

1Voice - Communicating Together

Charity number 1141886

A company limited by guarantee number 07480160

Annual Report and Financial Statements **for the year ended 31 March 2015**

COMMUNITY
ACCOUNTING
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West Yorkshire Community Accounting Service

1Voice - Communicating Together

Annual Report and Financial Statements for the year ended 31 March 2015

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Prepared by West Yorkshire Community Accounting Service

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Trustees' report for the year ended 31 March 2015

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
Helen Dixon		16-Nov-13	
Angela McCormack		16-Nov-13	
Janet Mayes		23-Sep-12	
Megan Hughes		23-Sep-12	
Helen Quiller		31-Jan-15	
Kate McCallum		15-Sep-14	
Joanna Cope	Treasurer	29-Jun-15	
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

Claire Welling

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.

Objectives and activities

The charity's objects

To preserve and protect the health and to advance the education and development of children and adults who have communication difficulties and people important to them (family / carers / supporters), particularly by assisting or encouraging people 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.

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Trustees' report (continued) for the year ended 31 March 2015

Objectives and activities (continued)

The charity's main activities

1Voice creates opportunities to bring together children and adults who use augmentative and alternative communication (AAC) and people important to them (family / carers / supporters) to share ideas, information, skills and personal experiences.

1Voice holds residential event(s) each year and local activities throughout the year supported by regional committees.

1Voice further aims to reach out to the wider public to increase awareness through published newsletters and internet based presence such as website and social media platforms.

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

National Residential Weekend – National Stars of AAC Chat n Chill in Cheltenham. Our annual event was held in August 2014 and was our biggest attendance yet. With a grant from the Big Lottery Fund/Award for All, we were able to fund 19 AAC users, and their families/Personal Assistants/Carers; volunteers and others. Children, teenagers and young adults took part in activities designed to promote communication as well as providing lots of fun. These included sharing jokes, a scavenger hunt around the grounds of National Star College, crafts and games. Older participants discussed their experiences of education and transition and shared past achievements and future plans, while everyone enjoyed getting to know one another through "speed friending" and the ever-popular disco. This event was a little different from previous ones because we used National Star College as the venue. This in fact 'opened' the eyes of parents that did not know such a facility existed. Seeing such an accessible campus for young people to continue to develop and achieve after the 'regular' school years was heartening.

1Voice-1Day 2014 – Leeds. This new national event, was held prior to the national Communication Matters conference, which is attended by adult AAC users and AAC professionals. The timing of the event gave AAC users and families the opportunity to attend the CM equipment exhibition and attracted some young adults who were also attending the CM conference. Our one day event also attracted a good number of families living in the north of England. AAC users participated in activities encouraging them to articulate their aspirations for the future, while parents enjoyed the opportunity for networking and sharing experiences; everyone also heard inspirational presentations by two of our young adult role models. Over 40 people attended. Evaluations judged the day to be an unqualified success. We therefore intend to repeat the format in 2015.

During the fiscal year 7 active branches held 14 events, attended by 365 participants. Three branches began during this year: Lancashire/Wigan, Bridge College and Beds/Herts/Bucks.

Branch level events included social gatherings at restaurants, bowling alleys, visits to places such as children's farms, wetlands centres, boat trips and adventure centres; whilst some branches had themed activity days such as Circus tricks, Halloween and Valentine. All of these places and activities included expanding communication skills of those attending. The themes and locations were used to expand vocabulary skills.

Branch events

The aspect of these local/branch level events, is realising our efforts to reach out to the general public; to educate them on Augmentative and Alternative Communication. Whenever we are out in public places, we meet someone that has never seen an AAC user before.

There was an overall increase in numbers attending and we are continuing to reach out to AAC users at local level. As part of the continuing effort, we 'invented' pop-ups – opportunities to make local support happen in one off situations. During this period, none were scheduled, but interest is growing. It takes a dedicated volunteer to step forward to help our main admin person make it happen.

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Trustees' report (continued) for the year ended 31 March 2015

Achievements and performance (continued)

Newsletters – we published three newsletters throughout the fiscal year. Initially sent to members, and then later released to the public; it is one of the ways we achieve our 'education' to the public on awareness of AAC, as well as keeping our members up-to-date with relevant new developments and members' own stories. We are also making increasing use of social media to raise awareness of our activities.

1Voice attended a couple of functions, again to meet our objective to reach the wider public on awareness of AAC.

Kidz in Middle is a disability show focusing on support for children, held in Reading in June 2014.

Communication Matters Roadshow, London was in December 2014, where we had a table of information available to attendees.

1Voice is a member of the Communication Trust, a coalition of over 50 non-profit entities that support the Speech, Language and Communication Needs (SLCN) of the general population. We have a member that represents us at the regular meetings held in London. We are contributing to and trying to influence the national agenda around this support.

Membership: our membership is now at 427, a 21% increase over the last fiscal period. There is a good mix of AAC users, families and professionals interested in our support services. From this we gained some new volunteers to our events/activities.

Talkabout AAC

1voice collaborated on a project with two other charities in the field of AAC to set up an online forum where AAC users, their families and supporters could discuss AAC related topics. The work was part of a 2 year project funded by a Dept for Education grant to the ACE Centre with 1Voice and Communication Matters as working partners. The aim was to provide a safe and accessible space for AAC users to communicate and benefit from shared experiences. A secondary aim is to provide a platform where the views of AAC users and families can be heard and input into consultation work with service providers and policy makers. As there were significant changes to the provision of services for complex communication needs from 2015 this is a particularly important activity. The forum will go live from September 2015 and will be managed jointly by 1Voice and Communication Matters.

Financial review

The net expenditure for the year was £6,687, including net income of £1,912 on unrestricted funds and net expenditure of £8,599 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets but including designated funds, at the year end were £32,058.

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.

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Trustees' report (continued) for the year ended 31 March 2015

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;

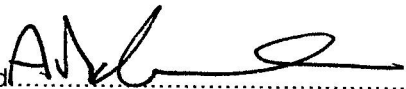
state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

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 MCCORMACK

Date 13/09/15

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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 2015, which are set out on pages 7 to 12.

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: *C. Welling*

Name: Claire Welling

Date: 28/07/2015

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 2015

	Notes	2015 Unrestricted funds £	2015 Restricted funds £	2015 Total funds £	2014 Total funds £
Incoming resources					
Grants and donations	(2)	5,612	12,732	18,344	34,711
Sales and fees		4,466	-	4,466	4,014
Bank interest		61	-	61	59
Other income		450	-	450	705
Total incoming resources		10,589	12,732	23,321	39,489
Resources expended					
Salaries and NIC	(3)	-	-	-	1,932
Payroll charges		-	-	-	75
Travel		821	383	1,204	1,333
Freelance workers		225	7,936	8,161	10,372
Events		1,376	11,189	12,565	17,564
Equipment and materials		1,754	387	2,141	301
Room hire		600	-	600	6,912
Office consumables		457	-	457	297
Postage and delivery		736	22	758	531
Printing and reproduction		1,757	-	1,757	842
Software		113	-	113	38
Telephone		102	-	102	441
Professional fees		48	-	48	42
Dues and subscriptions		833	-	833	788
Gifts and donations		-	-	-	64
Marketing and publicity		44	425	469	1,128
Other expenses		25	-	25	45
Independent examination		600	-	600	600
Insurance		175	-	175	175
Total resources expended		9,666	20,342	30,008	43,480
Net income / (expenditure) before transfers		923	(7,610)	(6,687)	(3,991)
Transfers between funds	(4)	989	(989)	-	-
Net movement in funds		1,912	(8,599)	(6,687)	(3,991)
Fund balances brought forward		30,147	31,466	61,612	65,603
Fund balances carried forward	(4)	32,058	22,867	54,925	61,612

All incoming resources and resources expended derive from continuing activities.

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Balance sheet

as at 31 March 2015

	2015	2015	2015	2014
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Stock	(5) 272	-	272	417
Debtors and prepayments	(6) 2,699	-	2,699	175
Cash at bank and in hand	(7) 30,781	22,867	53,648	62,541
Total current assets	<u>33,752</u>	<u>22,867</u>	<u>56,619</u>	<u>63,133</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 1,694	-	1,694	1,521
Total current liabilities	<u>1,694</u>	<u>-</u>	<u>1,694</u>	<u>1,521</u>
Net assets	<u>32,058</u>	<u>22,867</u>	<u>54,925</u>	<u>61,612</u>
Funds				
Unrestricted funds	25,494	-	25,494	21,147
Designated funds	(9) 6,564	-	6,564	9,000
Restricted funds	-	22,867	22,867	31,466
Total funds	<u>32,058</u>	<u>22,867</u>	<u>54,925</u>	<u>61,612</u>

For the year ending 31 March 2015 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: Jo Gpe.....

(Trustee)

Name JO COPE.....

Date: 13/9/15.....

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Notes to the accounts

for the year ended 31 March 2015

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.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

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.

Stock

Stock is valued at cost.

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.

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Notes to the accounts continued

for the year ended 31 March 2015

2 Grants and donations	2015	2015	2015	2014
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Big Lottery Fund / Awards for All	-	9,430	9,430	-
Rotary Club, Furness	-	500	500	-
Leeds Jewish Welfare Board	800	-	800	-
BAE Marine systems	-	750	750	-
Voda	-	585	585	-
Leeds University Union	-	175	175	300
Church of Holy Saviour	-	100	100	-
Rotary Club, Durham	-	325	325	2,100
Lloyd Rakusen	-	-	-	800
Southgate Round Table	-	-	-	3,000
The A&S Burton Charitable Trust	-	-	-	22,000
Lake District Farmers Ltd	-	-	-	1,000
Lionel Wigram Memorial Trust	-	-	-	400
Lloyds Community Fund	-	-	-	300
Clarke, Katie	-	-	-	480
Other donations	4,812	867	5,679	4,331
	<u>5,612</u>	<u>12,732</u>	<u>18,344</u>	<u>34,711</u>

3 Staff costs and numbers	2015	2014
	£	£
Gross salaries	-	1,777
Social security costs	-	155
	<u>-</u>	<u>1,932</u>

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Co-ordinator's fund	16,458	-	8,319	-	8,139
Javon - website	1,079	-	425	-	655
Branch events fund	400	-	-	(400)	-
Awards for All	-	9,430	9,430	-	-
Oxford Branch	649	-	-	-	649
W. Yorks Branch	268	175	-	-	443
W. Midlands Branch	3,521	-	500	-	3,021
Merseyside Branch	39	-	-	(39)	-
Lakes and Bay Branch	519	2,117	66	-	2,571
North East Branch	2,852	710	245	(1,000)	2,316
Durham branch	-	300	-	-	300
Bridge branch	-	-	64	150	86
Beds/ Herts/ Bucks branch	-	-	83	150	67
South East Branch	5,681	-	1,210	-	4,472
Lancashire branch	-	-	-	150	150
	<u>31,466</u>	<u>12,732</u>	<u>20,342</u>	<u>(989)</u>	<u>22,867</u>

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Notes to the accounts continued

for the year ended 31 March 2015

4 Restricted funds (continued)

Fund name	Purpose of restriction
Co-ordinator's fund	Towards the salary costs of the branch and event co-ordinator
Javon - website	Towards website development and management
Branch events fund	Funds for branch events generally
Awards for All	National Stars of AAC Chat and Chill in Cheltenham project
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 (now closed)
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
Durham branch	Funds raised specifically for the Durham branch
Bridge branch	Funds raised specifically for the Bridge branch
Beds/ Herts/ Bucks branch	Funds raised specifically for the Beds / Herts / Bucks branch
South East Branch	Funds raised specifically for the South East branch
Lancashire branch	Funds raised specifically for the Lancashire branch

Transfers

The £39 remaining balance was transferred from the Merseyside branch when it closed.

£1,000 was transferred from NE branch to support National branch meetings (designated fund)

Bridge, Beds / Herts / Bucks and Lancashire branch were each transferred £150 for start up costs

The branch event fund was redefined as designated rather than restricted funding. The balance is shown in Note 8.

5 Stock

	2015	2014
	£	£
T-shirts	27	-
DVDs	246	-
	<u>272</u>	<u>417</u>

6 Debtors and prepayments

	2015	2014
	£	£
Debtors	2,524	-
Prepayments	175	175
	<u>2,699</u>	<u>175</u>

7 Cash at bank and in hand

	2015	2014
	£	£
CAF Gold	38,423	38,364
CAF Cash account	14,867	24,129
Paypal account	358	48
	<u>53,648</u>	<u>62,541</u>

8 Creditors and accruals

	2015	2014
	£	£
Loans and overdrafts		
Creditors	1,094	921
Accruals	600	600
	<u>1,694</u>	<u>1,521</u>

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Notes to the accounts continued

for the year ended 31 March 2015

9 Designated funds	2015	2014
Funds are designated for the following purposes:	£	£
Branch Co-ordinator	3,600	3,600
National Branch Meeting costs	-	1,000
AAC Forum co-ordination	2,400	2,400
Planned equipment renewals	564	2,000
Events fund	-	-
	<u>6,564</u>	<u>9,000</u>

10 Trustee expenses

During the year 2 trustees were paid £76.50 travel expenses (previous year: 4 trustees and £964 in respect of travel).

11 Related party transactions

There were no related party transactions during the year.