

**REGISTERED CHARITY NUMBER: 1155235**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020  
FOR  
TIME TO TALK WEST BERKSHIRE**

Banks & Co Limited  
Chartered Certified Accountants  
1 Carnegie Road  
Newbury  
Berkshire  
RG14 5DJ

## TIME TO TALK WEST BERKSHIRE

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## **TIME TO TALK WEST BERKSHIRE**

### **REPORT OF THE TRUSTEES For The Year Ended 31 March 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1155235

##### **Principal address**

Broadway House  
4 - 8 The Broadway  
Newbury  
Berkshire  
RG14 1BA

##### **Trustees**

Elizabeth O'Keeffe  
Lesley Boler  
Georgina Punter  
Christopher Thomas  
Paul Stratton  
Julie Carlisle  
Tracy Walker-Reed

Appointed May 2019

##### **Independent examiner**

RML Taylor FCCA  
Banks & Co Limited  
Chartered Certified Accountants  
1 Carnegie Road  
Newbury  
Berkshire  
RG14 5DJ

## **TIME TO TALK WEST BERKSHIRE**

### **REPORT OF THE TRUSTEES For The Year Ended 31 March 2020**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Time to Talk West Berkshire was formally registered as a CIO on 17th December 2013 but it has actually been in existence for over 30 years. The charity was originally established in 1986 by the then Newbury District Council, as the Newbury Youth Counselling & Advisory Service. With the issues and concerns that young people were bringing to NYCAS, it became apparent that the provision of counselling was the essential cornerstone of the service and a much needed form of support for young people.

##### **Management**

Within three years it became 14:21 Time to Talk and was registered as a charity in November 1989. Over time, confusion had arisen about the name of the charity. Some clients and funders believed that the use of 14:21 reflected the age of the client group (which it did not, as Time to Talk supports clients from age 11 to age 25). It did, in fact, reflect the opening hours of the service (14.00 hrs to 21.00 hrs Monday to Friday) - but this confusion needed clarification. During 2013, the Trustees, stakeholders and the confusion of major funders, led to a decision that the charity should adopt a more appropriate name. Around the same time, new legislation introduced by the Charities Act of 2006, allowed smaller charities to amend their constitution and become a Charitable Incorporated Organisation (CIO). The Trustees in post at the time of the new constitution became Trustees of the new CIO.

The objects of the CIO are to promote the mental health and emotional wellbeing of young people who are resident, in education, training, working or registered with a GP in West Berkshire by:

- o Establishing, maintaining and developing a service to provide counselling, information, advice and other support,
- o Undertaking research into young people's mental health and emotional wellbeing, and
- o Promoting awareness of, and do such other things as may combat, the underlying causes of the need for such counselling

In the year under review the Trustees of the CIO have changed as follows (all are still in post unless otherwise shown):

- o Lesley Boler - Chair
- o Elizabeth O'Keeffe
- o Georgina Punter
- o Chris Thomas
- o Paul Stratton
- o Julie Carlisle
- o Tracey Walker-Reed (Appointed June 2019, Joined charity May 2019)

Trustees are recruited for the skills that they can bring to the charity and the Board of Trustees. There is a recruitment process in place including our Trustee Code of Practice and are introduced to the work of the charity by attending Operations and Trustees meetings. The Trustees have designated roles and responsibilities to ensure all aspects of the charity requirements will be addressed.

## **TIME TO TALK WEST BERKSHIRE**

### **REPORT OF THE TRUSTEES For The Year Ended 31 March 2020**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity has three part time members of staff:

- o Davina Nicholson - Clinical Lead - whose role is to provide clinical leadership and direction to T2TWB's counsellors. Being responsible for the management of the clinical practice and quality of services. To represent T2TWB with local stakeholders and partners and to develop and sustain these relationships.
- o Luisa Rayner - Office Manager - whose broad role includes administration of the service, manage day-to-day finances and submit applications for grants and other funding opportunities.
- o Kate Adams - Deputy Clinical Lead - Kate joined the organisation this year in a newly developed role. This role is to oversee the outreach and schools counselling services, she reports to Davina the Clinical Lead.

The service is delivered by 30 Counsellors. Some work on a voluntary basis and some on a part paid and part voluntary basis.

Currently the counselling service operates in Broadway House and also in the following schools across West Berkshire under a Service Level Agreement with the Headteacher of each school:

- o Kennet School
- o The Downs School
- o Willink School
- o Brookfield's School
- o John O'Gaunt School
- o Mary Hare School

An Outreach service is also operational at Thatcham, Hungerford, Lambourn and Woolton Hill GP surgeries as a result of a Grant secured to support clients in rural areas.

The charity has one contract worker, who is responsible for overseeing the service provided within the schools' SLA function (an Outreach Worker), three contract workers who provide the Supervision function for our Counsellor Volunteers in addition to the Clinical Lead (necessary to meet the criteria of the BACP), and five contract workers who act as Assessors. As well as being paid contractors for this aspect of our service, they are also volunteer counsellors in their own right.

## **TIME TO TALK WEST BERKSHIRE**

### **REPORT OF THE TRUSTEES For The Year Ended 31 March 2020**

#### **OBJECTIVES AND ACTIVITIES**

##### **Vision, Mission and Values**

Over the year under review, we revisited our Vision, Mission and Values as part of our annual Strategic Review and they are as follows:

##### **Our Vision**

A West Berkshire where all young people feel empowered and have the same opportunity to reach their full potential and grow up to be actively engaged in society as happy, confident and achieving adults.

##### **Our Mission**

To provide an effective quality-controlled counselling service, free at the point of delivery, for young people aged 11-25 who are resident, in education, training, working or registered with a GP in West Berkshire, which helps them deal with their specific challenges in a sustainable way.

##### **Our Values**

Listening	-	We listen
Respect	-	We treat everyone with respect
Trustworthy	-	We behave in a manner that makes us worthy of your trust
Caring	-	We care about our clients, our colleagues and our service
Quality	-	We continuously ensure our service is of the highest quality

##### **Public benefit**

In order to be able to make the required Public Benefit Statement within this Report, the Trustees considered the charity's performance and achievements against the objectives and activities set out within the CIO and the priorities set during the Annual Strategic Review.

As can be seen from the graphs and information below, the charity has met the objective to provide a counselling service, free at the point of delivery, for young people aged 11-25 who are resident, in education, training, working or registered with a GP in West Berkshire.

Two of the eight Key Strategic Priorities, set by the charity during our Annual Strategic Review, were aligned with the charity's focus on providing a benefit to the public:

- o To determine how best to provide support to parents
- o To proactively drive our relationships with key strategic partners, potential funders and our core target market of 11-25 year olds

The Deputy Clinical Lead has published 2 articles for the West Berkshire Training Consortium and the Clinical Lead is a valued part of the local Emotional Health Triage Service, which was established to reduce waiting lists for CAMHS and through this we are raising our profile, credibility and authority.

The Trustees consider that the charity has met the Public Benefit challenge required of all charities.

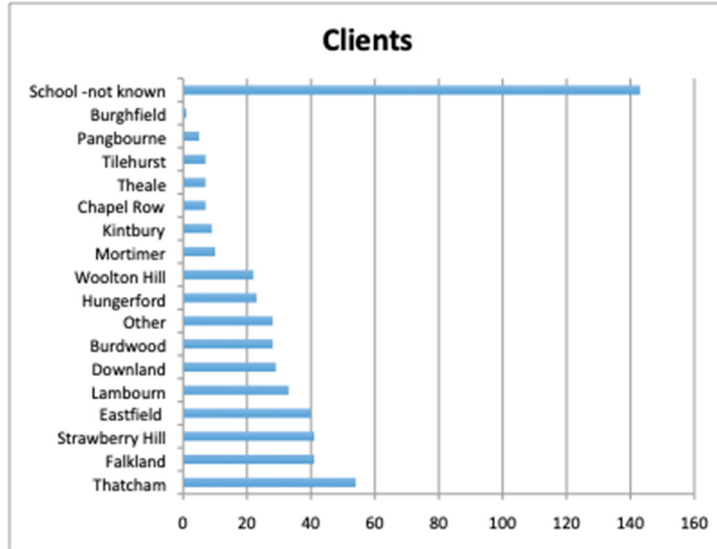
**TIME TO TALK WEST BERKSHIRE**

**REPORT OF THE TRUSTEES  
For The Year Ended 31 March 2020**

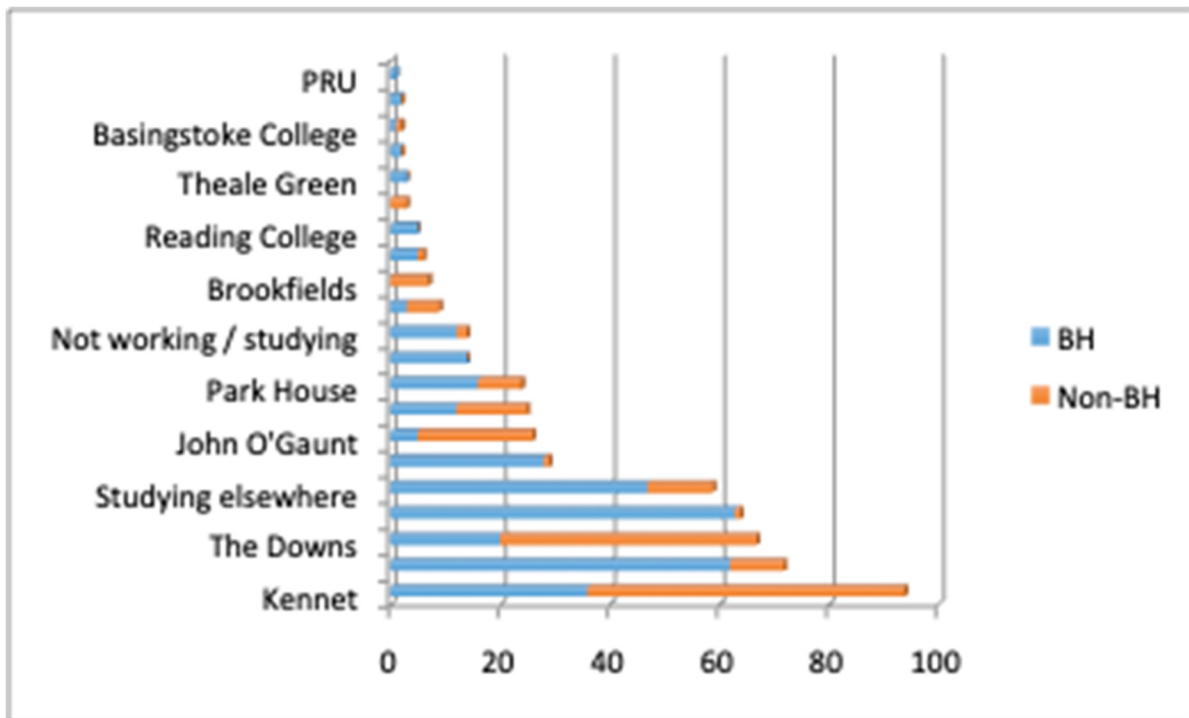
**ACHIEVEMENT AND PERFORMANCE**

In the year under review, Time to Talk West Berkshire has supported 529 clients.

The clients supported at Broadway House, were referred from the following GP Surgeries and school as shown below.



Young people have attended from a variety of schools in the local area.



## TIME TO TALK WEST BERKSHIRE

### REPORT OF THE TRUSTEES For The Year Ended 31 March 2020

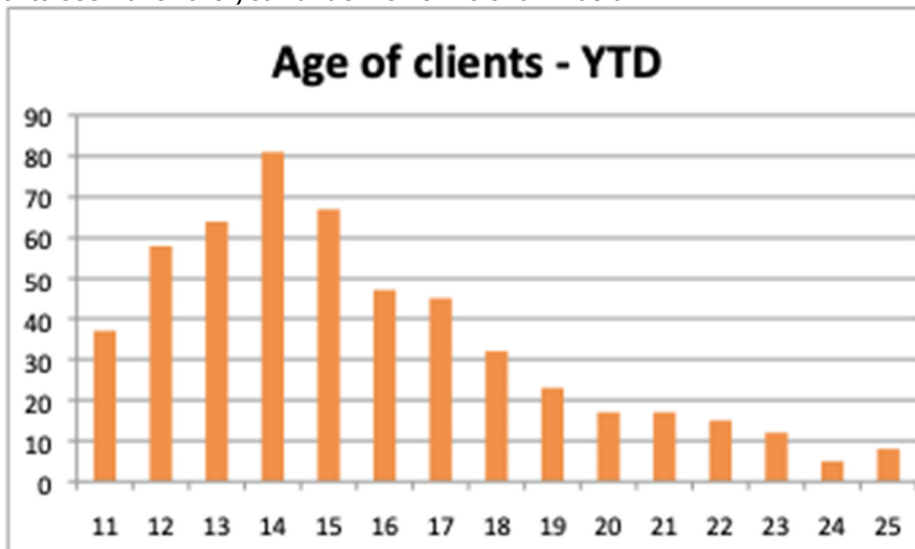
#### ACHIEVEMENT AND PERFORMANCE

Over the year under review, the number of young people on the waiting list has varied, but across the year, the average number has been 67 with an average waiting time of 8.6 weeks before being seen for regular weekly sessions. There was a 2.0 week wait for assessment.

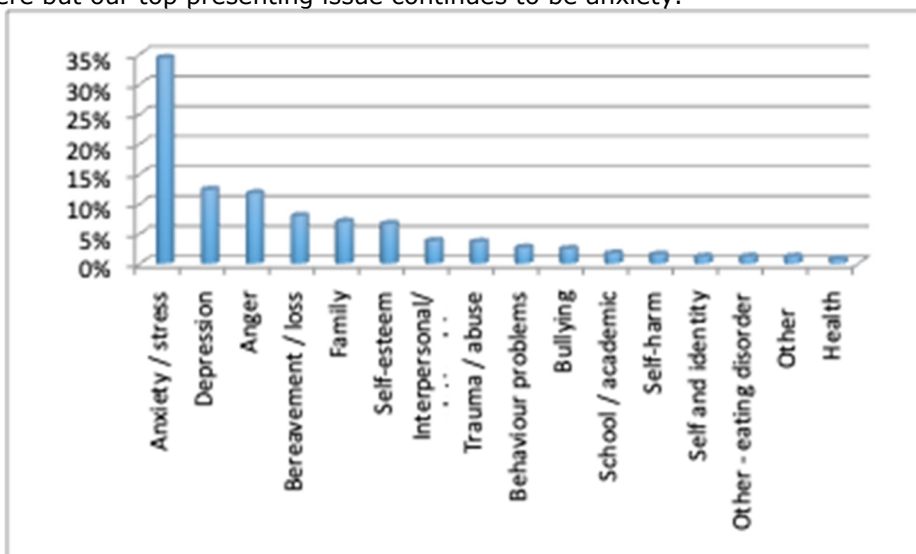
Initial assessment of clients will determine a "CORE Score" – This produces a calculation between 0 and 40, where 40 is the highest score possible and indicates the greatest level of distress. A person presenting as mentally healthy would be likely to have a score in the region of 0-12. We then measure the CORE scores during and at the end of counselling, in this way we can see the amount that the CORE score reduces, indicating a reduction in distress for that young person.

The average score for our clients at the start of counselling sessions was 19.3 and the average score for our clients at the end of counselling was 12.9 (only 0.9 out of the mentally healthy range). For those young people who completed counselling with us, almost 50% had a CORE score of 12 or below. So the average reduction in CORE score was 6.4 as a result of support from Time to Talk West Berkshire. This indicates that the counselling is having a significant positive impact in all but a very few cases.

The ages of clients seen over the year under review is shown below.



We ask young people what they consider to be their top presenting issue and the information given is displayed in the graph below. Naturally many young people have more than one issue and this is not represented here but our top presenting issue continues to be anxiety.



## TIME TO TALK WEST BERKSHIRE

### REPORT OF THE TRUSTEES For The Year Ended 31 March 2020

#### ACHIEVEMENT AND PERFORMANCE

Total number of sessions offered

	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
All Outreach	1,535	1,606	1,499	1,084	9,29	1,003
Broadway House	3,158	2,865	2,247	2,167	1,851	1,129
Total	4,693	4,471	3,746	3,251	2,780	2,132

The figures show that the total number of sessions has increased by 5% on last year.

100 % of young people referred to our service are contacted within 2 weeks. 90% of young people are matched with a counsellor within 10 weeks of referral.

Our waiting list climbed over Q4 to an exceptionally high level of referrals, we closed our waiting list momentarily at the end of March (due to COVID-19) with 100 young people on it. Our referrals have climbed to a staggering level with some weeks recording 10 referrals per week and occasionally more.

Over 80% of young people using our service see a reduction in their CORE score.

89% of young people using our service agree or strongly agree that they would recommend counselling to their friends or family.

86% agree or strongly agree that they feel more positive since going for counselling.

70% agree or strongly agree that since attending counselling, their relationships with friends and / or family have improved.

Feedback from young people about positives from counselling included:-

- o Good atmosphere, positivity. I felt more comfortable after every session whereas at the start I was anxious about coming
- o It made me more confident, and I was able to understand anxiety which really helped improve the way I was feeling
- o My Counsellor has been nothing short of amazing at helping me and supporting me through what has been the toughest year of my life. Thank you!
- o I said everything that I was worried about and I wasn't worried about it anymore
- o It helped my mood to get better. I used to get angry and depressed and people would ask me to calm down and now I'm more mellow
- o I had a place I could just go to or call whenever and I've felt safer & happier

#### Assessments

At Time to Talk West Berkshire we believe that meeting our KPI of giving all young people an assessment within 2 weeks is extremely important because not only is it reflective of giving a high quality service it is also a safeguarding measure. Because we conduct a broad risk assessment we can pick up at assessment if someone needs to be signposted or referred to another organisation such as CAMHS or Children's Services. During November and December of 2019 our referrals were very high and also one of our long term assessors left the team so we made a decision to expand our assessment team and the clinical lead trained a new group of assessors so that we increased our weekly assessments from 8 to 12 (of course not all 12 were always used). This meant that we were able to consistently meet our target of offering an assessment within two weeks.

## **TIME TO TALK WEST BERKSHIRE**

### **REPORT OF THE TRUSTEES For The Year Ended 31 March 2020**

#### Counsellors

As always during the year there has been a small turnover of counsellors but at Time to Talk we feel very proud of the fact that 2/3 of our counsellors are fully qualified and stay with the service because they appreciate the ethos of the agency, the excellent supervision, the CPD sessions offered throughout the year, the career development opportunities, the teams they work in and the support of the Clinical Lead and Deputy Clinical Lead. We finished the year with 28 counsellors offering a variety of sessions for the charity and 6 trainees in the induction process.

#### Additional activity in schools

When the in-house counsellors at Park House school wanted to reduce their current hours, the school looked to us to provide qualified and experienced counsellors to cover these hours and take up any additional need. We now have two counsellors offering a total of 10 sessions at the school.

We have carried out 5 assemblies on mental health awareness with an additional 5 that were booked but have had to be rescheduled due to lockdown.

#### Collaboration with The Watermill Theatre:

Time To Talk and The Watermill Theatre worked together to combine counselling and dramatherapy techniques in a series of workshops with the aim of raising confidence and self-esteem while exploring themes such as anxiety, depression and adolescent development.

The workshops were very interactive; combining a range of creative mediums, including play, story, games and art, alongside an element of education and techniques to help in everyday life such as coping strategies and relaxation techniques. The sessions are designed to be fun and relaxed as well as therapeutic and no one was forced to take part in activities.

These sessions took place at John O'Gaunt school. We had 12 sessions with the YP and they decided that they would like to present a workshop on Adolescent Mental Health to teachers and staff at the school. The school were enthusiastic about this and were in the process of booking it into an afterschool staff training session when lockdown occurred. This will be picked up again once back to normal but may need adapting given the big gap between sessions ending and the training session.

It is hoped that this training session could be offered to other schools as well. This unique way of working has led to the two facilitators putting forward a paper to be presented at the BADth Annual Conference 2020 (British Association of Dramatherapy). It is unknown whether this conference will go ahead this year or not. It is hoped that this project can be repeated in other schools and may be a good way to address the fears and anxieties around the current situation.

#### New in 2019 - Counselling for parents

The Clinical Lead in conjunction with Newbury Family Counselling Service scoped out and developed a small counselling service for parents. We believe that this will have a knock on beneficial effect on the young people in the family. One-to-one parent counselling sessions started in summer 2019 and at the time of writing five adults have completed counselling, four had planned endings and the CORE score reduction and end of therapy feedback show that they have all benefited. One of the original two counsellors left and we started two new counsellors at beginning of February so increasing total weekly sessions from four to six. We have a small waiting list and the majority of parents who we contact are showing interest. NFCS continue to support us in this work.

The Clinical Lead and the Deputy Clinical Lead also hosted an information evening for parents on 'The teenage brain and anxiety' which was well attended and the feedback was extremely positive with many parents requesting other events. Another event was planned for April but sadly could not take place due to COVID-19.

## **TIME TO TALK WEST BERKSHIRE**

### **REPORT OF THE TRUSTEES For The Year Ended 31 March 2020**

#### **FINANCIAL REVIEW**

Key Strategic Priorities set by the charity during our Annual Strategic Review, were:

- o To produce an annual fundraising plan and budget in line with the strategy and pre-determined projects/deliverables
- o Secure 6 months non-core funding reserves as per Charity Commission guidelines
- o YOY improvement in employee engagement scores
- o Sustaining our accredited status

Funds fall into two categories:

- o Unrestricted (in that they can be used for any purpose that the Trustees deem will fit with the Charitable Objects), and
- o Restricted (in that they have been granted by Funders for specific purposes).

The Office Manager maintains financial records which are presented to the Trustees on a monthly basis so that the Trustees can determine that the charity has sufficient unrestricted and restricted Funds in order to discharge its liabilities at any point throughout the year.

Our principal funding sources for the year were from NHS Wokingham Partnership Development Fund (PDF), the Public Health Fund, Greenham Trust and, through Service Level Agreements, with six local schools. A full list of funders can be found at the end of this report.

Specifically for grants, we received grant funds of £107,008 from 27 different funders (this includes £30,000 PDF statutory funding). We have received some multiple grants from funders over the year, for example BDZ Holdings and Greenham Trust. We also received donations totalling £23,535.

Time to Talk West Berkshire has a Reserves Policy which is reviewed annually in April or where there are significant changes in staff hours or numbers. Reserves must be held for the following reasons:

- o To meet contractual liabilities should the organisation have to close
- o To ensure that it can continue to provide a stable and quality service to those who need it
- o To ensure that all Restricted Funding be spent in line with the Funding Agreement signed with the Funder (this is a legal requirement)

Over and above the reserves required to ensure the completion of specifically funded projects, Time to Talk West Berkshire aims to have Reserves to cover six months running costs built up from Unrestricted (earned) income. For the year under review, we have not quite met the target of having six months running costs as Reserves and our aim for the coming year will be to achieve this. There has been an increase in the services provided which has resulted in additional running costs required. The reserves policy is currently being rebased to include these additional requirements.

Each month the Office Manager presents the Financial Status and forward projections of the charity's financial position to the Trustees so that the Trustees are reassured that the charity is operating on a sound financial basis.

## **TIME TO TALK WEST BERKSHIRE**

### **REPORT OF THE TRUSTEES For The Year Ended 31 March 2020**

#### **FUTURE DEVELOPMENTS**

Over the forthcoming year, it is the intention of the Trustees to:

- o To recruit and retain the best people and ensure we have sufficient, appropriate resource to deliver on our goals and future plans
- o To pursue longer-term relationships with a more diverse group of funders thereby increasing the sense of security for our people and the sustainability of the charity
- o To continue driving awareness amongst our core target audiences and to increase awareness and engagement amongst 18-25 year olds
- o To proactively drive our relationships with key stakeholders and community partners (including schools) and seek to collaborate wherever possible/appropriate
- o To ensure we capture robust, relevant data to evidence the quality of our service delivery
- o To ensure we have robust policies and procedures in place to safeguard the charity going forward.
- o To identify and implement innovative options for delivery of services in a range of settings

#### **CONCLUSIONS**

Time to Talk West Berkshire continues to make a significant difference to the mental health and lives of many young people but it is clear that there is more demand now than there was over 30 years ago when we were established. Our waiting list numbers continue to increase and although we are currently working at full capacity, with our funding drive we are hoping to grow the offering in the forthcoming year. We are looking to provide and develop innovative options to services in order to ensure that the core delivery of counselling free at the point of delivery remains. As the challenges to deliver services across a wider range of needs in the complexity of a changing landscape of funding the Trustees of the charity remain committed to supporting and serving the young people of West Berkshire and to the provision of high quality counselling services.

Lesley Boler

Chair

On behalf of the Trustees of Time to Talk

19th May 2020

## TIME TO TALK WEST BERKSHIRE

### REPORT OF THE TRUSTEES For The Year Ended 31 March 2020

#### THANKS

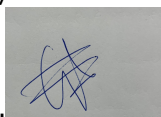
To all those Benefactors and Grant-giving organisations who have supported us during the financial year

- o Greenham Common Trust
- o The Partnership Development Fund
- o Public Health and Wellbeing Fund, West Berkshire Council
- o Berkshire Community Foundation
- o BDZ Holdings
- o The Peter Baker Foundation
- o Albert Hunt Trust
- o Souter charitable trust
- o Gerald Palmer Eling Trust
- o Sir Jules Thorn Charitable Trust
- o Helianthus Charitable Trust
- o Newbury Town Council
- o Amberjack
- o EBM Charitable Trust
- o CDK Global
- o Charities Aid Foundation
- o Miss Lawrence Trust
- o Gordon Palmer Memorial Trust
- o David Knight Charitable Trust
- o Care4 Childcare Scheme
- o DCR Allen Charitable Trust
- o Team Kennet
- o West Berkshire Community Fund
- o Hasluck Charitable Trust
- o Market Square Quilters
- o Syder Foundation
- o Culra Charitable Trust
- o Kiriath Trust
- o Thatcham Nurses
- o As well as other local organisations who have fundraised for us, all out individual donors and all those who have helped out at fundraising events over the year

To all our Volunteers (current and those who have left us during this past year) without whom we could not deliver this exceptional service to the young people of West Berkshire:

Amy B.	Brian	Carmina
Catherine	Cheryl	Christine
David	Emma	Fran
Gemma G.	Gemma P.	Hayley
Jenny	Joanna	Karen
Kasia	Kate	Kim
Louise	Mel	Michelle
Nicky G.	Nicole	Romy
Ros	Rosie	Rupert
Sarah L.	Sarah T.	Steve
Viki	Vinata	

Approved by order of the board of trustees on 26th August 2020 and signed on its behalf  
by:



.....  
Georgina Punter - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
TIME TO TALK WEST BERKSHIRE**

I report on the accounts for the year ended 31 March 2020, which are set out on pages eleven to seventeen.

**Responsibilities and basis of report**

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

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

R M L Taylor FCCA  
Banks & Co Limited  
Chartered Certified Accountants  
1 Carnegie Road  
Newbury  
Berkshire  
RG14 5DJ

Date: .....

**TIME TO TALK WEST BERKSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES  
For The Year Ended 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 funds £	Total 2019 funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		41,300	121,888	163,188	187,975
Activities for generating funds	2	535	-	535	1,439
Investment income	3	148	-	148	105
<b>Other incoming resources</b>		<u>14</u>	<u>-</u>	<u>14</u>	<u>5</u>
<b>Total incoming resources</b>		41,997	121,888	163,885	189,524
<b>RESOURCES EXPENDED</b>					
<b>Other resources expended</b>		<u>28,003</u>	<u>143,750</u>	<u>171,753</u>	<u>147,457</u>
<b>NET INCOMING RESOURCES</b>		13,994	(21,862)	(7,868)	42,067
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>35,051</u>	<u>66,498</u>	<u>101,549</u>	<u>59,482</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>49,045</u></u>	<u><u>44,636</u></u>	<u><u>93,681</u></u>	<u><u>101,549</u></u>

The notes form part of these financial statements

**TIME TO TALK WEST BERKSHIRE**

**BALANCE SHEET  
At 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 funds £	Total 2019 funds £
<b>CURRENT ASSETS</b>					
Prepayments		395	-	395	-
Cash at bank		<u>51,373</u>	<u>44,636</u>	<u>96,009</u>	<u>101,549</u>
		<u>51,768</u>	<u>44,636</u>	<u>96,404</u>	<u>101,549</u>
<b>CURRENT LIABILITIES</b>					
Other creditors		<u>2,723</u>	<u>-</u>	<u>2,723</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		49,045	44,636	93,681	101,549
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>49,045</u>	<u>44,636</u>	<u>93,681</u>	<u>101,549</u>
<b>NET ASSETS</b>		<u>49,045</u>	<u>44,636</u>	<u>93,681</u>	<u>101,549</u>
<b>FUNDS</b>					
	6				
Unrestricted funds				49,045	35,051
Restricted funds				<u>44,636</u>	<u>66,498</u>
<b>TOTAL FUNDS</b>				<u>93,681</u>	<u>101,549</u>

The financial statements were approved by the Board of Trustees on 26th August 2020 and were signed on its behalf by:

.....

Georgina Punter -Trustee

## TIME TO TALK WEST BERKSHIRE

### NOTES TO THE FINANCIAL STATEMENTS For The Year Ended 31 March 2020

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources expended

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.

The charity has two unrestricted funds, General and Outreach. These can be used at the discretion of the Trustees.

The restricted funds are detailed below:

Newby Trust	- Office manager employment costs
Good Exchange - Core	- Charity core costs
NHS Wokingham CCG (PDF Fund)	- Charity core costs
Public Health Fund	- Charity core costs
Greenham Trust	- Rent costs
Assessments	- Client assessments
Supervision	- Counsellor supervision
Thatcham Hub Pilot Project	- Establishing the level of demand for a new centre
Thatcham Outreach	- New Outreach Hub Core Costs
EBM Charitable Trust	- Clinical Employment Costs
Thatcham Nurses Outreach	- New Outreach Hub Core Costs
Tony Metheril Charitable Trust	- Charitable Core Activities
Hungerford GP Outreach	- New Outreach Project
Parent Project	- Parent Related Project
BCF	- Office Manager Salary

##### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Earned income	<u>535</u>	<u>1,439</u>

## TIME TO TALK WEST BERKSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For The Year Ended 31 March 2019

#### 3. INVESTMENT INCOME

	2020 £	2019 £
Deposit account interest	<u>148</u>	<u>105</u>

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

#### 5. STAFF COSTS

	2020 £	2019 £
Wages and salaries	69,110	61,402
Social security costs	2,918	2,473
Other pension costs	<u>1,510</u>	<u>556</u>
	<u>73,538</u>	<u>64,431</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Part time	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

#### 6. MOVEMENT IN FUNDS

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General	29,455	10,034	39,489
Outreach	<u>5,596</u>	<u>3,960</u>	<u>9,556</u>
	35,051	13,994	49,045
<b>Restricted funds</b>			
Good Exchange - Core	20,806	(4,194)	16,612
Good Exchange - Office Admin	-	6,810	6,810
NHS Wokingham CCG (PDF Fund)	-	-	-
Public Health Fund	-	-	-
Greenham Trust	51	-	51
Assessments	-	350	350
BCF	-	2,507	2,507
Thatcham Outreach	10,354	(9,141)	1,213
Thatcham Outreach - Thatcham nurses	-	1,000	1,000
EBM Charitable trust	15,347	(10,640)	4,707
Tony Metherill Charitable Trust	10,000	(4,171)	5,829
Hungerford GP outreach	5,000	(3,034)	1,966
Parent project	<u>4,940</u>	<u>(1,349)</u>	<u>3,591</u>
	66,498	(21,862)	44,636
	<u>101,549</u>	<u>(7,868)</u>	<u>93,681</u>
<b>TOTAL FUNDS</b>	<u>101,549</u>	<u>(7,868)</u>	<u>93,681</u>

## TIME TO TALK WEST BERKSHIRE

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED For The Year Ended 31 March 2020

#### 6. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General	12,270	(2,236)	10,034
Outreach	<u>29,727</u>	<u>(25,767)</u>	<u>3,960</u>
	41,997	(28,003)	13,994
<b>Restricted funds</b>			
Good Exchange - Core	34,960	(39,154)	(4,194)
Good Exchange – Office Admin	7,845	(1,035)	6,810
NHS Wokingham CCG (PDF Fund)	30,000	(30,000)	-
Public Health Fund	24,114	(24,114)	-
Greenham Trust	5,444	(5,444)	-
Assessments	1,432	(1,082)	350
GPMT	500	(500)	-
BCF	5,000	(2,493)	2,507
Thatcham Outreach	11,593	(20,734)	(9,141)
Thatcham Outreach – Thatcham nurses	1,000	-	1,000
EBM Charitable trust	-	(10,640)	(10,640)
Tony Metherill Charitable Trust	-	(4,171)	(4,171)
Hungerford GP outreach	-	(3,034)	(3,034)
Parent project	-	(1,349)	(1,349)
	<u>121,888</u>	<u>(143,750)</u>	<u>(21,862)</u>
<b>TOTAL FUNDS</b>	<u><u>163,885</u></u>	<u><u>(171,753)</u></u>	<u><u>(7,868)</u></u>

#### Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted Funds</b>			
General	22,815	6,640	29,455
Outreach	<u>4,370</u>	<u>1,226</u>	<u>5,596</u>
	27,185	7,866	35,051
<b>Restricted Funds</b>			
Good Exchange - Core	24,674	(3,868)	20,806
NHS Wokingham CCG (PDF Fund)	1,381	(1,381)	-
Public Health Fund	1,297	(1,297)	-
Greenham Trust	480	(429)	51
Supervision	2,675	(2,675)	-
Thatcham Hub Pilot Project	1,790	(1,790)	-
Thatcham Outreach	-	10,354	10,354
EBM Charitable trust	-	15,347	15,347
Tony Metherill Charitable Trust	-	10,000	10,000
Hungerford GP outreach	-	5,000	5,000
Parent project	-	<u>4,940</u>	<u>4,940</u>
	<u>32,297</u>	<u>34,201</u>	<u>66,498</u>
<b>TOTAL FUNDS</b>	<u><u>59,482</u></u>	<u><u>42,067</u></u>	<u><u>101,549</u></u>

**TIME TO TALK WEST BERKSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**For The Year Ended 31 March 2019**

**6. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General	8,997	(2,357)	6,640
Outreach	<u>25,675</u>	<u>(24,449)</u>	<u>1,226</u>
	34,672	(26,806)	7,866
<b>Restricted funds</b>			
Newby Trust	4,885	(4,885)	-
Good Exchange - Core	23,831	(27,699)	(3,868)
NHS Wokingham CCG (PDF Fund)	30,084	(31,465)	(1,381)
Public Health Fund	24,115	(25,412)	(1,297)
Greenham Trust	4,432	(4,861)	(429)
Supervision	-	(2,675)	(2,675)
Thatcham Hub Pilot Project	-	(1,790)	(1,790)
Thatcham Outreach	26,564	(16,210)	10,354
Thatcham Outreach – Thatcham nurses	1,000	(1,000)	-
EBM Charitable trust	20,001	(4,654)	15,347
Tony Metherill Charitable Trust	10,000	-	10,000
Hungerford GP outreach	5,000	-	5,000
Parent project	<u>4,940</u>	<u>-</u>	<u>4,940</u>
	154,852	(120,651)	34,201
	<u>189,524</u>	<u>(147,457)</u>	<u>42,067</u>
<b>TOTAL FUNDS</b>			

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General	22,815	16,674	39,489
Outreach	4,370	5,186	9,556
<b>Restricted funds</b>			
Good Exchange - Core	24,674	(8,062)	16,612
Good Exchange – Office Admin	-	6,810	6,810
NHS Wokingham CCG (PDF Fund)	1,381	(1,381)	-
Public Health Fund	1,297	(1,297)	-
Greenham Trust	480	(429)	51
Supervision	2,675	(2,675)	-
Assessments	-	350	350
BCF	-	2,507	2,507
Thatcham Hub Pilot Project	1,790	(1,790)	-
Thatcham Outreach	-	1,213	1,213
Thatcham Outreach – Thatcham nurses	-	1,000	1,000
EBM Charitable trust	-	4,707	4,707
Tony Metherill Charitable Trust	-	5,829	5,829
Hungerford GP outreach	-	1,966	1,966
Parent project	<u>-</u>	<u>3,591</u>	<u>3,591</u>
	32,297	12,339	44,636
	<u>59,482</u>	<u>34,199</u>	<u>93,681</u>
<b>TOTAL FUNDS</b>			

**TIME TO TALK WEST BERKSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**For The Year Ended 31 March 2020**

**6. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General	21,245	(4,967)	16,278
Outreach	55,402	(50,216)	5,186
	<u>76,647</u>	<u>(55,183)</u>	<u>21,464</u>
<b>Restricted funds</b>			
Newby Trust	4,885	(4,885)	-
Good Exchange - Core	57,234	(64,622)	(7,388)
Good Exchange – Office Admin	7,845	(1,035)	6,810
NHS Wokingham CCG (PDF Fund)	60,084	(61,169)	(1,085)
Public Health Fund	48,229	(49,286)	(1,057)
Greenham Trust	9,568	(9,997)	(429)
Supervision	-	(2,675)	(2,675)
Thatcham Hub Pilot Project	-	(1,790)	(1,790)
Assessments	1,432	(1,082)	350
GPMT	500	(500)	-
BCF	5,000	(2,493)	2,507
Thatcham Outreach	37,498	(35,415)	2,083
Thatcham Outreach – Thatcham nurses	2,000	(1,000)	1,000
EBM Charitable trust	20,001	(15,272)	4,729
Tony Metherill Charitable Trust	10,000	(4,171)	5,829
Hungerford GP outreach	5,000	(3,034)	1,966
Parent project	4,940	(1,349)	3,591
	<u>274,216</u>	<u>(259,775)</u>	<u>14,441</u>
<b>TOTAL FUNDS</b>	<u>350,863</u>	<u>(314,958)</u>	<u>35,905</u>

