuals | 1,225 | 1,792 |
| Donations from businesses | 5,340 | 1,000 |
| | <u>6,565</u> | <u>2,792</u> |

5 Cost of charitable activities

| | 2016 | 2015 |
|--------------------------------------|--------------------|--------------|
| | Unrestricted funds | Total funds |
| | £ | £ |
| Counsellor fees | 2,720 | 2,953 |
| Room hire | 639 | 813 |
| Postage, stationery and mobile phone | 407 | 367 |
| Advisers | 49 | 425 |
| Website design and support | 58 | 150 |
| | <u>3,873</u> | <u>4,708</u> |

6 Governance costs

A fee of £480 was paid to Cowan and Partners Chartered Accountants for the Independent Examination of the 2014-15 accounts.

7 Other costs

A fee of £230 was paid to Disabled Living for a stand at the Kidz to Adultz Scotland event in Edinburgh in September 2016, to promote the charity to professionals and potential clients.

Trustees' declaration

The trustees declare that they have approved the trustees' Annual Report and Accounts for the period 1 January 2016 – 31 December 2016.

Signed on behalf of the trustees of TalkTime Edinburgh:

Signature Seonaid Cooke

Full Name SEONAIID COOKE

Position TRUSTEE

Date 21 MARCH 2017

Signature Peter Macrae

Full Name PETER MACRAE

Position TREASURER

Date 21 MARCH 2017

Independent Examiner's Report to the Trustees of
TalkTime Edinburgh
Company Number SC045158

I report on the accounts for the year ended 31 December 2016 set out on pages two to seven.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

David F Rutherford CA
Cowan & Partners Limited
60 Constitution Street
Edinburgh
EH6 6RR



Date: 21/3/17