

# **One Voice Communicating Together**

Charity number 1141886

A company limited by guarantee number 07480160

## **Annual Report and Financial Statements**

**for the 15 months from 30 December 2010 to 31  
March 2012**

# **One Voice Communicating Together**

## **Annual Report and Financial Statements for the 15 months ended 31 March 2012**

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**Prepared by West Yorkshire Community Accounting Service**

# One Voice Communicating Together

## Trustees' report for the 15 months ended 31 March 2012

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Appointed	Resigned
Katrina May Clarke		30-Dec-10	
Elizabeth Jane Collins		30-Dec-10	08-Dec-11
Helen Dixon		30-Dec-10	
Terry Gibson		30-Dec-10	15-Dec-11
Jane Suzanne Handley		30-Dec-10	31-May-12
Julie Ann Bello		01-Apr-11	
Ann Lea Morris		30-Dec-10	
Angela McCormack		30-Dec-10	
Toby Hewson		30-Dec-10	12-Feb-11
Kate Caryer		30-Dec-10	18-Jun-11

**Company secretary** Elizabeth Jane Collins until 8 Dec 11  
Tamsin Crothers from 9 Jan 12

**Charity number** 1141886 registered 12 May 2011

**Company number** 07480160

#### Registered and principal address

The Meridian  
4 Copthall House  
Station Square  
Coventry  
CV1 2FL

#### Bankers

CAF Bank Ltd  
25 Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

#### Independent examiner

Simon Bostrom

#### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### Structure, governance and management

The charity is a company limited by guarantee and was formed on 20 December 2010. It is governed by articles of association as amended 16 March 2011. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

#### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# **One Voice Communicating Together**

## **Trustees' report (continued) for the 15 months ended 31 March 2012**

### **Objectives and activities**

#### **The charity's objects**

To preserve and protect the health and to advance the education and development of children and young people who have communication difficulties and their families, particularly by assisting or encouraging persons using alternative and augmentative communication (AAC) within the United Kingdom to achieve their communication potential, and to make provisions or promote any scheme thought necessary to meet this aim.

To advance the education of the public, to increase their awareness and understanding of AAC.

#### **The charity's main activities**

1Voice is a user-led member organisation that provides events and networking opportunities for children and young people who use communication aids. The support takes the form of residential, themed national events and local one-day branch events. Members can also support each other through email, website, and social networking. 1Voice has a team of adult Role Models who attend events to inspire children, young people, families and professionals.

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of disability such as working with families and children with complex needs and speech impairments.

### **Achievements and performance**

April 2011- March 2012)

Although registered in Dec 2010, the charity became 'operational/active' as a company (no. 7480160) on 1st August 2011.

Assets from the former Charity 1087615 were transferred in per Articles and we continued our business of providing networking opportunities and information to PWUAAC

We held the 'Winter Wonderland' residential national event in December 2011

Preparations were underway for Summer Event 2012 with the theme 'Going for Gold'

At Branch level, activities were held in their local areas. 12 day events and 1 branch residential were recorded during this time period from 4 active branches. One new branch opened in Feb 2012 and one is expected to cease functioning in May 2012.

Newsletters – 3 published and circulated

Website and as other social media avenues was maintained and updated regularly.

#### **Financial review**

The net income for the year was £69,784, including net income of £34,648 on unrestricted funds and net income of £35,136 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £34,648.

The trustees have not adopted a formal reserves policy.

# One Voice Communicating Together

## Trustees' report (continued) for the 15 months ended 31 March 2012

### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

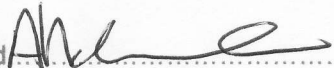
Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed  (Trustee)

Name ANGELA MCGORTON

Date 21/09/12



# **One Voice Communicating Together**

## **Independent examiner's report to the trustees of One Voice Communicating Together**

I report on the accounts of the charitable company for the 15 months ended 31 March 2012, which are set out on pages 6 to 10.

### **Respective responsibilities of the trustees and the examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 386 of the Companies Act 2006; and

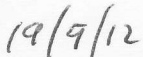
to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005).

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: Simon Bostrom

Date:  .....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**One Voice Communicating Together**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the 15 months ended 31 March 2012**

	Notes	2012 Unrestricted funds £	2012 Restricted funds £	2012 Total funds £
<b>Incoming resources</b>				
Grants and donations	(2)	6,154	11,273	17,427
Sales and fees		6,904	2,195	9,099
Memberships		538	-	538
Bank interest		59	-	59
Donation from 1 Voice (dissolved charity)		36,905	43,845	80,750
<b>Total incoming resources</b>		<b>50,560</b>	<b>57,313</b>	<b>107,873</b>
<b>Resources expended</b>				
Salaries and NI	(3)	-	16,276	16,276
Payroll charges		-	81	81
Travel		898	807	1,705
Training and conferences		-	59	59
Freelance workers		600	-	600
Events		9,915	4,192	14,107
Equipment and materials		434	57	491
Rent and rates		248	-	248
Room hire		-	151	151
Office consumables		395	69	464
Postage and delivery		392	43	435
Printing and reproduction		1,305	12	1,317
Software		-	40	40
Telephone		-	20	20
Professional fees		719	661	1,380
Dues and subscriptions		266	-	266
Gifts and donations		45	-	45
Marketing and publicity		-	9	9
Miscellaneous		5	-	5
Independent examination		390	-	390
<b>Total resources expended</b>		<b>15,612</b>	<b>22,477</b>	<b>38,089</b>
<b>Net income / (expenditure) before transfers</b>		<b>34,948</b>	<b>34,836</b>	<b>69,784</b>
Transfers between funds		(300)	300	
<b>Net movement in funds</b>		<b>34,648</b>	<b>35,136</b>	<b>69,784</b>
<b>Fund balances brought forward</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balances carried forward</b>	(4)	<b>34,648</b>	<b>35,136</b>	<b>69,784</b>

All incoming resources and resources expended derive from continuing activities.

# One Voice Communicating Together

## Balance sheet

as at 31 March 2012

	2012	2012	2012
	Unrestricted	Restricted	Total
	£	£	£
<b>Current assets</b>			
Stock	338	-	338
Debtors and prepayments	(5) 1,156	-	1,156
Cash at bank and in hand	(6) 35,234	35,372	70,606
<b>Total current assets</b>	<u>36,728</u>	<u>35,372</u>	<u>72,100</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	(7) 2,080	236	2,316
<b>Total current liabilities</b>	<u>2,080</u>	<u>236</u>	<u>2,316</u>
<b>Net current assets / (liabilities)</b>	<u>34,648</u>	<u>35,136</u>	<u>69,784</u>
<b>Total assets less current liabilities</b>	<u>34,648</u>	<u>35,136</u>	<u>69,784</u>
<b>Net assets</b>	<u>34,648</u>	<u>35,136</u>	<u>69,784</u>
<b>Funds</b>			
Unrestricted funds:			
General funds	32,888	-	32,888
Designated funds	1,760	-	1,760
	<u>34,648</u>	<u>-</u>	<u>34,648</u>
Restricted funds	-	35,136	35,136
<b>Total funds</b>	<u>34,648</u>	<u>35,136</u>	<u>69,784</u>

For the year ending 31 March 2012 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved at a meeting of the trustees and signed on its behalf by:

Signed: Julie Bello

(Trustee)

Name JULIE BELLO

Date: 21 Sep 2012



# **One Voice Communicating Together**

## **Notes to the accounts**

### **for the 15 months ended 31 March 2012**

#### **1 Accounting policies**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 3 years

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**One Voice Communicating Together**  
**Notes to the accounts continued**  
**for the 15 months ended 31 March 2012**

2 Grants and donations	2012	2012	2012
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Javon Charitable Trust	-	5,000	5,000
Birmingham Unlimited	-	3,773	3,773
Francis C Scott Charitable Trust	-	2,000	2,000
Sobell Foundation	5,000	-	5,000
Other donations	1,154	500	1,654
	<u>6,154</u>	<u>11,273</u>	<u>17,427</u>

3 Staff costs and numbers	2012
	£
Gross salaries	14,804
Social security costs	1,472
	<u>16,276</u>

The average number employees during the year was 0.6, being an average of 0.5 full time equivalent.

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Co-ordinator's fund	-	37,973	17,473	-	20,500
South West Branch	-	544	-	-	544
South East Branch	-	4,054	812	-	3,242
Oxford Branch	-	752	103	-	649
W. Yorks Branch	-	411	100	-	311
W. Midlands Branch	-	4,014	-	-	4,014
Merseyside Branch	-	2	-	150	152
Javon - website	-	2,500	-	-	2,500
Javon - events	-	2,500	-	-	2,500
Lakes and Bay Branch	-	4,563	3,989	150	724
	<u>-</u>	<u>57,313</u>	<u>22,477</u>	<u>300</u>	<u>35,136</u>

Fund name	Purpose of restriction
Co-ordinator's fund	Towards the salary costs of the branch and event co-ordinator
South West Branch	Funds raised specifically for the South West branch
South East Branch	Funds raised specifically for the South East branch
Oxford Branch	Funds raised specifically for the Oxford branch
W. Yorks Branch	Funds raised specifically for the West Yorks branch
W. Midlands Branch	Funds raised specifically for the West Midlands branch
Merseyside Branch	Funds raised specifically for the Merseyside branch
Javon - website	Towards events costs
Javon - events	Towards website costs
Lakes and Bay Branch	Funds raised specifically for the Lakes and Bay branch
The transfers relate to a contribution towards branch start up costs from designated funds	

**One Voice Communicating Together**  
**Notes to the accounts continued**  
**for the 15 months ended 31 March 2012**

<b>5 Debtors and prepayments</b>	2012
	£
Debtors	1,156
Prepayments	-
	<u>1,156</u>
<b>6 Cash at bank and in hand</b>	2012
	£
CAF Gold	51,050
CAF Cash account	18,160
CAF debit card account	1,000
Undeposited funds	396
	<u>70,606</u>
<b>7 Creditors and accruals</b>	2012
	£
Creditors	816
Accruals	1,500
	<u>2,316</u>

**8 Designated funds**

The designated fund shown on the balance sheet is retained for the purpose of covering start up costs of new branches of the charity.

**9 Related party transactions**

**Trustee expenses**

During the period one trustee was paid expenses of £186 in respect of travel.

There were no other related party transactions during the period.