

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	01	04	2017	To	31	03	2018

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 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	Simon Willoughby-Booth	Treasurer		
3	Beverley A'Court			
4	Colin Boxer	Secretary	Appointed 20.07.17	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
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
Lesley Hill	Resigned 13.04.17

Structure, governance and management

Type of governing document

SCIO Constitution

Trustee recruitment and appointment

Trustees are recruited 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

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

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Achievements and performance

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

ZTA was awarded a Scottish Government International Development Small Grant for a feasibility study into delivering a Training of Trainers programme in Zambia and this has been the focus of this year's work. The feasibility study was successfully completed in May 2018 (an extension to the grant was granted due to a cholera epidemic in Zambia).

There have been 3 visits to Zambia during the year totalling 18 weeks work by 3 ZTA workers. During these visits, training was carried out in Chainama Hills Hospital, Chainama Hills College of Health Sciences, Livingstone District General Hospital and the Department of Psychiatry at University Teaching Hospital. 52 people successfully completed the Therapeutic Art course. Alongside the above training, 4 people started training as trainers and completed the first part of the course and two people completed their training and are now certified as trainers.

The monitoring and evaluation programme was conducted alongside the training and in February 2018 an article was published in The Health Press, the journal of the Zambia National Public Health Institute, titled *The 'Zambia Therapeutic Art' Course: An innovative approach to increase the psychological skills of Zambian mental health professionals*.

ZTA's income this year has grown from £4034 in 2016/17 to £14561 in 2017/18, which has enabled us to extend and develop our work. The charity has also been awarded a further Scottish Government Capacity Building Grant for 2018/19. One new trustee joined the board and two new Scottish volunteers were recruited, one of whom will be a trainer in future. During the year, ZTA Trustees focused on developing appropriate structures and policies for the charity. The charity is in a very strong position to start the coming year and develop our work.

Financial review

Brief statement of the charity's policy on reserves

ZTA currently has no reserves and all funds are utilised to meet its charitable purposes.

Details of any deficit

ZTA is not in deficit.

Donated facilities and services (if any)

None.

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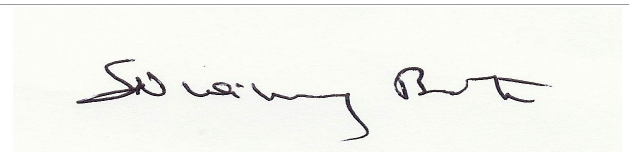
Other optional information

ZTA continues its partnership with the Strategic Centre for Health Metrics and Evaluation (SCHEME), based in Lusaka, Zambia, through its Director, Professor Charles Michelo. We have strong links with the Department of Psychiatry at University Teaching Hospital, with Chainama Hills College Hospital, Chainama Hills College of Health Sciences and the Department of Nursing Sciences, University of Zambia, all in Lusaka and is developing links with other regional mental health services in Livingstone and Ndola.

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/Treasurer	
Date	28.11.2018	

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2017		31	March	2018

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	1,025				1,025	3,899
Legacies					-	
Grants		12,185			12,185	
Receipts from fundraising activities	1,351				1,351	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities						135
					-	
A1 Sub total	2,376	12,185	-	-	14,561	4,034
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	2,376	12,185	-	-	14,561	4,034
A3 Payments						
Expenses for fundraising activities	850				850	120
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities		10,380			10,380	4,247
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	850	10,380	-	-	11,230	4,367
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	850	10,380	-	-	11,230	4,367
Net receipts / (payments)	1,526	1,805	-	-	3,331	(333)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	1,526	1,805	-	-	3,331	(333)

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	777				777	1,111
	Surplus / (deficit) shown on receipts and payments account		3,331			3,331	(333)
	Cash credit on currency card	318				318	255
						-	
	Cash and bank balances at end of year	1,095	3,331	-	-	4,426	1,033
	(Agree balances with receipts and payments account(s))	- 1,526	- 1,526	-	-	-	-

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

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.

	Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants				
			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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	Authority under which paid	£
C3b Trustee remuneration - details		

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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		Number of trustees	£
C4b Trustee expenses - details	Travel expenses	3	218

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons				

C6 Other information

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 £
Trustee donations	350				350	1,399
Donations from general public	638				638	2,500
Gift aid	37				37	
					-	
Total	1,025	-	-	-	1,025	3,899

2 Grants

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

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 £
Fundraising event	1,351				1,351	135
					-	
					-	
					-	
					-	
					-	
Total	1,351	-	-	-	1,351	135

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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		8,694			8,694	
Schiehallion Trust		335			335	
ZTA Funds	2,200				2,200	
Delivery of training in Zambia					-	4,247
Expenses					-	120
					-	
					-	
					-	
					-	
Total	2,200	9,029	-	-	11,229	4,367

reference error

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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
Receipts						
Donations					1,025	3,899
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					-	135
Sub total	-	-	-	-	2,376	4,034
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	2,376	4,034
Payments						
Expenses for fundraising activities					850	120
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					1,350	4,247
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	-	-	-	-	2,200	4,367
cross ref error						
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	2,200	4,367
cross ref error						
Net receipts / (payments)	-	-	-	-	176	(333)
Transfers to / (from) funds						
Surplus / (deficit) for year	-	-	-	-	176	(333)
cross ref error						
Nature and purpose of funds						
All ZTA unrestricted funds are utilised to deliver its charitable purposes in Zambia.						

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
	Scottish Government international Development	Schiehallion Trust				
Receipts						
Donations					-	
Legacies					-	
Grants	10,000	2,185			12,195	
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	2,185	-	-	12,195	-
					cross ref error	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	10,000	2,185	-	-	12,195	-
					cross ref error	
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	8,694	335			9,029	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	8,694	335	-	-	9,029	-
					cross ref error	
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	8,694	335	-	-	9,029	-
					cross ref error	
Net receipts / (payments)	1,306	1,850	-	-	3,166	-
Transfers to / (from) funds						
Surplus / (deficit) for year	1,306	1,850	-	-	3,166	-
					cross ref error	
Nature and purpose of funds						
<p>Scottish Governemnt Small grant was a a feasibility study of training local trainers in Zambia. Schiehallion trust grant was for delivering training in Therapeutic Art in Zambia.</p>						

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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	2017		31	03	2018
Set out on pages						(remember to include the page numbers of additional sheets)	
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:	<i>A M J Dobson</i>			Date:	14 TH NOVEMBER 2018		
Name:	ALEXANDRA MARGARET FAIRLEY DOBSON						
Relevant professional qualification(s) or body (if any):							
Address:	STATION HOUSE HARBURN						
	WEST CALDER						
	WEST LOTHIAN						
	EH55 8RW						

*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

