

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	2019	To	31	03	2020

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	Scott Renton		02.04.19 - 31.03.20	
5	Rachel Bruce		02.04.19 – 31.03.20	
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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
Colin Boxer	01.04.19 – 28.05.19
Lesley Hill	28.05.19 – 17.02.20

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	<p>. 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.</p> <p>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.</p> <p>3. To advance health via improvements in patient/client care, which are achieved by the work of professionals trained in Therapeutic Art.</p>
Summary of the main activities in relation to these objects	<p>a. Providing training for mental health professionals and students in Zambia to enable them to use Therapeutic Art as part of their practice.</p> <p>b. Training Zambian trainers to enable them to deliver locally based and sustainable training in Zambia.</p> <p>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.</p> <p>d. Disseminating the outcomes of ZTA's work through publications and presentations.</p>

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Achievements and performance

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

This report is being written while the world is enduring the tragic impact of COVID 19 and while the future for both Zambia and Scotland are still very uncertain. ZTA along with everyone else, is adapting how we can progress our work in the emerging conditions and we are aware of the increasing importance of support for mental and emotional well-being in these confusing times.

The work of the 2018/19 Capacity Building grant was successfully completed with the Interim and Final reports being positively received by Scottish Government. Our long-term plan to apply for the Scottish Government 3 year project grant was overturned when that grant was withdrawn for review. A decision was made to apply for a further Capacity Building Grant with the focus on the work in Zambia: to build on the development of ZART as an autonomous organization through further input from Challenges Zambia, following positive feedback from the initial workshops and to consolidate the systems of data collection to monitor the practice of TA. We were successful in our application and were awarded £14,850 to pursue the programme.

Last year's work progressed with three further visits to Zambia. In April Liz Hall and Simon Willoughby-Booth were in Lusaka for 3 weeks and a new course on working with children was delivered at University Teaching Hospital (UTH).

In September Joanna Pearce was able to support two weeks training in Livingstone, enabling both another Trainer to be certified and a Master Trainer to be certified to deliver Training of Trainers. Simple data collection systems were agreed at UTH and Livingstone. Follow up was done with participants in the earlier Child training. Information sharing sessions were held with ZART and an agreement outlining roles and responsibilities drafted. They were introduced to ZTA's safeguarding (Continued under Any Other information)

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

None

Donated facilities and services (if any)

None

APPENDIX 1

Other optional information

(Continued from Main Achievements, above)

policy. This visit coincided with the workshops for ZART run by Challenges Zambia which were very productive. In discussion with ZART and the Psychology Association of Zambia, it was agreed that the budget for the Case Study training was not sufficient to provide a useful level of training. Later in the year, when it became clear that we would have a large underspend, CORRA allowed a reallocation of funds which enabled a four day training to be arranged and completed in early 2020 as well as an extra visit at that same time to complete the programme. The last visit by Lesley Hill and Joanna Pearce was able to support the Case Study training, review and redesign the data collection systems and deliver training to ZART in Safeguarding relevant to the Zambian context. Links were strengthened by meetings with Mental Health Users Network Zambia, the INGO forum, Centre for Infectious Diseases Research in Zambia (CIDRZ) and CBM. Useful meetings with the Ministry of Health have advanced their commitment to the coordination of the training and practice of Therapeutic Art and have led to a request from them for a proposal from ZART to design the expansion of the training to the provincial centres and hopefully the community service. A review and update of the ZTA manual was conducted.

In addition to the Livingstone training the ZTA course has been delivered at UTH and Chainama College. Due to the impact of COVID 19 it is uncertain when further training will be possible in 2020. Presentations have been made by ZART to private nursing schools at Chainama Hospital and to Renaissance, a private therapy centre in Lusaka. The draft research paper "Enhancing Mental Health Care through the use of Therapeutic Art in Zambia" was presented at the Mental Health Conference in Lusaka and it has now been published in the Med. Journal of Zambia. Based on the work with ZART Challenges funded research into business structures and markets, this will form the basis for the ongoing work due to start over the next months.

In Scotland we have continued to strengthen our systems. A website has been published and online task tracking instituted. Quarterly Board meetings established with a more structured standing agenda. Our internal communications have been rationalized and roles more clearly defined.

We continue to attend Alliance working groups on Fundraising, Safeguarding, MEL and Leave No-one Behind and have attended SCVO and Alliance Conferences and AGMs as well as Scottish Government Grant holders' days. In all we attended 34 in person or online events. In addition, our work was presented as part of a workshop "Africa now and Next" at the first International art therapy research conference.

Recently links with CIDRZ have led to developing a joint research proposal to use Therapeutic Art with HIV positive children and families. Lesley is leading this with a small group of colleagues. We are also involved with Challenges in a proposal for Grand Challenges Canada funding to incorporate TA in programmes for young people facing the transition to employment.

It feels as though the year has continued to consolidate our work on many fronts and though the outlook is so uncertain in so many ways, we have a lot of opportunities opening up and new avenues to pursue.

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 Nicholas Willoughby-Booth	
Position (e.g. Chair)	Treasurer	
Date	10.08.2020	

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2019		31	March	2020

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	2,663				2,663	1,636
Legacies					-	
Grants		9,800			9,800	10,000
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	2,663	9,800	-	-	12,463	11,636
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	2,663	9,800	-	-	12,463	11,636
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	2,188	9,800			11,988	15,081
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	2,188	9,800	-	-	11,988	15,081
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	2,188	9,800	-	-	11,988	15,081
Net receipts / (payments)	475	-	-	-	475	(3,445)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	475	-	-	-	475	(3,445)

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	1,062				1,062	4,426
	Surplus / (deficit) shown on receipts and payments account	475				475	(3,445)
	Cash credit on currency cards	264				264	78
						-	
	Cash and bank balances at end of year	1,801	-	-	-	1,801	1,059
	(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	10.08.2020

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	2	56

C5 Transactions with trustees and connected persons

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

C6 Other information

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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	2,663				2,663	1,636
					-	
					-	
					-	
Total	2,663	-	-	-	2,663	1,636

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Scottish Government International Development Grant		9,800	9,800	10,000
			-	
			-	
			-	
Total	-	9,800	9,800	10,000

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		9,800			9,800	9,955
ZTA unrestricted funds	2,188				2,188	1,750
Scottish Government Grant 2017-18					-	1,306
Schiehallion Trust grant					-	2,070
					-	
					-	
					-	
					-	
					-	
Total	2,188	9,800	-	-	11,988	15,081

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	2,663				2,663	1,636
Legacies					-	
Grants					-	
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	2,663	-	-	-	2,663	1,636
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	2,663	-	-	-	2,663	1,636
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	2,188				2,188	1,750
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	2,188	-	-	-	2,188	1,750
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	2,188	-	-	-	2,188	1,750
Net receipts / (payments)	475	-	-	-	475	(114)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	475	-	-	-	475	(114)

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					
Receipts						
Donations					-	
Legacies					-	
Grants	9,800				9,800	13,376
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	9,800	-	-	-	9,800	13,376
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	9,800	-	-	-	9,800	13,376
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	9,800				9,800	13,331
Grants and donations					-	
Governance costs:						
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	9,800	-	-	-	9,800	13,331
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	9,800	-	-	-	9,800	13,331
Net receipts / (payments)	-	-	-	-	-	45
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	45

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

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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	2019		31	03	2020
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:
 - 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

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Name:

Date:

4.8.2020

Relevant professional qualification(s) or body (if any):

Address:

*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