

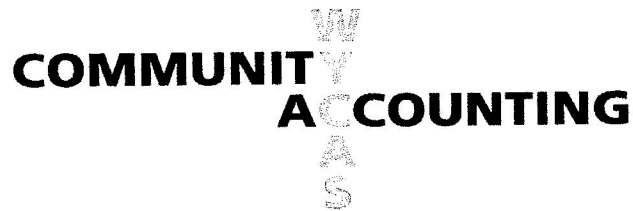
**1Voice - Communicating Together**

Charity number 1141886

A company limited by guarantee number 07480160

***Annual Report and Financial Statements***

***for the year ended 31 March 2013***



West Yorkshire Community Accounting Services

# **1Voice - Communicating Together**

## **Annual Report and Financial Statements for the year ended 31 March 2013**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 4
Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 to 10

Prepared by West Yorkshire Community Accounting Service

# **1Voice - Communicating Together**

## **Trustees' report for the year ended 31 March 2013**

### **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:

<b>Name</b>	<b>Position</b>	<b>Appointed</b>	<b>Resigned</b>
Katrina May Clarke		30-Dec-10	23-Sep-12
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	04-Nov-12
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
Janet Mayes		09-Nov-12	
Megan Hughes		09-Nov-12	
<b>Company secretary</b>	Tamsin Crothers Julie Ann Bello	09-Jan-12 09-Nov-12	09-Nov-12
<b>Charity number</b>	1141886	Registered in England and Wales	
<b>Company number</b>	07480160	Registered in England and Wales	
<b>Registered and principal address</b>	<b>Bankers</b> CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ		

### **Independent examiner**

Simon Bostrom FCIE

### **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.

# **1Voice - Communicating Together**

## **Trustees' report (continued) for the year ended 31 March 2013**

### **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**

We held an Olympic themed "Going for Gold" residential weekend in May 2012. This was attended by 14 children and young adults using AAC, together with their families, and by 4 adult role models. Children were encouraged to reflect on and share their achievements and strengths. They also enjoyed a visit by the Derby wheelchair basketball team and joined in a basketball session. Parents shared experiences of raising a child with AAC needs in workshops.

In September 2012, we held a second national residential weekend, with the theme of "Media Madness". 18 children and young people worked to plan, produce and star in a short film about their experience of various types of media and communication; the resulting film was distributed to participants and made available on the 1Voice website. In the parents' workshops, parents heard from staff at the ACE Centre and Candle AAC about the government consultation regarding future AAC provision and support, and became more aware of arrangements for AAC provision under the new NHS commissioning system.

Our national events are typically restricted by the amount of accessible accommodation for people with severe disabilities available. Therefore we have minimal increase in attendee numbers year on year.

The branch network expanded its activities. A total of 6 branches were active, including new North East branch that launched in April 2012. Branches held a total of 17 events. Each event averaged 6-7 AAC users, at least 1 Role Model, 2-3 volunteers and many family and friends that support the AAC user.

Participants' evaluations of both national and branch events were extremely positive, and indicate that young people and families find it extremely valuable to meet other AAC users in a relaxed and encouraging environment, to come into contact with adult role models and to share experiences with other families.

During the year we worked on updating and improving the website. However, the new site did not launch until May 2013. We are also making increased use of social media, with regular posts on our Facebook page keeping members and friends in touch with developments and helping us to reach new people. In addition, some branches have their own Facebook pages.

Membership increased by 9% over the previous year.

Due to the increase in activity in all aspects of administration of the Charity, the trustees decided to change things to ensure operational continuity. One trustee, stepped down and became the Company Secretary and performs all types of administrative work for the trustees. This position is compensated as contract labour.

# **1Voice - Communicating Together**

## **Trustees' report (continued) for the year ended 31 March 2013**

### **Financial review**

The net expenditure for the year was £4,181, including net expenditure of £11,417 on unrestricted funds and net income of £7,236 on restricted funds after transfers.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £22,331.

The Trustees formulated a plan to maintain a reserve balance of £2,000. This will cover commitments over 1 year, should the charity cease to secure funding and operate.

However, the trustees would like to keep enough funds in the accounts to cover the cost of the next National Event. Based on historical data, that would mean an additional reserve of £15,000.

### **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 MCLORNAK

Date: 28/10/13

 (Trustee)

JANET MAYES

31/10/13

# **1Voice - Communicating Together**

## **Independent examiner's report to the trustees of 1Voice - Communicating Together**

I report on the accounts of the charitable company for the year ended 31 March 2013, 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

Relevant professional qualification or body: FCIE

Date: 4/11/13

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**1Voice - Communicating Together**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2013**

	Notes	2013	2013	2013	2012
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Incoming resources</b>					
Grants and donations	(2)	5,156	43,201	48,357	17,427
Sales and fees		2,195	1,100	3,295	9,099
Memberships		910	-	910	538
Bank interest		114	-	114	59
Other income		5,156	-	5,156	80,750
<b>Total incoming resources</b>		<b>13,531</b>	<b>44,301</b>	<b>57,832</b>	<b>107,873</b>
<b>Resources expended</b>					
Salaries and NI	(3)	-	24,140	24,140	16,276
Payroll charges		-	106	106	81
Travel		523	1,212	1,735	1,705
Training and conferences		-	20	20	59
Freelance workers		1,660	1,735	3,395	600
Events		18,756	8,806	27,562	14,107
Equipment and materials		98	-	98	491
Room hire		307	505	812	399
Office consumables		566	-	566	464
Postage and delivery		929	-	929	435
Printing and reproduction		975	40	1,015	1,317
Software		-	36	36	40
Telephone		251	69	320	20
Professional fees		42	-	42	1,380
Dues and subscriptions		427	-	427	266
Gifts and donations		202	-	202	45
Marketing and publicity		-	-	-	9
Miscellaneous		12	2	14	5
Independent examination		420	-	420	390
Insurance		174	-	174	-
<b>Total resources expended</b>		<b>25,342</b>	<b>36,671</b>	<b>62,013</b>	<b>38,089</b>
<b>Net income / (expenditure) before transfers</b>		<b>(11,811)</b>	<b>7,630</b>	<b>(4,181)</b>	<b>69,784</b>
Transfers between funds		394	(394)	-	-
<b>Net movement in funds</b>		<b>(11,417)</b>	<b>7,236</b>	<b>(4,181)</b>	<b>69,784</b>
<b>Fund balances brought forward</b>		<b>34,648</b>	<b>35,136</b>	<b>69,784</b>	<b>-</b>
<b>Fund balances carried forward</b>	(4)	<b>23,231</b>	<b>42,372</b>	<b>65,603</b>	<b>69,784</b>

All incoming resources and resources expended derive from continuing activities.

# 1Voice - Communicating Together

## Balance sheet

as at 31 March 2013

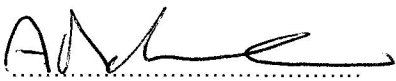
	2013	2013	2013	2012
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Stock	240	-	240	338
Debtors	1,105	-	1,105	1,156
Cash at bank and in hand	(5) 23,473	42,372	65,845	70,606
<b>Total current assets</b>	<u>24,818</u>	<u>42,372</u>	<u>67,190</u>	<u>72,100</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 1,587	-	1,587	2,316
<b>Total current liabilities</b>	<u>1,587</u>	<u>-</u>	<u>1,587</u>	<u>2,316</u>
<b>Net current assets</b>	<u>23,231</u>	<u>42,372</u>	<u>65,603</u>	<u>69,784</u>
<b>Net assets</b>	<u>23,231</u>	<u>42,372</u>	<u>65,603</u>	<u>69,784</u>
<b>Funds</b>				
Unrestricted funds:				
General funds	21,471	-	21,471	32,888
Designated funds	(7) 1,760	-	1,760	1,760
	<u>23,231</u>	<u>-</u>	<u>23,231</u>	<u>34,648</u>
Restricted funds	-	42,372	42,372	35,136
<b>Total funds</b>	<u>23,231</u>	<u>42,372</u>	<u>65,603</u>	<u>69,784</u>

For the year ending 31 March 2013 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:  (Trustee)

Name:  Date: 

 (Trustee)  
JANET MAYER 31/10/13.



# **1Voice - Communicating Together**

## **Notes to the accounts**

### **for the year ended 31 March 2013**

#### **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).

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **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.

##### **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.

# **1Voice - Communicating Together**

## **Notes to the accounts continued**

### **for the year ended 31 March 2013**

<b>2 Grants and donations</b>	2013	2013	2013	2012
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
The A&S Burton Charitable Trust	-	20,000	20,000	-
The Scotshill Trust	-	15,000	15,000	-
The Little Star Foundation	3,000	-	3,000	-
Whitley Bay and District Round Table	-	1,000	1,000	-
Lloyd Rakusen	800	-	800	-
Southgate Round Table	-	750	750	-
Leeds University Union	-	300	300	-
Woodcraft Folk	300	-	300	-
Javon Charitable Trust	-	-	-	5,000
Birmingham Unlimited	-	-	-	3,773
Francis C Scott Charitable Trust	-	-	-	2,000
Sobell Foundation	-	-	-	5,000
Other donations	1,056	6,151	7,207	1,654
	<u>5,156</u>	<u>43,201</u>	<u>48,357</u>	<u>17,427</u>

<b>3 Staff costs and numbers</b>	2013	2012
	£	£
Gross salaries	22,120	14,804
Social security costs	2,020	1,472
	<u>24,140</u>	<u>16,276</u>

The average number employees during the year was 1, being an average of 0.7 full time equivalent (2012: 0.6 and 0.5 FTE).

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Co-ordinator's fund	20,500	35,000	27,197	-	28,303
South West Branch	544	-	-	(544)	-
South East Branch	3,242	750	725	-	3,267
Oxford Branch	649	-	-	-	649
W. Yorks Branch	311	500	808	-	3
W. Midlands Branch	4,014	-	303	-	3,711
Merseyside Branch	152	451	2	-	601
Javon - website	2,500	-	-	-	2,500
Javon - events	2,500	-	2,500	-	-
Lakes and Bay Branch	724	6,550	4,831	-	2,443
North East Branch	-	1,050	305	150	895
	<u>35,136</u>	<u>44,301</u>	<u>36,671</u>	<u>(394)</u>	<u>42,372</u>

# **1Voice - Communicating Together**

## **Notes to the accounts continued**

### **for the year ended 31 March 2013**

<b>Fund name</b>	<b>Purpose of restriction</b>
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 (now closed) The transfer is made up of £150 to designated funds and £394 to unrestricted funds following the closure of the 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
North East Branch	Funds raised specifically for the North East branch branch The transfer is made up of £150 from designated funds to start up the branch.

<b>5 Cash at bank and in hand</b>	2013	2012
	£	£
CAF Gold	62,513	51,050
CAF Cash account	2,060	18,160
CAF debit card account	922	1,000
Undeposited funds	350	396
	<u>65,845</u>	<u>70,606</u>

<b>6 Creditors and accruals</b>	2013	2012
	£	£
Creditors	1,167	816
Accruals	420	1,500
	<u>1,587</u>	<u>2,316</u>

### **7 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.

### **8 Related party transactions**

#### **Trustee expenses**

During the year 4 trustees were was paid expenses totalling £256 in respect of travel (previous period: 1 trustee, £186).

There were no other related party transactions during the year.