

1Voice - Communicating Together

Charity number 1141886

A company limited by guarantee number 07480160

Annual Report and Financial Statements for the year ended 31 March 2021



**Annual Report and Financial Statements
for the year ended 31 March 2021**

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Trustees' report for the year ended 31 March 2021

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	Dates
Helen Hewson	Co-Chair	Resigned 12 September 2021
Helen Dixon	Co-Chair	
Nicola McIndoe	Treasurer	
Janet Mayes		Resigned 18 November 2020
Kate McCallum		Resigned 25 August 2021
Gregor Gilmour		
Lois Thomson		Resigned 31 October 2021
Sally Featon		Resigned 25 August 2021
Amanda Hynan		
Alison Douthwaite		Co-opted 21 July 2020
Francesca Sephton		Co-opted 21 July 2020
Stephen Tyler		Appointed 18 November 2020
Company secretary	Joanne Cope	
Charity number	1141886	Registered in England and Wales
Company number	07480160	Registered in England and Wales

Registered and principal address

Bankers

Lymm Business Centre
Lymm Library Annexe
Davies Way, Lymm
Cheshire.
WA13 0QW

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

Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 December 2010. It is governed by articles of association as amended 20 July 2011 and 15 May 2015. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. Trustees usually meet each month throughout the year. The majority of the meetings make use of video conferencing software reflecting the wide geographic spread of the trustees.

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.

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Trustees' report (continued) for the year ended 31 March 2021

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 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 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

1Voice has had another successful year. We continue to attract new members and there is a good mix of AAC users, families and professionals interested in our support services.

Events

The Coronavirus Pandemic has had a significant impact on the way we have held our events during the year. The Government imposed restrictions meant that it was not possible to hold any face-to-face events. Typically we would hold an annual national residential weekend, a 1Voice 1Day event to coincide with the start of the Communication Matters Conference, and a number of local branch events.

Recognising that there was still a need to bring members of our community together during this time of isolation, we moved our networking and events online.

We held our first online event in October 2020. The event attracted 19 families and it was pleasing to attract a number of new families. Families listened to presentations from AAC users, joined in a team quiz and were entertained by DJ Oli, using his eye gaze technology.

A Christmas themed event was held in December which attracted 23 families.

In February 2021 we ran our first event specifically targeted at those members who are less confident with their communication systems.

Although nothing can replace the positive impact of bringing AAC users together face-to-face, we have found that online events are able to reduce a number of barriers to attending physical 1Voice events. For example, distance travelled, cost and the need for care support for a number of attendees. Going forward, we will continue to run online events alongside our physical events.

Our closed parents' Facebook group has continued to be well used by members as a way of providing continued mutual support and we have launched a closed teens' Facebook group in the year.

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Trustees' report (continued) for the year ended 31 March 2021

Role Model Training

We delivered role model training in February 2021 alongside Creativity in Practice. There was both an introductory session for new role models and a follow up session for those who had previously attended the role model training weekend. Following the training, a number of role models have given presentations at our online events. We are working towards buddying up role models with newer 1Voice members for those who would like to benefit from this support.

Newsletter and publicity

Newsletters were published in April, September and February and initially emailed to members and then shared via social media in order to reach a wider audience. The publication of the newsletter is one of the ways in which 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. The February edition saw us move to a new, updated and fresher format which has been popular with members.

At the start of 2021 we launched our new look website. This is more attractive and easier to read than our previous website. We continue to look at ways to make the website as accessible as possible to our members.

Representation at Events

1Voice is a member of the Communication Consortium. This is a group of voluntary and community service organisations who have expertise and knowledge of children's speech, language and communication. Our co-chair has continued to attend meetings online.

We also have close links with Communication Matters, the UK Chapter of ISAAC (International Society of Augmentative and Alternative Communication), a world-wide organisation promoting the best possible communication for people with complex communication needs. We highly value the collaboration with Communication Matters and will continue to develop this for our mutual benefit.

We surveyed our members in education and collated information on the impact of Covid-19 on AAC users. This information was shared with the All-Party Group for Special Educational Needs and Disabilities whose inquiry was to better understand the impact of Covid-19 for young people with SEND.

Fundraising

Our physical events, particularly our national residential weekends, represent our most significant cost and therefore, in a typical year, trustees' efforts are focussed on raising funds to contribute towards this expenditure. As it has not been possible to hold our physical face-to-face events, fundraising has not been a high priority in the current financial year.

A significant amount of our in year donations have been those raised by our members through Facebook Birthday Fundraisers and we would like to thank everyone who chose to support us in this way.

Although, we did receive our year three grant funding from BBC Children In Need of £9,928 in May, this is shown as deferred income in the accounts as the grant conditions stipulate that the funding is to be used for our national weekend and we received confirmation that this could be carried forward until summer 2021.

Financial review

The net expenditure for the year was £2,043, including net expenditure of £1,697 on unrestricted funds and net expenditure of £346 on restricted funds.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

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Trustees' report (continued) for the year ended 31 March 2021

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £19,874. Of these reserves, £3,926 has been designated for use by local branches. These reserves have been generated by donations to individual branches and have been set aside for their use accordingly. Unless there are any legal restrictions on the use of any donations, the trustees have decided that funds raised by local branches are designated for their use to hold local events. It has been agreed that if any branch is known to be inactive, the balance has not moved within three years and there is no expectation that the funds will be used in the near future, then the designation of these funds will be removed and the money made available for general charitable expenditure.

The level of reserves and the purposes for which they are designated are set out in the notes to the accounts. The other designated amounts are £5,000 designated to the Role Model Programme and £3,862 to cover venue deposits for the 2021 annual national weekend. The rest of the reserves (£7,086) are to ensure that there are sufficient funds to cover commitments over one year, should the charity cease to secure funding and operate. The level of reserves are reviewed from time to time by the trustees, with reference to Charity Commission guidelines, to consider whether they remain appropriate.

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Trustees' report (continued) for the year ended 31 March 2021

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 (Charities SORP (FRS102)), 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: N McIndoe (Trustee)

Name: Nicola McIndoe

Date: 2 November 2021

1Voice – Communicating Together
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes			
	2021 Unrestricted funds £	2021 Restricted funds	2021 Total funds	2020 Total funds
Income from:				
Grants and donations	(2) 4,129	-	4,129	25,711
Sales and fees	-	-	-	16,547
Bank interest	8	-	8	27
Total income	<u>4,137</u>	<u>-</u>	<u>4,137</u>	<u>42,285</u>
Expenditure on:				
Travel	-	-	-	224
Training and conferences	345	-	345	230
Freelance workers	3,745	257	4,002	6,790
Fundraising costs	27	-	27	65
Events	-	-	-	29,371
Equipment and materials	-	-	-	190
Office consumables	35	-	35	156
Postage and delivery	162	-	162	9
Printing and reproduction	-	-	-	-
Software	-	-	-	-
Telephone	-	-	-	20
Professional fees	67	-	67	21
Dues and subscriptions	432	89	521	756
Marketing and publicity	334	-	334	240
Accountancy and independent examination	-	-	-	540
Insurance	612	-	612	654
Bank charges	75	-	75	66
Total expenditure	<u>5,834</u>	<u>346</u>	<u>6,180</u>	<u>39,332</u>
Net income / (expenditure)	(1,697)	-346	(2,043)	2,953
Fund balances brought forward	<u>21,571</u>	<u>2,178</u>	<u>23,749</u>	<u>20,796</u>
Fund balances carried forward	<u>19,874</u>	<u>1,832</u>	<u>21,706</u>	<u>23,749</u>

All incoming resources and resources expended derive from continuing activities.

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Balance sheet
as at 31 March 2021

	Notes			
	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(4) 539	112	651	942
Cash at bank and in hand	(5) 19,722	11,648	31,370	24,023
Total current assets	<u>20,261</u>	<u>11,760</u>	<u>32,021</u>	<u>24,965</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 387	9,928	10,315	1,216
Total current liabilities	<u>387</u>	<u>9,928</u>	<u>10,315</u>	<u>1,216</u>
Net current assets / (liabilities)	<u>19,874</u>	<u>1,832</u>	<u>21,706</u>	<u>23,749</u>
Total assets less current liabilities	<u>19,874</u>	<u>1,832</u>	<u>21,706</u>	<u>23,749</u>
Net assets	<u>19,874</u>	<u>1,832</u>	<u>21,706</u>	<u>23,749</u>
Funds				
Unrestricted funds	19,874	-	19,874	21,571
Restricted funds	-	1,832	1,832	2,178
Total funds	<u>19,874</u>	<u>1,832</u>	<u>21,706</u>	<u>23,749</u>

For the year ending 31 March 2021 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 are 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 FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: 2 November 2021

Signed: N McIndoe (Trustee)

Name: Nicola McIndoe

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Notes to the accounts

for the year ending 31 March 2021

1. Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS102.

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

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

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees 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 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 where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

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 accounts

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

2. Grants and donations	2021	2021	2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
BBC Children In Need	-	-	-	9,733
The Batchworth Trust	-	-	-	5,000
National Lottery Community Fund	-	-	-	1,000
Leeds Jewish Welfare Board	-	-	-	500
Other small grants and donations	4,129	-	4,129	9,478
	<u>4,129</u>	<u>-</u>	<u>4,129</u>	<u>25,711</u>

3. Movement in funds

Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Role Model Programme	1,178	-	106	1,072
National Lottery Community Fund	1,000	-	240	760
	<u>2,178</u>	<u>-</u>	<u>346</u>	<u>1,832</u>

Fund name

Purpose of restriction

Role Model Programme	Donations to be used for the role model programme
National Lottery Community Fund	Towards the work of 1Voice

Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Events fund	4,138	-	276	-	3,862
Role Model Programme	5,000	-	-	-	5,000
Lakes and bay branch	536	-	-	-	536
Cheshire/Warrington branch	615	-	-	-	615
South East branch	1,702	-	-	-	1,702
Lancashire branch	491	-	-	-	491
East of England branches	582	-	-	-	582
	<u>13,064</u>	<u>-</u>	<u>276</u>	<u>-</u>	<u>12,788</u>

Designated funds (continued)

Fund name

Purpose of designation

Events fund	Funds designated for national events
Role Model Programme	Funds designated for the role model programme, donated by the Batchworth Trust
Lakes and Bay branch	Funds raised by Lakes and Bay branch and designated for their use to hold local events
Cheshire/Warrington branch	Funds raised by Cheshire/Warrington branch and designated for their use to hold local events
South East branch	Funds raised specifically for the South East branch
Lancashire branch	Funds raised specifically for the Lancashire branch
East of England branch	Funds raised specifically for the East of England branch

The trustees have agreed a policy that funds raised by local branches will be designated for local branch use and if these designated branch balances have not moved within three years and there is no expectation that they will be used in the future, these funds will be re-designated to the funds as general funds, unless there is a legal restriction on the use of the funds.

4. Debtors and prepayments	2021	2020
	£	£
Debtors	100	450
Prepayments	551	492
	<u>651</u>	<u>942</u>

5. Cash at bank and in hand	2021	2020
	£	£
CAF Gold	17,631	17,623
CAF cash account	12,648	4,990
Community First prepaid card	648	1,000
Undeposited funds	443	410
	<u>31,370</u>	<u>24,023</u>

6. Creditors and accruals	2021	2020
	£	£
Creditors	342	676
Accruals and deferred income	9,973	540
	<u>10,315</u>	<u>1,216</u>

Deferred income of £9,928 is the year 3 restricted BBC Children In Need grant. The 2020 national residential weekend was postponed due to the coronavirus pandemic. The funder agreed that the funding could be carried forward to summer 2021.

7. Related Party Transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received remuneration or benefit during this or the previous year.

Related party transactions

There were no related party transactions during this or the previous year.

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Statement of Financial Activities including comparatives for all funds

(including summary income and expenditure account)

for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:						
Grants and donations	4,129	14,978	-	10,733	4,129	25,711
Sales and fees	-	16,547	-	-	-	16,547
Bank interest	8	27	-	-	8	27
Total income	4,137	31,552	-	10,733	4,137	42,285
Expenditure on:						
Travel	-	191	-	33	-	224
Training and conferences	345	230	-	-	345	230
Freelance workers	3,745	5,310	257	1,480	4,002	6,790
Fundraising costs	27	65	-	-	27	65
Events	-	16,351	-	13,020	-	29,371
Equipment and materials	-	190	-	-	-	190
Office consumables	35	156	-	-	35	156
Postage and delivery	162	9	-	-	162	9
Printing and reproduction	-	-	-	-	-	-
Software	-	-	-	-	-	-
Telephone	-	20	-	-	-	20
Professional fees	67	21	-	-	67	21
Dues and subscriptions	432	756	89	-	521	756
Marketing and publicity	334	240	-	-	334	240
Accountancy / independent exam	-	540	-	-	-	540
Insurance	612	654	-	-	612	654
Bank charges	75	66	-	-	75	66
Total expenditure	5,834	24,799	346	14,533	6,180	39,332
Net income / (expenditure)	(1,697)	6,753	(346)	(3,800)	(2,043)	2,953
Fund balances brought forward	21,571	14,818	2,178	5,978	23,749	20,796
Fund balances carried forward	19,874	21,571	1,832	2,178	21,706	23,749