

TALK SURREY CIO

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2022**

Registered Charity No. 1176014

**HAINES WATTS
Chartered Accountants
Aissela
46 High Street
Esher
Surrey
KT10 9QY**

TALK SURREY CIO

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

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TALK SURREY CIO
CHARITY INFORMATION

CHARITY NUMBER

1176014

TRUSTEES

Dr C Sacchett - Chair
Ms E Collins
Ms G Simmons
Mr D Gunn - Treasurer
Ms P Mitchell
Ms P Modi
Mr C Moon

REGISTERED OFFICE

PO Box 655
Epsom
KT17 9NL

INDEPENDENT EXAMINER

Haines Watts
Aissela
46 High Street
Esher
Surrey
KT10 9QY

**TALK SURREY CIO
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2022**

**TALK SURREY CIO
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

TALK Surrey CIO was registered as a charity (number 117604) on 27 November 2017.

The Charity's object, as set out in the constitution, is to relieve the communication needs of people with aphasia (primarily but not exclusively as a result of stroke) in the county of Surrey and surrounding area.

Aphasia is an acquired communication disorder caused by damage to the language processing centres of the brain. It can affect the ability to speak, read, write and understand what is being said, and can lead to frustration, loss of confidence and social isolation.

TALK aims to support people with aphasia by enabling them to practise all aspects of communication in a supportive environment, thus promoting confidence and leading to increased participation and independence within the community.

TALK fulfils its aims by providing long term communication and social support to people with aphasia after stroke by:

- Enabling them to practise all aspects of communication
- Familiarising them with strategies to aid conversation
- Helping them to rebuild confidence and self esteem
- Encouraging them to become socially independent
- Providing them and their families with information, advice and ongoing support
- Helping them to live positively with aphasia following stroke

**TALK SURREY CIO
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2022**

OBJECTIVES AND ACTIVITIES

Significant activities

TALK has shown the necessary adaptability and agility to ensure continued regular support for its members during a challenging year. From April to October 2021, our weekly group meetings remained closed in line with government guidelines. Our staff continued to support group members and volunteers through weekly activity packs, regular phone calls and updates, maintaining a sense of community and connection. We also arranged online safeguarding training for all volunteers.

Following thorough risk assessments, we were very pleased to re-open our groups at all four of our venues (Walton-on-Thames, Ashford, Guildford and Knaphill) in October 2021. Our Operations Manager, Groups Co-ordinator and Health and Safety Lead Trustee worked extremely hard to ensure that we re-opened safely in line with all government and venue guidelines. We saw a slight drop in numbers of both group members and volunteers initially, but these have now increased following a successful volunteer recruitment campaign and the introduction of several new members into our groups. Our thanks go to all our volunteers and group leaders, whose enthusiasm and face-to-face support for our members helps to reduce social isolation and encourages community engagement.

We were very sorry to say goodbye to Hazel Steel, one of the founder members of TALK, who stepped down from the Board of Trustees earlier this year. We owe a huge debt of gratitude to Hazel, who contributed so much to TALK for over 20 years. She will be sorely missed, but we wish her well in the future. We also thank Gudrun Evans and Valerie Blake, two of our more recent Trustees, who also stepped down due to relocations. Finally, we also thank Alison Wainwright, who retired from her role as Groups Coordinator at the end of this year. Alison has been an invaluable staff member, providing weekly support to group leaders, volunteers and members.

The Board of Trustees and Executive Committee have continued to meet regularly. Projects completed this year include: update and development of TALK's website; development and adoption of a publicity and marketing strategy; review of our Equality, Diversity and Inclusion strategy; review and update of our Data Protection and Health and Safety policies. Our Fundraising Manager has continued to promote the work of TALK amongst current and potential funders and has been successful in ensuring that we remain in a secure financial position. We are grateful to all our funders and donors, large and small. We are confident that TALK is in a good position to continue its work and to meet its objectives in the future.

PUBLIC BENEFIT

TALK Surrey CIO provides long term communication and social support to people with aphasia following stroke or other brain injury.

The Trustees have given due consideration to the Charity Commission's published guidance on the Public Benefit requirement under the Charities Act 2011.

**TALK SURREY CIO
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2022**

FINANCIAL REVIEW

Financial position

The net result for the year to 31 March 2022 was a deficit of £3,346 (2021: surplus of £7,272). This is represented by a surplus of expenditure over income of £3,346 on unrestricted funds and break-even point on restricted funds.

Reported income for 2022 is £74,799 (2021: £78,511).

During 2022 TALK has continued to secure funding from grant-making trusts to provide a range of fully-funded activities at our weekly groups such as art therapy, music therapy and table top gardening.

The Charity will continue to seek funding contributions from grant making trusts towards the operational staffing costs, so that more of our unrestricted funding can be used for the benefit of Group activities.

The total costs for the year are £78,145 (2021: £71,239). Meetings and workshops had been affected by the pandemic in 2021 but have resumed this year.

Trustees remain committed to carefully controlling expenditure and will continue to seek funding support for specific costs where appropriate.

Reserves policy

The Trustees have considered the Charity's reserves, bearing in mind the likelihood of any contingencies, which might arise. They believe a policy of maintaining unrestricted reserves at a level equivalent to six months' budgeted expenditure is appropriate at the present time. This will be reviewed annually.

Going concern

The trustees have considered the financial position of the charity are of the opinion that the charity is a going concern and the accounts have been prepared on that basis.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is governed by a Constitution adopted on 27 November 2017.

Recruitment and appointment of new trustees

New Trustees are selected to bring to the Board such skills as the existing Trustees believe to be necessary for a balanced board. New Trustees are co-opted to the Executive Committee and elected to the Board at the following AGM. Existing Trustees wishing to stand for re-election are re-elected annually at the AGM.

Organisational structure

The Charity is managed by the Executive Committee. Responsibility for the day-to-day operations of the Charity has been delegated to the TALK Operations Manager (formerly known as the TALK Coordinator) who consults regularly with the Chair and other members of the Executive Committee. A Group Coordinator reports directly to the TALK Operations Manager and is responsible for supporting the day-to-day functions within the groups. The Charity also employs a Fundraising Manager who reports to the Chair and Trustees and is responsible for promoting TALK and preparing grant applications as well as general fundraising activities.

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 mitigate identified risks. The Executive Committee has responsibility for identifying and assessing the Charity's exposure to key risks.

**TALK SURREY CIO
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1176014

Principal address

PO Box 655
Epsom
KT17 9NL

Trustees

Dr C Sacchett - Chair
Ms E Collins
Ms G Simmons
Mr D Gunn - Treasurer
Ms P Mitchell
Ms P Modi
Mr C Moon

Independent Examiner

Haines Watts
Aissela
46 High Street
Esher
Surrey
KT10 9QY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

**TALK SURREY CIO
REPORT OF THE TRUSTEES
YEAR ENDED 31 MARCH 2022**

STATEMENT OF TRUSTEES' RESPONSIBILITIES – continued

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

Approved by order of the board of trustees on September 2022 and signed on its behalf by:

Dr C Sacchett - Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
TALK SURREY CIO**

I report to the charity trustees on my examination of the accounts of TALK Surrey CIO for the year ended 31 March 2022 which are set out on pages 8 to 16.

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 2011 Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 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.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies in section 145 of the 2011 act.

I have completed my examination. I confirm that no 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 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.

**Haines Watts
Chartered Accountants**

Aissela
46 High Street
Esher
Surrey
KT10 9QY

Date:

**TALK SURREY CIO
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
INCOME FROM:					
Donations and Legacies	4	60,384	10,034	70,418	75,103
Other trading activities	5	4,381	-	4,381	3,408
TOTAL		<u>64,765</u>	<u>10,034</u>	<u>74,799</u>	<u>78,511</u>
EXPENDITURE ON:					
Raising funds		17,381	-	17,381	7,661
Charitable activities	6	47,469	10,034	57,503	59,163
Governance costs		3,261	-	3,261	4,415
TOTAL		<u>68,111</u>	<u>10,034</u>	<u>78,145</u>	<u>71,239</u>
Net income/(expenditure)		<u>(3,346)</u>	<u>-</u>	<u>(3,346)</u>	<u>7,272</u>
Net movement in funds		<u>(3,346)</u>	<u>-</u>	<u>(3,346)</u>	<u>7,272</u>
Reconciliation of funds:					
Total funds brought forward		50,612	-	50,612	43,340
Total funds carried forward		<u>47,266</u>	<u>-</u>	<u>47,266</u>	<u>50,612</u>

All of the results derive from continuing activities.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 10 to 14 form part of these Financial Statements.

**TALK SURREY CIO
BALANCE SHEET
31 MARCH 2022**

	Note	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible assets	8		882		636
CURRENT ASSETS					
Cash at bank and in hand			<u>50,077</u>		<u>54,104</u>
			50,077		54,104
CREDITORS					
Amounts falling due within one year	9		<u>(3,693)</u>		<u>(4,128)</u>
NET CURRENT ASSETS					
			<u>46,384</u>		<u>49,976</u>
Total assets less current liabilities			47,266		50,612
NET ASSETS					
			<u>47,266</u>		<u>50,612</u>
FUNDS					
Unrestricted funds	10		47,266		50,612
TOTAL FUNDS					
			<u>47,266</u>		<u>50,612</u>

The Financial Statements were approved by the Board of Trustees and authorised for issue on September 2022 and signed on its behalf by:

_____ **Mr D Gunn - Trustee**

Charity No: 1176014

TALK SURREY CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1. GENERAL INFORMATION

The Charity is a registered Charity in England and Wales. The address of the registered office is PO Box 655, Epsom, KT17 9NL.

2. ACCOUNTING POLICIES

The principal accounting policies are set out below. The accounting policies have been adopted consistently throughout the year.

BASIS OF PREPARING THE FINANCIAL STATEMENTS

These Financial Statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (FRS 102), The Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic Ireland (FRS 102) (effective 1 January 2015) (the SORP) including Bulletin 1 and in accordance with the Charities Act 2011, from which there were no material departures.

The Financial Statements have been prepared under the historical cost convention and are prepared on a going concern basis.

TALK Surrey CIO meets the definition of a public benefit entity under FRS 102.

GOING CONCERN

The Financial Statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these Financial Statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

KEY SOURCES OF ESTIMATION, UNCERTAINTY AND JUDGEMENT

The preparation of the Financial Statements requires management to make judgements, estimates and assumptions that affect the amounts reported.

These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

INCOME

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and legacies received by way of grants, donations and gifts are included in full in the statement of financial activities when receivable
- Other trading activities being income from services provided recognised when receivable

EXPENDITURE

Expenditure is recognised on an accrual basis as a liability is incurred. The following specific policies are applied to particular categories of expenditure:

- Expenditure on charitable activities is costs incurred by the Charity in the course of meeting its charitable aims as related governance and support costs

TALK SURREY CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

2. ACCOUNTING POLICIES (CONTINUED)

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

Computer Equipment 25% per annum on cost

FINANCIAL INSTRUMENTS

Financial assets and financial liabilities are recognised in the Balance Sheet when the Company becomes a party to the contractual provisions of the instrument.

Trade and other debtors and creditors are classified as basic financial instruments and measured at initial recognition at transaction price. Debtors and creditors are subsequently measured at amortised cost using the effective interest rate method. A provision is established when there is objective evidence that the Company will not be able to collect all amounts due.

Cash and cash equivalents are classified as basic financial instruments and comprise cash in hand and at bank.

PENSION COSTS

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.

FUND STRUCTURE

The funds held by the Charity comprise:

- Unrestricted general funds – the 'free' funds held by the Charity to be used in accordance with the charitable objects at the discretion of the Trustees (including designated funds).
- Restricted funds – funds held to be used only for restricted purposes within the objects of the Charity. Restrictions arise when specified by donors and grant making bodies or when funds are raised for particular purposes.

3. TAXATION

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

4. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £
Donations	9,955	-	9,955	11,311	-	11,311
Grants Core	50,429	-	50,429	53,794	-	53,794
Grants Walton	-	1,000	1,000	-	5,000	5,000
Grants Knaphill	-	1,000	1,000	-	1,000	1,000
Grants Guildford	-	6,450	6,450	-	2,998	2,998
Grants Ashford	-	1,584	1,584	-	1,000	1,000
	60,384	10,034	70,418	65,105	9,998	75,103

TALK SURREY CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

5. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Fundraising events	2,591	-	2,591	3,143
Recoverer contributions	1,790	-	1,790	265
	4,381	-	4,381	3,408

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £
Wages	31,357	-	31,357	42,312	-	42,312
Social security, PAYE	7,138	-	7,138	-	-	-
Pensions	2,557	-	2,557	1,014	-	1,014
Workshop costs	-	4,590	4,590	-	4,960	4,960
Room hire management	-	3,873	3,873	-	843	843
Storage costs	1,086	-	1,086	1,011	-	1,011
Transport costs	632	-	632	442	-	442
Insurance	972	-	972	966	-	966
Telephone	445	-	445	228	-	228
Postage and stationery	1,666	165	1,831	1,635	3,272	4,907
Computer and software	305	-	305	-	-	-
Support costs	-	1,406	1,406	-	923	923
Subscriptions	50	-	50	140	-	140
Training costs	756	-	756	960	-	960
Sundries	86	-	86	339	-	339
Bank charges	20	-	20	-	-	-
Depreciation	399	-	399	118	-	118
	47,469	10,034	57,503	49,165	9,998	59,163

TALK SURREY CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

7. STAFF COSTS, TRUSTEE REMUNERATION , EXPENSES AND KEY MANAGEMENT PERSONNEL

	Total 2022 £	Total 2021 £
Salaries and wages	47,775	49,512
Pension costs	2,557	1,014
Social Security PAYE costs	7,138	-
	<u>57,470</u>	<u>50,526</u>

No employees received employee benefits in excess of £60,000 (Year Ended 31/03/2021: nil).

No Trustees or persons connected with them received any emoluments in their role as Trustees from the Charity (Year Ended 31/03/2021: nil) and no Trustees have received payment for professional or other services provided to the Charity during the year (Year Ended 31/03/2021: nil). There were no reimbursements of individual expenses to any Trustee during the year (Year Ended 31/03/2021: nil).

The average number of persons employed by the Charity during the year was 3 (Year ended 31/03/2021: 3).

8. TANGIBLE FIXED ASSETS

	Computer Equipment £
Cost	
At 1 April 2021	1,127
Addition	468
Disposal	-
At 31 March 2022	<u>1,595</u>
Depreciation	
At 1 April 2021	314
Disposal	-
Provision for the year	399
At 31 March 2022	<u>713</u>
Net book value	
At 31 March 2022	<u>882</u>
At 31 March 2021	<u>813</u>

TALK SURREY CIO
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

9. CREDITORS

	Total 2022 £	Total 2021 £
Trade creditors	756	267
Social Security and other taxes	537	537
Accruals	2,400	3,324
	<u>3,693</u>	<u>4,128</u>

10. FUNDS

Year ended 31 March 2022	Balance at 01/04/2021 £	Income £	Expenditure £	Gains & (losses) £	Balance at 31/03/2022 £
Unrestricted funds	50,612	64,765	(68,111)	-	47,266
Restricted funds	-	10,034	(10,034)	-	-
	<u>50,612</u>	<u>74,799</u>	<u>(78,145)</u>	<u>-</u>	<u>47,266</u>
Year ended 31 March 2021	Balance at 01/04/2020 £	Income £	Expenditure £	Gains & (losses) £	Balance at 31/03/2021 £
Unrestricted funds	43,340	68,513	(61,241)	-	50,612
Restricted funds	-	9,998	(9,998)	-	-
	<u>43,340</u>	<u>78,511</u>	<u>(71,239)</u>	<u>-</u>	<u>50,612</u>

**TALK SURREY CIO
DETAILED INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2022**

	£	2022 £	£	2021 £
INCOME AND ENDOWMENTS				
Donations and Legacies				
Donations		9,955		11,311
Grants		<u>60,463</u>		<u>63,792</u>
		70,418		75,103
Other Trading Activities				
Fundraising events		2,591		3,143
Recoverer contributions		<u>1,790</u>		<u>265</u>
		<u>4,381</u>		<u>3,408</u>
TOTAL INCOME		74,799		78,511
EXPENDITURE				
Raising Donations and Legacies				
Wages	16,419		7,200	
Annual and volunteer lunch	208		47	
Publicity and support costs	<u>755</u>		<u>414</u>	
	17,382		7,661	
Charitable Activities				
Wages and social security	38,494		42,312	
Pensions	2,557		1,014	
Workshop costs	4,590		4,960	
Room hire, meetings	3,873		843	
Storage costs	1,086		1,011	
Transport costs	<u>632</u>		<u>442</u>	
	51,233		50,582	
Support Costs Management				
Insurance	972		966	
Telephone	445		228	
Postage and stationery	1,831		4,907	
Computer and software	305		-	
Support costs	1,406		923	
Subscriptions	50		140	
Training costs	<u>756</u>		<u>960</u>	
	5,765		8,124	

**TALK SURREY CIO
 DETAILED INCOME AND EXPENDITURE ACCOUNT
 YEAR ENDED 31 MARCH 2022**

Finance

Sundries	86	339
Bank Charges	20	-
Depreciation	<u>399</u>	<u>118</u>

505

457

Governance Costs

Auditors' remuneration	2,400	3,324
Professional and legal fees	<u>861</u>	<u>1,091</u>

3,261

4,415

TOTAL EXPENDITURE

(78,145)

(71,239)

**TOTAL
 (DEFICIT)/SURPLUS FOR
 THE YEAR**

(3,346)

7,272