

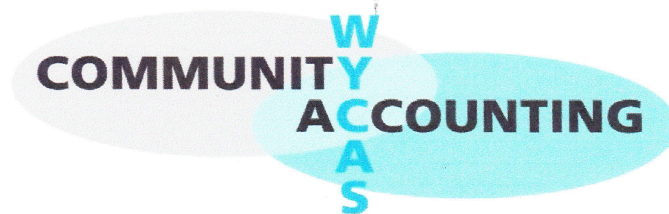
**1Voice - Communicating Together**

Charity number 1141886

A company limited by guarantee number 07480160

**Annual Report and Financial Statements**

**for the year ended 31 March 2014**



West Yorkshire Community Accounting Service

# **1Voice - Communicating Together**

## **Annual Report and Financial Statements for the year ended 31 March 2014**

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**Prepared by West Yorkshire Community Accounting Service**

# **1Voice - Communicating Together**

## **Trustees' report for the year ended 31 March 2014**

### **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>
Helen Dixon		30-Dec-10	
Ann Lea Morris		30-Dec-10	16-Nov-13
Angela McCormack		30-Dec-10	
Janet Mayes		09-Nov-12	
Megan Hughes		09-Nov-12	
Helen Quiller		16-Nov-13	

**Company secretary** Julie Ann Bello 09-Nov-12

**Charity number** 1141886 Registered in England and Wales

**Company number** 07480160 Registered in England and Wales

#### **Registered and principal address**

The Apex  
2 Sheriffs Orchard  
Coventry  
CV1 3PP

#### **Bankers**

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 2014**

### **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**

Membership - although free, we encourage people to join / become members so that we may provide them with timely information applicable to the world of an AAC user. Many new members join via our web form.

Membership also allows us to provide basic data to funders on how our charity succeeds in its objectives to reach out and support AAC users. Membership was 347 at 31 March 2014, an increase of 12% over the previous year.

National event July 2013 at Hayes - was the largest attendance ever. Involved 21 AAC users of all ages and abilities, including 5 new families supported.

Branch / local events - 15 events throughout the year reaching 60 users, 12 role models and countless family members, PAs and 20 volunteers.

Newsletter - 2 newsletters published and a 3rd was in production by the year end.

Website / social media / internet - we have been more active on Facebook, Twitter and our website.

#### **Financial review**

The net expenditure for the year was £3,991, including net income of £6,915 on unrestricted funds and net expenditure of £10,906 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £30,146. After deducting designated funds for planned expenditure of £9,000 this leaves £21,146.

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.



## 1Voice - Communicating Together

### Trustees' report (continued) for the year ended 31 March 2014

#### 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;

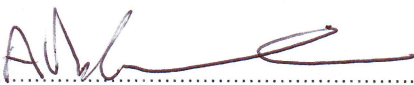
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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 MCCORTACK

Date 04/09/14

## **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 2014, 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: 16/9/14 .....

#### **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 2014**

	Notes	2014 Unrestricted funds £	2014 Restricted funds £	2014 Total funds £	2013 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	27,206	7,505	34,711	48,357
Sales and fees		1,649	2,365	4,014	3,295
Memberships		-	-	-	910
Bank interest		59	-	59	114
Other income		705	-	705	5,156
<b>Total incoming resources</b>		<b>29,619</b>	<b>9,870</b>	<b>39,489</b>	<b>57,832</b>
<b>Resources expended</b>					
Salaries and NIC	(3)	-	1,932	1,932	24,140
Payroll charges		-	75	75	106
Travel		684	649	1,333	1,735
Training and conferences		-	-	-	20
Freelance workers		1,075	9,297	10,372	3,395
Events		16,058	1,506	17,564	27,562
Equipment and materials		301	-	301	98
Room hire		1,016	5,896	6,912	812
Office consumables		297	-	297	566
Postage and delivery		531	-	531	929
Printing and reproduction		842	-	842	1,015
Software		38	-	38	36
Telephone		441	-	441	320
Professional fees		42	-	42	42
Dues and subscriptions		475	313	788	427
Gifts and donations		64	-	64	202
Marketing and publicity		20	1,108	1,128	-
Other expenses		45	-	45	14
Independent examination		600	-	600	420
Insurance		175	-	175	174
<b>Total resources expended</b>		<b>22,704</b>	<b>20,776</b>	<b>43,480</b>	<b>62,013</b>
<b>Net income / (expenditure)</b>		<b>6,915</b>	<b>(10,906)</b>	<b>(3,991)</b>	<b>(4,181)</b>
<b>Fund balances brought forward</b>		<b>23,231</b>	<b>42,372</b>	<b>65,603</b>	<b>69,784</b>
<b>Fund balances carried forward</b>	(4)	<b>30,146</b>	<b>31,466</b>	<b>61,612</b>	<b>65,603</b>

All incoming resources and resources expended derive from continuing activities.



# 1Voice - Communicating Together

## Balance sheet

as at 31 March 2014

	2014	2014	2014	2013
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Stock	417	-	417	240
Debtors and prepayments	(5) 175	-	175	1,105
Cash at bank and in hand	(6) 31,075	31,466	62,541	65,845
<b>Total current assets</b>	<u>31,667</u>	<u>31,466</u>	<u>63,133</u>	<u>67,190</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 1,521	-	1,521	1,587
<b>Total current liabilities</b>	<u>1,521</u>	<u>-</u>	<u>1,521</u>	<u>1,587</u>
<b>Net current assets</b>	<u>30,146</u>	<u>31,466</u>	<u>61,612</u>	<u>65,603</u>
<b>Net assets</b>	<u>30,146</u>	<u>31,466</u>	<u>61,612</u>	<u>65,603</u>
<b>Funds</b>				
<b>Unrestricted funds:</b>				
General funds	21,146	-	21,146	21,471
Designated funds	(8) 9,000	-	9,000	1,760
	<u>30,146</u>	<u>-</u>	<u>30,146</u>	<u>23,231</u>
<b>Restricted funds</b>	-	31,466	31,466	42,372
<b>Total funds</b>	<u>30,146</u>	<u>31,466</u>	<u>61,612</u>	<u>65,603</u>

For the year ending 31 March 2014 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: Janet Mayes

(Trustee)

Name JANET MAYES

Date: 06/09/14

# **1Voice - Communicating Together**

## **Notes to the accounts**

### **for the year ended 31 March 2014**

#### **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 2014

2 Grants and donations	2014		2013	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
The A&S Burton Charitable Trust	22,000	-	22,000	20,000
The Scotshill Trust	-	-	-	15,000
The Little Star Foundation	-	-	-	3,000
Whitley Bay and District Round Table	-	-	-	1,000
Lloyd Rakusen	800	-	800	800
Southgate Round Table	-	3,000	3,000	750
Leeds University Union	-	300	300	300
Woodcraft Folk	-	-	-	300
Lake District Farmers Ltd	-	1,000	1,000	-
Lionel Wigram Memorial Trust	400	-	400	-
Rotary Club, Durham	-	2,100	2,100	-
Lloyds Community Fund	-	300	300	-
Clarke, Katie	480	-	480	-
Other donations	3,526	805	4,331	7,207
	<u>27,206</u>	<u>7,505</u>	<u>34,711</u>	<u>48,357</u>

### 3 Staff costs and numbers

	2014	2013
	£	£
Gross salaries	1,777	22,120
Social security costs	155	2,020
	<u>1,932</u>	<u>24,140</u>

### 4 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Co-ordinator's fund	28,303	-	11,845	-	16,458
South East Branch	3,267	3,000	586	-	5,681
Oxford Branch	649	-	-	-	649
W. Yorks Branch	3	300	35	-	268
W. Midlands Branch	3,711	339	529	-	3,521
Merseyside Branch	601	40	603	-	39
Javon - website	2,500	-	1,421	-	1,079
Lakes and Bay Branch	2,443	3,665	5,589	-	519
North East Branch	895	2,126	170	-	2,852
Branch events fund	-	400	-	-	400
	<u>42,372</u>	<u>9,870</u>	<u>20,775</u>	<u>-</u>	<u>31,466</u>

# 1Voice - Communicating Together

## Notes to the accounts continued

for the year ended 31 March 2014

### 4 Restricted funds continued

Fund name	Purpose of restriction
Co-ordinator's fund	Towards the salary costs of the branch and event co-ordinator
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 website development and management
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
Branch events fund	Funds for branch events generally

### 5 Debtors and prepayments

	2014	2013
	£	£
Debtors	-	1,105
Prepayments	175	-
	<u>175</u>	<u>1,105</u>

### 6 Cash at bank and in hand

	2014	2013
	£	£
CAF Gold	38,364	62,513
CAF Cash account	24,129	2,060
CAF debit card account	-	922
Paypal account	48	-
Undeposited funds	-	350
	<u>62,541</u>	<u>65,845</u>

### 7 Creditors and accruals

	2014	2013
	£	£
Creditors	921	1,167
Accruals	600	420
	<u>1,521</u>	<u>1,587</u>

### 8 Designated funds

	2014
	£
Funds are designated for the following purposes	
Branch Co-ordinator	3,600
National Branch Meeting costs	1,000
AAC Forum co-ordination	2,400
Planned equipment renewals	2,000
	<u>9,000</u>

### 9 Related party transactions

#### Trustee expenses

During the year 4 trustees were paid expenses totalling £694 in respect of travel (previous period: 4 trustee, £256).

There were no other related party transactions during the year.