

APPENDIX 1



Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	1	April	2018	To	31	March	2019

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	Zambia Therapeutic Art	
Other names charity is known by	ZTA	
Registered charity number	SC045462	
Charity's principal address	East Broomhill	
	Harburn	
	West Calder	
	West Lothain	Postcode EH55 8RE

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Joanna Pearce	Chair		
2	Colin Boxer	Secretary		
3	Simon Willoughby-Booth	Treasurer		
4	Vera Steele		Appointed 10.04.18	
5	Beverley A'Court		Resigned 10.04.18	
6				
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Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document

SCIO Constitution

Trustee recruitment and appointment

Trustees are recruited by public advertisement and appointed by the board.

Objectives and activities

Charitable purposes

1. The provision of education - providing training to professionals and students in the use of 'Therapeutic Art'. This will be achieved by providing practice based training programmes and clinical supervision informed by our pilot programmes, the latest research and global policies in this field, and the in-country needs of communities, the Ministry of Health of Zambia together with mental health and disability organisations in Zambia.
2. To undertake research in order to further explore and establish an evidence base for training in the use of 'Therapeutic Art' and to disseminate findings to add to the mental health knowledge base and policies at local and global levels.
3. To advance health via improvements in patient/client care, which are achieved by the work of professionals trained in Therapeutic Art.

Summary of the main activities in relation to these objects

- a. Providing training for mental health professionals and students in Zambia to enable them to use Therapeutic Art as part of their practice.
- b. Training Zambian trainers to enable them to deliver locally based and sustainable training in Zambia.
- c. Developing the monitoring and evaluation of the outcomes of Therapeutic Art training in Zambia and its contribution to local health systems and the establishing a programme of research.
- d. Disseminating the outcomes of ZTA's work through publications and presentations.

APPENDIX 1

Achievements and performance

Summary of the main achievements of the charity during the financial period

The year has seen a lot of change and growth for ZTA.

The final report on the 2017-2018 Scottish Government funding Feasibility Study was delayed because of a disease outbreak but was delivered and accepted within the extension period granted by CORRA.

Our work plan for the current Capacity Building grant has been adhered to and the Interim Report was submitted and accepted in September 2018 and the Final Report was submitted at the end of April 2019.

In Scotland the Capacity Building has been enabled greatly by our mentor who has worked with us throughout the year.

- We have produced a Strategic plan both as a presentation and in printed form.
- We have looked at our roles and responsibilities as Trustees and having identified the major skill gaps, successfully advertised and recruited 3 new Trustees.
- Ten training events in fundraising, social media use, volunteer management, financial management, governance and sustainability were attended by our trustees.
- Systems of online document sharing and recording were established and a brief for design of a website commissioned.
- Our policies have been reviewed and updated.

In Zambia in July and August 2018 the ZTA course was delivered by trainee trainers in Ndola to staff at the Mental Health unit and at Chainama Hills College Hospital to University of Zambia Nursing students and Chainama Hills College Mental Health Nurse students. There are now 7 Zambian trainers, the ZART group, who have completed the ZTA training course and can now deliver the training themselves to health and social care staff and students. The group of ZART trainers has been established and regular meetings conducted. It became clear during the year that this group with support and training could become the hub of supporting the ongoing training and practice of Therapeutic Art in Zambia.

Meetings were held with other stakeholders both by ZTA trainers and our Zambian MEL consultant from our partner organization SCHEME.

During the course of these it became clear that the focus of progress towards sustainability needed to shift to the ZART group and it was decided to apply for a further Capacity Building Grant to achieve this and to develop our evidence base. This application was successful and will form the basis of ZTA work in 2019-20.

In November 2018 further meetings with stakeholders, MEL Consultant and the ZART Group consolidated the work and plans for the next stage of Capacity Building. A second research paper co written in Zambia and Scotland is near completion.

In addition to our Capacity Building work we were able to use our unrestricted funds to introduce a new Scottish volunteer trainer and to use her skills to deliver more specialist training in working with traumatized children to professionals at University Teaching Hospital.

Financial review

Brief statement of the charity's policy on reserves

ZTA has a small current account reserve to utilise in meeting its aims in Zambia but holds no other reserves.

Details of any deficit

ZTA is not in deficit.

Donated facilities and services (if any)

None.

APPENDIX 1

Other optional information

None

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Simon Willoughby-Booth	
Position (e.g. Chair)	Trustee and Treasurer	
Date	19 th December 2019	

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2018		31	March	2019

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	1,636				1,636	1,025
Legacies					-	
Grants		10,000			10,000	12,185
Receipts from fundraising activities					-	1,351
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
A1 Sub total	1,636	10,000	-	-	11,636	14,561
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	1,636	10,000	-	-	11,636	14,561
A3 Payments						
Expenses for fundraising activities					-	850
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	1,750	13,331			15,081	10,380
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
A3 Sub total	1,750	13,331	-	-	15,081	11,230
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	1,750	13,331	-	-	15,081	11,230
Net receipts / (payments)	(114)	(3,331)	-	-	(3,445)	3,331
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	(114)	(3,331)	-	-	(3,445)	3,331

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	1,095	3,331			4,426	777
	Surplus / (deficit) shown on receipts and payments account	(114)	(3,331)			(3,445)	3,331
	Cash credit on currency cards	78				78	318
						-	
	Cash and bank balances at end of year	1,059	-	-	-	1,059	4,426
(Agree balances with receipts and payments account(s))		-	-	-	-	-	-

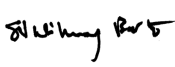
B2 Investments	Details	Fund to which asset belongs		Market valuation	Last year
				to nearest £	to nearest £
		Total		-	-

B3 Other assets	Details	Fund to which asset belongs		Cost (if available)	Current value (if available)	Last year
				to nearest £	to nearest £	to nearest £
		Total		-	-	-

B4 Liabilities	Details	Fund to which liability relates		Amount due	Last year
				to nearest £	to nearest £
		Total		-	-

B5 Contingent liabilities	Details	Fund to which liability relates		Amount due (estimate)	Last year
				to nearest £	to nearest £
		Total		-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SIMON WILLOUGHBY-BOOTH	18.11.2019

Section C Notes to the Accounts

C1 Nature and purpose of funds
(may be stated on analysis of funds worksheets)

All ZTA funds are utilised for the delivery of its charitable aims in Zambia. It holds no assets in Scotland.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
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C4b Trustee expenses - details

	Number of trustees	£
Travel expenses	4	908

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

ZAMBIA THERAPEUTIC ART

SC045462

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Donations	1,636				1,636	1,025
					-	
					-	
					-	
Total	1,636	-	-	-	1,636	1,025

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2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Scottish Government International Development Small Grant		10,000	10,000	10,000
Schiehallion Trust			-	2,185
			-	
			-	
Total	-	10,000	10,000	12,185

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3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
receipts from fundraising activities					-	1,351
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	1,351

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4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Scottish Government Small Grant 2017-18		1,306			1,306	
Schiehallion Trust Grant 2017-18		2,070			2,070	335
Scottish Government Small Grant - Capacity Building		9,955			9,955	8,694
ZTA unrestricted funds	1,750				1,750	2,200
					-	
					-	
					-	
					-	
					-	
Total	1,750	13,331	-	-	15,081	11,229

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Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
ZTA						
Receipts						
Donations	1,636				1,636	1,025
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	1,351
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	1,636	-	-	-	1,636	2,376
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	1,636	-	-	-	1,636	2,376
Payments						
Expenses for fundraising activities					-	850
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	1,750				1,750	1,350
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	1,750	-	-	-	1,750	2,200
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	1,750	-	-	-	1,750	2,200
Net receipts / (payments)	(114)	-	-	-	(114)	176
Transfers to / (from) funds						
Surplus / (deficit) for year	(114)	-	-	-	(114)	176

Nature and purpose of funds

All ZTA unrestricted funds are utilised to deliver its charitable purposes in Zambia

ZAMBIA THERAPEUTIC ART

SC045462

Additional analysis (3)

6 Breakdown of restricted funds

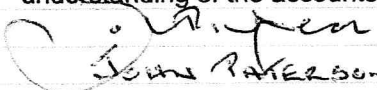
	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
	International Development Small Grant	International Development Small Grant 2017-18	Schiehallion Grant 2017-18			
Receipts						
Donations					-	
Legacies					-	
Grants	10,000	1,306	2,070		13,376	12,185
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	10,000	1,306	2,070	-	13,376	12,185
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	10,000	1,306	2,070	-	13,376	12,185
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	9,955	1,306	2,070		13,331	9,029
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	9,955	1,306	2,070	-	13,331	9,029
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	9,955	1,306	2,070	-	13,331	9,029
Net receipts / (payments)	45	-	-	-	45	3,156
Transfers to / (from) funds					-	
Surplus / (deficit) for year	45	-	-	-	45	3,156

Nature and purpose of funds

Scottish Government International Development Small grant was a Capacity Building Grant to ZTA.

OSCR

Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Charity name	ZAMBIA THERAPEUTIC ART (ZTA)						
Registered charity number		SC045462						
On the accounts of the charity for the period	Period start date				Period end date			
	Day	Month	Year	to	Day	Month	Year	
	01	04	2018		31	03	2019	
Set out on pages	1 - 6						(remember to include the page numbers of additional sheets)	
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 [other than that disclosed on the attached page*]							
	1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act 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.							
Signed:							Date:	
Name:	Jean PATERSON KERR DEA.						19.12.2019.	
Relevant professional qualification(s) or body (if any):								
Address:	5 Newmans Crescent. Banerjo Edinburgh. EH14 5Bx.							

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on following page.

