Charity number 1141886

A company limited by guarantee number 07480160

# Annual Report and Financial Statements for the year ended 31 March 2019



**West Yorkshire Community Accounting Service** 

# Annual Report and Financial Statements for the year ended 31 March 2019

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**Prepared by West Yorkshire Community Accounting Service** 

## Trustees' report for the year ended 31 March 2019

### 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

Angela McCormack Chair Resigned 20 Nov 2019

Helen Hewson Co-Chair Nicola McIndoe Treasurer

Helen Dixon Acting Chair from Sept 2019

Janet Mayes

Megan Glynn Resigned 20 Nov 2019

Kate McCallum Gregor Gilmour Lois Thomson

Sally Featon Appointed 20 Nov 2018
Amanda Hynan Appointed 20 Nov 2018

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 CAF Bank Ltd
Lymm Library Annexe 25 Kings Hill Avenue

Davies Way, Lymm West Malling Cheshire. Kent WA13 0QW ME19 4JQ

#### Independent examiner

Claire Welling

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

Stringer House 34 Lupton Street Leeds LS10 2OW

#### 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.

## Trustees' report (continued) for the year ended 31 March 2019

#### 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.

#### National Residential Weekend - Hampshire - 1Voice Our Stories

The event was held at Treloars College, Hampshire, over the weekend 27-29 July. This was a new venue. The location was our most southerly to date and purposefully chosen to reflect that 1Voice is a national charity. The event was our biggest to date with 97 residential delegates and a further 19 joining us for the Saturday activities, benefitting 23 AAC Users and their families. We were particularly pleased to have seven new families joining us to experience a 1Voice national weekend for the first time. The weekend invited attendees to take part in story telling themed activities. We were particularly pleased to have so many AAC Users involved in delivering the programme of activities. Workshops were delivered by Kate Caryer (Unspoken Project) and Dave Young (the Shouting Mute). Toby Hewson (Just Different) delivered a workshop to the siblings. We are grateful to BBC Children In Need who awarded us a three year grant to assist with the cost of the weekend.

#### 1Voice 1Day 2018 - Leeds

1Voice 1Day was again held at Communication Matters (CM) Conference in Leeds in September. To complement the theme of 'CM Rocks', our event was entitled '1Voice Rolls!'. The AAC users were invited to explore roles in society, meet our role models, take part in role plays and enjoyed a game of Boccia. Again we worked well with Communication Matters and we appreciate these opportunities to collaborate closely, to the mutual benefit of both organisations. Our members and trustees again presented papers at this prestigious AAC conference.

#### **Branches and Local Events**

Five of our branches were active during the fiscal year, holding eight events. 1Voice Lakes & Bay, 1Voice Lancs, 1Voice East of England, 1Voice South East and 1Voice Cheshire all held events which created opportunities for AAC Users and their supporters to come together.

## Trustees' report (continued) for the year ended 31 March 2019

#### Achievements and performance (continued)

#### National Activity Weekend

In December, we were able to invite our members to join us for an outdoor activity weekend at Bendrigg Lodge, in Cumbria. Although, the Lakes & Bay branch have enjoyed weekends at the Centre, this was the first time we offered the opportunity to all members. The weekend proved popular with eight AAC Users and their families attending.

#### Newsletter

We published an eight-paged newsletter in October to coincide with AAC Awareness month. The newsletter was initially emailed to members and then shared via social media in order to reach a wider audience. We also send hard copies to AAC Assessment Hubs to inform them of our activities and ask them to share them with their caseload where possible. 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. We also share information on our fundraising activities to encourage our members and their family, friends and colleagues to consider raising funds for us.

#### Representation at Events

1Voice attended several functions, again to meet our objectives of promoting wider public understanding of AAC. Throughout the year, 1Voice representatives attended a number of Communication Matters roadshows. A presentation was made at the Communication Matters' annual conference in September.

1Voice is a member of the Communication Trust, a coalition of over 50 non-profit entities that support speech, language and communication needs (SLCN) of the general population. We have a representative at the Communication Trust consortium meetings. This representative is also a trustee of 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. This has strengthened the link between our two organisations and we highly value the collaboration with Communication Matters and will continue to develop this for our mutual benefit. During the year, our administrator was pleased to be invited to attend a number of the Communication Matters' trustees' meetings.

#### Fundraising

As ever, we are very grateful to the organisations and individuals who raise and donate money to enable 1Voice to continue its activities. During the year we were pleased to receive the first instalment of £9,542 from BBC Children In Need towards the cost of holding our annual national residential weekend. We were successful in being awarded a grant over a three year period. We also benefitted from a donation of £1,000 which was won by one of our members in a nationally run Post Office competition. One of our members fundraising efforts were match funded by their employer, and we received £720 from HSBC. Other donations included £435 from Canterbury Quakers and £400 from eQuality Time. Special mention to trustee Kate, and our volunteer Craig, who raised over £1,500 by spending a night sleeping on a zipwire. Fundraising remains a big challenge and will remain a high priority for trustees during the next fiscal year.

### Financial review

The net expenditure for the year was £11,225, including net expenditure of £594 on unrestricted funds and net expenditure of £10,631 on restricted funds.

## Trustees' report (continued) for the year ended 31 March 2019

#### Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £14,818.

Of these reserves, £3,636 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 most significant other designated amount is £4,000 to cover non-refundable deposits for the 2019 annual national weekend.

The rest of the reserves 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.

#### 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:
SignedN McIndoe (Trustee)
NameN McIndoe
Date20/12/2019
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## Independent examiner's report to the trustees of 1Voice -

## **Communicating Together**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2019, which are set out on pages 7 to 13.

#### Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:	C Welling	Name:	Claire Welling
Date:	.23/12/2019		

**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 2019

Long time time to the time time time time time time time tim		Note	S			
Funds   Fun			2019	2019	2019	2018
Family   F			Unrestricted	Restricted	Total	Total
Income from:   Grants and donations   (2)   6,678   10,012   16,690   11,620   Sales and fees   8,909   2,400   11,309   4,405   Sales and fees   22   - 22   15   Cther income     -   -   -   500   Cther income     -   -   -   5,765   Cther income       -   -   -   5,765   Cther income       -   -   -   5,765   Cther income       -   -   -   -   -   -			funds	funds	funds	funds
Grants and donations         (2)         6,678         10,012         16,690         11,620           Sales and fees         8,909         2,400         11,309         4,405           Bank interest         22         -         22         15           Other income         -         -         -         500           Donated services         -         -         -         -         5,755           Total income         15,609         12,412         28,021         22,295           Expenditure on:         -         -         -         -         5,755           Total income         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery			£	£	£	£
Sales and fees         8,909         2,400         11,309         4,405           Bank interest         22         -         22         15           Other income         -         -         -         500           Donated services         -         -         -         5,755           Total income         15,609         12,412         28,021         22,295           Expenditure on:           Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Software         31         -         133         365           Software         31         -	Income from:					
Bank interest Other income         22         -         22         15           Other income         -         -         -         500           Donated services         -         -         -         5755           Total income         15,609         12,412         28,021         22,295           Expenditure on:           Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20	Grants and donations	(2)	6,678	10,012	16,690	11,620
Other income         -         -         -         -         500           Donated services         -         -         -         5,755           Total income         15,609         12,412         28,021         22,295           Expenditure on:         Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         133         9           Telephone         20         -         20         20           Professional fees         112 <td>Sales and fees</td> <td></td> <td>8,909</td> <td>2,400</td> <td>11,309</td> <td>4,405</td>	Sales and fees		8,909	2,400	11,309	4,405
Donated services         -         -         -         -         5,755           Total income         15,609         12,412         28,021         22,295           Expenditure on:         Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,46           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         760         1,46           Events         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Printing and subscriptions         840         - </td <td>Bank interest</td> <td></td> <td>22</td> <td>-</td> <td>22</td> <td>15</td>	Bank interest		22	-	22	15
Expenditure on:         Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540	Other income		-	-	-	500
Expenditure on:         Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540	Donated services					5,755
Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         133         365           Software         31         -         131         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160 <td>Total income</td> <td></td> <td>15,609</td> <td>12,412</td> <td>28,021</td> <td>22,295</td>	Total income		15,609	12,412	28,021	22,295
Travel         271         173         444         494           Training and conferences         28         -         28         355           Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         133         365           Software         31         -         131         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						
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Freelance workers         6,037         1,376         7,413         7,883           Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66				173		
Fundraising costs         76         -         76         1,146           Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination Insurance         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,24	<u> </u>		_	-		
Events         13,226         14,320         27,546         18,094           Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)				1,376	,	
Equipment and materials         150         -         150         48           Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966	•			-	_	
Office consumables         160         113         273         281           Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds			,	14,320		
Postage and delivery         221         -         221         253           Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances br	• •			-		
Printing and reproduction         133         -         133         365           Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145				113		
Software         31         -         31         9           Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145	•			-		
Telephone         20         -         20         20           Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145	Printing and reproduction			-		365
Professional fees         112         -         112         56           Dues and subscriptions         840         -         840         658           Marketing and publicity         230         95         325         160           Accountancy and independent examination Insurance         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145				-		
Dues and subscriptions       840       -       840       658         Marketing and publicity       230       95       325       160         Accountancy and independent examination Insurance       540       -       540       496         Insurance       1,028       -       1,028       1,035         Bank charges       66       -       66       66         Total expenditure       23,169       16,077       39,246       31,419         Net income / (expenditure)       (7,560)       (3,665)       (11,225)       (9,124)         Transfers between funds       6,966       (6,966)       -       -       -         Net movement in funds       (594)       (10,631)       (11,225)       (9,124)         Fund balances brought forward       15,412       16,609       32,021       41,145	•			-		
Marketing and publicity         230         95         325         160           Accountancy and independent examination         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145				-		
Accountancy and independent examination Insurance         540         -         540         496           Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145	•			-		
Insurance         1,028         -         1,028         1,035           Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145				95		
Bank charges         66         -         66         66           Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145	Accountancy and independent examination			-		
Total expenditure         23,169         16,077         39,246         31,419           Net income / (expenditure)         (7,560)         (3,665)         (11,225)         (9,124)           Transfers between funds         6,966         (6,966)         -         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145	Insurance		1,028	-	1,028	•
Net income / (expenditure)       (7,560)       (3,665)       (11,225)       (9,124)         Transfers between funds       6,966       (6,966)       -       -         Net movement in funds       (594)       (10,631)       (11,225)       (9,124)         Fund balances brought forward       15,412       16,609       32,021       41,145	Bank charges		66		66_	66
Transfers between funds         6,966         (6,966)         -         -           Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145	Total expenditure		23,169	16,077	39,246	31,419
Net movement in funds         (594)         (10,631)         (11,225)         (9,124)           Fund balances brought forward         15,412         16,609         32,021         41,145	Net income / (expenditure)		(7,560)	(3,665)	(11,225)	(9,124)
Fund balances brought forward         15,412         16,609         32,021         41,145	Transfers between funds		6,966	(6,966)	-	-
	Net movement in funds		(594)	(10,631)	(11,225)	(9,124)
Fund balances carried forward         (3)         14,818         5,978         20,796         32,021	Fund balances brought forward		15,412	16,609	32,021	41,145
	Fund balances carried forward	(3)	14,818	5,978	20,796	32,021

All incoming resources and resources expended derive from continuing activities.

## **Balance sheet**

as at 31 March 2019	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments (4	5,062	-	5,062	5,777
Cash at bank and in hand (5	14,601	5,978	20,579	28,818
Total current assets	19,663	5,978	25,641	34,595
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (6	4,845	-	4,845	1,824
Deferred income				750
Total current liabilities	4,845		4,845	2,574
Net current assets / (liabilities)	14,818	5,978	20,796	32,021
Total assets less current liabilities	14,818	5,978	20,796	32,021
Net assets	14,818	5,978	20,796	32,021
Funds				
Designated funds (7	8,599	_	8,599	1,427
Other Unrestricted funds	6,219	_	6,219	13,985
Total Unrestricted funds	14,818		14,818	15,412
Restricted funds		5,978	5,978	16,609
Total funds	14,818	5,978	20,796	32,021

For the year ending 31 March 2019 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 FRS 102 (effective January 2015).

Date20/12/2019	
SignedN McIndoe(Trustee)	(Trustee)
Name…N McIndoe	

## 1Voice - Communicating Together Notes to the accounts for the year ended 31 March 2019

#### 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 2015) The charity constitutes a public benefit entity as defined by FRS 102.

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

An adjustment has been made to the prior year figures to recognise a prepayment of £4,899 for an event held in the 2018/19 financial year and donated services of £5,755 for events in that year.

#### 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 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.

## 1Voice - Communicating Together Notes to the accounts continued for the year ended 31 March 2019

#### 1 Accounting policies (continued)

#### **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.

Jessie's Fund BBC Children in Need W&J Linney Limited HSBC match funding Other donations		2019 Unrestricted funds £ - 1,000 720 4,958 6,678	2019 Restricted funds £ - 9,542 470 10,012	2019 Total funds £ - 9,542 1,000 720 5,428 16,690	2018 Total funds £ 1,750 9,870 11,620
3 Restricted funds	Balance b/f	Incoming £	Outgoing £	Transfers £	Balance c/f
Javon - website	95	-	95	-	-
Oxford branch	649	-	649	-	-
W. Midlands branch	1,963	-	892	(1,071)	-
Lakes and Bay branch	2,128	2,600	4,192	(536)	-
North East branch	1,933	-	108	(1,825)	-
Durham branch	300	-	-	(300)	-
Cheshire/Warrington branch	457	260	135	(582)	-
Bridge branch	134	-	-	(134)	-
Beds/ Herts/ Bucks branch	67	-	67	-	-
South East branch	1,930	-	-	(1,930)	-
Lancashire branch	526	10	45	(491)	-
Role Model Programme	6,098	-	121	-	5,978
East of England branches	328	-	231	(97)	-
BBC Children in Need		9,542	9,542		

12,412

16,077

(6,966)

5,978

#### Fund name Purpose of restriction

Towards website development and management Javon - website Oxford branch Funds raised specifically for the Oxford branch W. Midlands branch Funds raised specifically for the West Midlands branch Funds raised specifically for the Lakes and Bay branch Lakes and Bay branch Funds raised specifically for the North East branch North East branch Durham branch Funds raised specifically for the Durham branch Funds raised specifically for the Cheshire / Warrington branch Cheshire/Warrington branch Funds raised specifically for the Bridge branch Bridge branch Beds/ Herts/ Bucks branch Funds raised specifically for the Beds / Herts / Bucks branch Funds raised specifically for the South East branch South East branch

16,609

# 1Voice - Communicating Together Notes to the accounts continued for the year ended 31 March 2019

#### 3 Restricted funds (continued)

Fund name	Purpose of restriction
Lancashire branch	Funds raised specifically for the Lancashire branch

Role Model Programme

Donations to be used for the role model programme

East of England branches

Funds raised specifically for the East of England branches

BBC Children in Need Towards the national residential weekend 2018

£3,330 has been transferred from restricted funds to unrestricted funds. In line with the 1Voice reserves policy, these are funds raised by local branches in the past, where the branch is now inactive, there has been no movement in the balance for over three years and there are no current plans to spend the money. A detailed review of the donated funds does not identify any legal restrictions on the use of these funds. £3,636 has been transferred from branch restricted funds to branch designated funds, to reflect the reality of the funding restrictions. In line with the 1Voice reserves policy, these funds are designated for the use of the branches to hold local events

4 Debtors and prepayments				2019	2018
				£	£
Debtors				315	55
Prepayments				4,747	5,722
				5,062	5,777
5 Cash at bank and in hand				2019	2018
				£	£
CAF Gold				19,595	24,574
CAF Cash account				961	3,519
Undeposited funds				23_	725
				20,579	28,818
6 Creditors and accruals				2019	2018
				£	£
Creditors				4,282	1,344
Accruals				563	480
				4,845	1,824
7 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
· ·	£	£	£	£	£
Events fund	124	9,460	5,584	-	4,000
Fundraising	759	-	190	-	569
Planned equipment renewals	544	-	150	-	394
Lakes and Bay branch	-	-	-	536	536
Cheshire/Warrington branch	-	-	-	582	582
South East branch	-	-	-	1,930	1,930
Lancashire branch	-	-	-	491	491
East of England branches				97	97
	1,427	9,460	5,924	3,636	8,599

# 1Voice - Communicating Together Notes to the accounts continued for the year ended 31 March 2019

#### 7 Designated funds (continued)

use

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.

## 8 Trustee expenses

During the year no trustees were paid expenses in respect of their trustee role (previous year: 1 trustee and £263.70 in respect of travel).

#### 9 Trustee remuneration and benefits

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

#### 10 Related party transactions

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

1Voice - Communicating Together
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2019

ι	2019 Jnrestricted funds	2018 Unrestricted funds	2019 Restricted funds	2018 Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£	£	£
Income						
Grants and donations	6,678	8,937	10,012	2,683	16,690	11,620
Sales and fees	8,909	4,405	2,400	-	11,309	4,405
Bank interest	22	15	-	-	22	15
Other income	-	500	-	-	-	500
Donated services		5,755				5,755
Total income	15,609	19,612	12,412	2,683	28,021	22,295
Expenditure						
Travel	271	494	173	_	444	494
Training and conferences	28	355	-	_	28	355
Freelance workers	6,037	7,883	1,376	_	7,413	7,883
Fundraising costs	76	1,146	-	_	76	1,146
Events	13,226	9,784	14,320	8,310	27,546	18,094
Equipment and materials	150	48	-	-	150	48
Office consumables	160	281	113	-	273	281
Postage and delivery	221	253	-	-	221	253
Printing and reproduction	133	365	-	-	133	365
Software	31	9	-	-	31	9
Telephone	20	20	-	-	20	20
Professional fees	112	56	-	-	112	56
Dues and subscriptions	840	658	-	-	840	658
Marketing and publicity	230	-	95	160	325	160
Accountancy /Ind exam	540	496	-	-	540	496
Insurance	1,028	1,035	-	-	1,028	1,035
Bank charges	66	66_			66	66
Total expenditure	23,169	22,949	16,077	8,470	39,246	31,419
Net income / (expenditure)	(7,560)	(3,337)	(3,665)	(5,787)	(11,225)	(9,124)
Transfers between funds	6,966	2,422	(6,966)	(2,422)	_	-
Net movement in funds	(594)		(10,631)	(8,209)	(11,225)	(9,124)
Fund balances brought forward	15,412	16,327	16,609	24,818	32,021	41,145
Fund balances carried forward	14,818	15,412	5,978	16,609	20,796	32,021