

APPENDIX 1



Office of the Scottish Charity Regulator

| Trustees' Annual Report for the period | | | | | | | |
|----------------------------------------|-----|-------|------|-----------------|------------------|-------|------|
| Period start date | | | | Period end date | | | |
| | Day | Month | Year | | Day | Month | Year |
| From | 1st | April | 2022 | To | 31 st | March | 2023 |

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 Lothian |
| | 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 | Vera Steele | Secretary | | |
| 3 | Simon Willoughby-Booth | Treasurer | | |
| 4 | Caroline Buckland | | | |
| 5 | | | | |
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| 19 | | | | |
| 20 | | | | |

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 |
|--------------|-----------------------------------|
| Scott Renton | 01.04.2022 to 09.09.2022 |
| | |
| | |

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

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

1. Providing training for mental health professionals and students in Zambia to enable them to use Therapeutic Art as part of their practice.
2. Training Zambian trainers to enable them to deliver locally based and sustainable training in Zambia.
3. 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.
4. 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 been one of consolidation on several fronts.

We have welcomed a new Trustee, and he is in the process of taking over the role of treasurer. In efforts to build our team's capacity, we held an introduction evening for Scottish Art Therapists, interested in joining ZTA as volunteers. They have offered support with mentoring and general support for our Zambian colleagues as well as our social media presence.

In Zambia our Zambian team of trainers 'Therapeutic Art Zambia' (TAZ) who are now a registered organisation in Zambia, have made new contacts in the wider field of Mental Health and have greatly increased their public presence resulting in expressions of interest for Therapeutic Art training from a range of individuals and organisations. Their progress has been greatly helped by the success of an application to the Network for Social Change for funds to support TAZ administration costs. The admin role has been taken on a shared basis by two members of the TAZ team with a small management group (ZTA and TAZ) meeting regularly.

In June 2022, module 2 of The ZTA Children and Young People's Course for 'Pamodzi Nda Ana', a Zambian NGO in Chipata, Eastern Province which supports children with special needs, was successfully delivered to 20 special needs teachers by 3 trainers from TAZ.

The Grand Challenges Canada funded, 'Art Beyond Schools' project in Livingstone, Southern Province is progressing. This project is led by /.. (continued in Appendix 1, page 3)

Financial review

Brief statement of the charity's policy on reserves

ZTA has a small current account reserve to utilise in delivering its work in Zambia but holds no other reserves. It aims to hold sufficient to meet its fixed costs for one year ahead.

Details of any deficit

None

Donated facilities and services (if any)

None

APPENDIX 1

Other optional information

(Continued from page 2)

../ Contact Trust Youth Association (CTYA) in partnership with ZTA. So far TAZ has delivered training to 31 people including, teachers, health workers and youth champions/ peer workers. In collaboration with CTYA an ongoing mentoring programme is being developed for those trained in therapeutic art. In support of ongoing good and safe practice, ZTA intends to extend this support to all the ongoing programmes where training has been delivered and will involve our new ZTA Art Therapy volunteers as mentors.

Applications for funding grants continues to be challenging, however an application to Old St Paul's Church's Tithing fund to design and launch a mentoring programme for the Art Beyond Schools project in early 2024 was successful. We are continuing to review our volunteer policy and risk assessment and support for volunteers going to Zambia. TAZ are also working to develop their policies.

'The Trauma Protocol', a brief art-based intervention for people impacted by trauma which is being piloted internationally, is led in Zambia by a collaborative team from ZTA and TAZ. Following the initial pilots last year it is continuing to be used at Levy Mwanawasa University, Lusaka and at Livingstone Teaching Hospital. The international team produced a short video on the work and have had an article, "The TT-AT trauma protocol piloted in different international settings: Zambia, UK, Italy", accepted for publication in the International Journal of Art Therapy, special Trauma edition in early 2024.


In another Africa wide initiative, members from TAZ and ZTA were involved in a panel as part of a Symposium organised in South Africa to explore approaches to developing Art Therapy training in the Global South.

It is planned for some of the ZTA team to make a visit to Zambia in February 2024 to work on several fronts with TAZ to continue strengthening the different aspects of the ongoing work and to launch the mentoring programme for the Art Beyond Schools project.

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) | Treasurer | |
| Date | 04.12.2023 | |

Receipts and payments accounts

| | | | | | | | |
|---------------------|-------------------|-------|------|----|-----------------|-------|------|
| For the period from | Period start date | | | to | Period end date | | |
| | Day | Month | Year | | Day | Month | Year |
| | 01 | April | 2022 | | 31 | March | 2023 |

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 | 1,190 | | | | 1,190 | 5,193 |
| Legacies | | | | | - | |
| Grants | | 12,023 | | | 12,023 | 5,776 |
| 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 | | | | | - | |
| | | | | | - | |
| A1 Sub total | 1,190 | 12,023 | - | - | 13,213 | 10,969 |
| A2 Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| A2 Sub total | - | - | - | - | - | - |
| Total receipts | 1,190 | 12,023 | - | - | 13,213 | 10,969 |
| A3 Payments | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | 3,469 | 8,438 | | | 11,907 | 6,052 |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| Other | | | | | - | |
| | | | | | - | |
| A3 Sub total | 3,469 | 8,438 | - | - | 11,907 | 6,052 |
| A4 Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| A4 Sub total | - | - | - | - | - | - |
| Total payments | 3,469 | 8,438 | - | - | 11,907 | 6,052 |
| Net receipts / (payments) | (2,279) | 3,585 | - | - | 1,306 | 4,917 |
| A5 Transfers to / (from) funds | | | | | | |
| | | | | | - | |
| Surplus / (deficit) for year | (2,279) | 3,585 | - | - | 1,306 | 4,917 |

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 | 5,475 | 2,705 | | | 8,180 | 3,262 |
| | Surplus / (deficit) shown on receipts and payments account | (2,279) | 3,585 | | | 1,306 | 4,917 |
| | Available balances on currency cards | 874 | 554 | | | 1,428 | 1,264 |
| | | | | | | - | |
| | Cash and bank balances at end of year | | 4,070 | 6,844 | - | - | 10,914 |
| | (Agree balances with receipts and payments account(s)) | - | - | - | - | - | - |

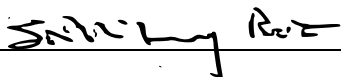
| B2 Investments | Details | Fund to which asset belongs | Market valuation | Last year |
|-----------------------|---------|-----------------------------|------------------|--------------|
| | | | to nearest £ | to nearest £ |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Total | - | - |

| 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 | 27.10.2023 |

Section C Notes to the Accounts

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

All ZTA funds, unrestricted and restricted, go towards the delivery of services in Zambia as stated on the analysis of funds worksheets.

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

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)

C4b Trustee expenses - details

| | Number of trustees | £ |
|-----------------|--------------------|---|
| Travel expenses | 1 | 7 |
| | | |
| | | |
| | | |

C5 Transactions with trustees and connected persons

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

C6 Other information

Only one trustee was paid travel expenses for attending one in-person board meeting.

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 £ |
|-----------------------------|------------------------------------|----------------------------------|--------------------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------|
| General Donations | 1,190 | | | | 1,190 | 4,162 |
| Qatar Airways reimbursement | - | | | | - | 1,031 |
| | | | | | - | |
| | | | | | - | |
| Total | 1,190 | - | - | - | 1,190 | 5,193 |

- - - - - - -

2 Grants

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|------------------------------------|------------------------------------|----------------------------------|-----------------------------------------|-----------------------------------|
| Destiny Church | | 500 | 500 | |
| Network for Social Change (NSCCT) | | 6,523 | 6,523 | |
| Baillie Gifford 22/23 Small Awards | | 5,000 | 5,000 | |
| Old St Pauls Grant | | | - | 2,276 |
| Lush Wellness Fund | | | - | 3,500 |
| Total | - | 12,023 | 12,023 | 5,776 |

- - - - - - -

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 £ |
|--------------|------------------------------------|----------------------------------|--------------------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------|
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| Total | - | - | - | - | - | - |

- - - - - - -

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 International Development Grant | | | | | - | 554 |
| ZTA Unrestricted funds | 3,469 | | | | 3,469 | 1,338 |
| Old St Pauls Grant | | | | | - | 2,276 |
| Lush Wellness Fund | | | | | - | 1,884 |
| Network for Social Change (NSCCT) | | 2,000 | | | 2,000 | |
| Destiny Church | | 500 | | | 500 | |
| Baillie Gifford 22/23 Small Awards | | 5,938 | | | 5,938 | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| Total | 3,469 | 8,438 | - | - | 11,907 | 6,052 |

- - - - - - -

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 |
|------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|--------------------------------|-----------------------------------------------|
| Receipts | | | | | | |
| Donations | 1,190 | | | | 1190 | 4,162 |
| Legacies | | | | | - | |
| Grants | | | | | - | |
| Receipts from fundraising activities | | | | | - | |
| Gross trading receipts | | | | | - | |
| buildings | | | | | - | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| Sub total | 1,190 | - | - | - | 1,190 | 4,162 |
| Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total receipts | 1,190 | - | - | - | 1,190 | 4,162 |
| Payments | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | 3,469 | | | | 3469 | 1,338 |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| Sub total | 3,469 | - | - | - | 3,469 | 1,338 |
| Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total payments | 3,469 | - | - | - | 3,469 | 1,338 |
| Net receipts / (payments) | (2,279) | - | - | - | (2,279) | 2,824 |
| Transfers to / (from) funds | | | | | | |
| Surplus / (deficit) for year | (2,279) | - | - | - | (2,279) | 2,824 |

Nature and purpose of funds

All ZTA unrestricted funds go towards the delivery of our charitable purposes in Zambia.

Zambia Therapeutic Art

SC045462

Additional analysis (3)**6 Breakdown of restricted funds**

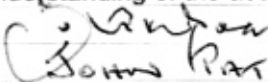
| | Restricted fund 1 - enter name of fund below | Restricted fund 2 - enter name of fund below | Restricted fund 3 - enter name of fund below | Restricted fund 4 - enter name of fund below | Total restricted funds | Total restricted funds last period |
|------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|---------------------------|------------------------------------------|
| | Children & Young People Project | TAZ Administration & Development Project | | | | |
| Receipts | | | | | | |
| Donations | | | | | | 1,031 |
| Legacies | | | | | - | |
| Grants | 5,500 | 6,523 | | | 12,023 | 5,776 |
| 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 | 5,500 | 6,523 | - | - | 12,023 | 6,807 |
| Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total receipts | 5,500 | 6,523 | - | - | 12,023 | 6,807 |
| Payments | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | 6,438 | 2,000 | | | 8,438 | 4,714 |
| Grants and donations | | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| Sub total | 6,438 | 2,000 | - | - | 8,438 | 4,714 |
| Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total payments | 6,438 | 2,000 | - | - | 8,438 | 4,714 |
| Net receipts / (payments) | (938) | 4,523 | - | - | 3,585 | 2,093 |
| Transfers to / (from) funds | | | | | - | |
| Surplus / (deficit) for year | (938) | 4,523 | - | - | 3,585 | 2,093 |

Nature and purpose of funds

The CYP Project delivers training to Special Needs Teachers and Youth Workers in Zambia. The TAZ Administration & Development Project supports the development of an administration and development function for Therapeutic Art Zambia.

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 | | | to | Period end date | | |
| | Day | Month | Year | | Day | Month | Year |
| | 01 | 04 | 2022 | | 31 | 03 | 2023 |
| Set out on pages | 1-6 | | | | | | <small>(remember to include the page numbers of additional sheets)</small> |
| Respective responsibilities of trustees and examiner | <p>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.</p> | | | | | | |
| Basis of independent examiner's statement | <p>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.</p> | | | | | | |
| Independent examiner's statement | <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> 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 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 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. | | | | | | |
| Signed: |  | | | Date: | 20.3.2023 | | |
| Name: | John PATERSON KERR DEA. | | | | | | |
| Relevant professional qualification(s) or body (if any): | | | | | | | |
| Address: | 5 NEWMILLS CRESCENT. BALHARRAO EDINBURGH EA14 5SY | | | | | | |

*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 the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

**Give here brief details of
any items that the
examiner wishes to
disclose**

[Empty disclosure area for providing details of items to be disclosed]