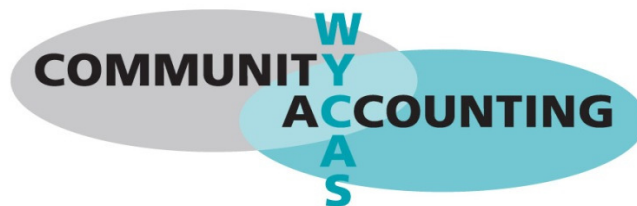


1Voice - Communicating Together

Charity number 1141886

A company limited by guarantee number 07480160

Annual Report and Financial Statements for the year ended 31 March 2018



West Yorkshire Community Accounting Service

1Voice - Communicating Together

Annual Report and Financial Statements for the year ended 31 March 2018

Contents	Page
Trustees' report	2 to 5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 to 11

Prepared by West Yorkshire Community Accounting Service

1Voice - Communicating Together

Trustees' report for the year ended 31 March 2018

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	
Nicola McIndoe	Treasurer	
Helen Dixon		
Janet Mayes		
Megan Glynn		
Helen Quiller	Co-Chair	
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	
The Apex	CAF Bank Ltd	
2 Sheriffs Orchard	25 Kings Hill Avenue	
Coventry	West Malling	
CV1 3PP	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 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.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2018

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.

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. Our membership continues to rise and we have over 500 members. There is a good mix of AAC users, families and professionals interested in our support services.

National Residential Weekend – Shropshire – The Sound of 1Voice

The event was held at Derwen College, Shropshire 28-30 July and was attended by 67 people in total, benefitting 14 AAC users and their families. Thanks to funding from Jessie's Fund, a group of musicians ran a music workshop with our young people. For parents, informative sessions were provided about AAC and literacy and there was an opportunity to learn more about Communication Matters. 1Voice received very positive feedback from the event.

1Voice 1Day 2017 – Leeds

1Voice 1Day was again held at Communication Matters Conference in Leeds in September. Our young AAC users were invited to join in on a journey around the world, creating their dream passports and taking part in Lego building activities. 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

Three of our branches were active during the fiscal year, holding nine events. 1Voice Lakes & Bay, our oldest branch, continues to go from strength to strength holding a regular programme of activities. During the year, the branch visited an ice-cream parlour and a car museum, took a boat trip on Lake Windermere, held an outdoor activity weekend at The Bendrigg Trust and held their Christmas party. 1Voice Lancs visited the Space Sensory Centre and enjoyed a bowling trip. 1Voice South East held three events during the year. They met in June to join in adventures in Wonderland, in November to explore their 'light and dark' sides and tried their hand at shadow puppets and sand tray animation, and in March enjoyed African inspired arts and crafts and storytelling followed by an African drumming session. January saw the launch of 1Voice East of England with attendees enjoying an inclusive dance workshop at the first event.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2018

Achievements and performance continued

Pop-ups: Where we do not have an organised branch, we try to engage the public in pop-ups. During the fiscal year we met in Kent, Warrington and West Yorkshire. These local/ branch level events, help us to reach out to the general public to educate them on augmentative and alternative communication. 1Voice has also provided networking and peer to peer support via email and continues to use social media to raise awareness of our activities.

Newsletter

We published two newsletters in the year, in June and October. The October newsletter was published to coincide with AAC Awareness month. These newsletters are initially emailed to members and then shared via social media. 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 received £1,750 from Jessie's Fund to enable us to fund a group of musicians to deliver workshops at the national weekend. We also benefitted from a donation of over £2,100 from Sainsbury's from their carrier bag fund and £1,162 from Cargill Plc – Sweeteners. Special mention to Danny and Reay for their spectacular athletic achievements. Danny raised over £400 by completing the York 10 mile event and Reay raised over £500 by completing the Victoria Park half marathon. One of our volunteers was involved in organising a fundraising event held by Newcastle Speech Society which raised almost £420. We were also very grateful to Nick Allen at Banbury Postiche Limited for organising a charity golf day, Leeds Jewish Welfare Board, the Orford War Memorial Short Mat Bowling, Tobii Dynavox, Blizzard Protection Systems and First Aid Cumbria, and the Phyllis Leigh Charitable Trust for their generous donations to 1Voice. Our supporters also raised £410 by sharing the 1Voice Christmas message instead of sending Christmas Cards. In addition over £150 was raised at a Christmas bake sale. £565 was also raised in advance of the launch of the newest 1Voice East of England branch which was launched in January 2018. 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 £14,022, including net expenditure of £5,813 on unrestricted funds and net expenditure of £8,209 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £10,514.

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

Other funds are designated for specific purposes. The level of reserves and the purposes for which they are designated are set out in the notes to the accounts.

The level of reserves are reviewed from time to time to consider whether they remain appropriate.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2018

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..... (Trustee)

Name.....

Date.....

1Voice - Communicating Together
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2018

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Income from:					
Grants and donations	(2)	8,937	2,683	11,620	23,579
Sales and fees		4,405	-	4,405	5,860
Bank interest		15	-	15	50
Other income		500	-	500	-
Total income		13,857	2,683	16,540	29,489
Expenditure on:					
Travel		494	-	494	1,068
Training and conferences		355	-	355	-
Freelance workers		7,883	-	7,883	9,550
Fundraising costs		1,146	-	1,146	-
Events		8,927	8,310	17,237	17,828
Equipment and materials		48	-	48	-
Room hire		-	-	-	55
Office consumables		281	-	281	120
Postage and delivery		253	-	253	273
Printing and reproduction		365	-	365	260
Software		9	-	9	40
Telephone		20	-	20	30
Professional fees		56	-	56	112
Dues and subscriptions		658	-	658	679
Marketing and publicity		-	160	160	819
Other expenses		-	-	-	125
Accountancy and independent examination		496	-	496	480
Insurance		1,035	-	1,035	1,066
Bank charges		66	-	66	25
Total expenditure		22,092	8,470	30,562	32,530
Net income / (expenditure)		(8,235)	(5,787)	(14,022)	(3,041)
Transfers between funds		2,422	(2,422)	-	-
Net movement in funds		(5,813)	(8,209)	(14,022)	(3,041)
Fund balances brought forward		16,327	24,818	41,145	44,186
Fund balances carried forward	(3)	10,514	16,609	27,123	41,145

All incoming resources and resources expended derive from continuing activities.

1Voice - Communicating Together

Balance sheet

as at 31 March 2018

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(4) 799	80	879	427
Cash at bank and in hand	(5) 11,989	16,829	28,818	42,843
Total current assets	12,788	16,909	29,697	43,270
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 1,524	300	1,824	2,125
Deferred income	750	-	750	-
Total current liabilities	2,274	300	2,574	2,125
Net current assets / (liabilities)	10,514	16,609	27,123	41,145
Total assets less current liabilities	10,514	16,609	27,123	41,145
Net assets	10,514	16,609	27,123	41,145
Funds				
Unrestricted funds			-	
General unrestricted funds	7,087	-	7,087	3,948
Designated funds	(7) 3,427	-	3,427	12,379
	10,514	-	10,514	16,327
Restricted funds	-	16,609	16,609	24,818
Total funds	10,514	16,609	27,123	57,472

For the year ending 31 March 2018 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).

The financial statements were approved by the board of trustees on

Date:

Signed:

(Trustee)

Name

1Voice - Communicating Together

Notes to the accounts

for the year ended 31 March 2018

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) and with the Charities Act 2011.

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

There has been no change to the accounting policies since 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.

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.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

1Voice - Communicating Together

Notes to the accounts continued

for the year ended 31 March 2018

2 Grants and donations	2018	2018	2018	2017
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Big Lottery Fund	-	-	-	9,733
Round Table	-	-	-	500
Leeds Jewish Welfare Board	-	-	-	500
Jessies's Fund	-	1,750	1,750	-
Other donations	8,937	933	9,870	12,846
	<u>8,937</u>	<u>2,683</u>	<u>11,620</u>	<u>23,579</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Javon - website	255	-	160	-	95
Oxford branch	649	-	-	-	649
W. Yorks branch	443	-	20	(423)	-
W. Midlands branch	3,556	-	-	(1,593)	1,963
Lakes and Bay branch	7,140	50	5,062	-	2,128
North East branch	2,316	-	-	(383)	1,933
Durham branch	300	-	-	-	300
Cheshire/Warrington branch	485	103	131	-	457
Bridge branch	134	-	-	-	134
Beds/ Herts/ Bucks branch	67	-	-	-	67
South East branch	3,004	-	1,074	-	1,930
Lancashire branch	371	195	40	-	526
Role Model Programme	6,098	-	-	-	6,098
East of England branches	-	585	257	-	328
Jessie's Fund	-	1,750	1,726	(24)	-
	<u>24,818</u>	<u>2,683</u>	<u>8,470</u>	<u>(2,422)</u>	<u>16,609</u>

Fund name	Purpose of restriction
Javon - website	Towards website development and management
Oxford branch	Funds raised specifically for the Oxford branch
W. Yorks branch	Funds raised specifically for the West Yorks branch
W. Midlands branch	A transfer of £423 made to reflect benefits to members in the area Funds raised specifically for the West Midlands branch
Lakes and Bay branch	A transfer of £1,593 made to reflect benefits to members in the area Funds raised specifically for the Lakes and Bay branch
North East branch	Funds raised specifically for the North East branch
Durham branch	A transfer of £383 made to reflect benefits to members in the area Funds raised specifically for the Durham branch
Cheshire/Warrington branch	Funds raised specifically for the Cheshire / Warrington 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
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
Jessie's Fund	To cover the musicians' costs for the National Residential Weekend 2017. A transfer of £24 was made for project administration time

1Voice - Communicating Together

Notes to the accounts continued

for the year ended 31 March 2018

4 Debtors and prepayments	2018	2017
	£	£
Debtors	55	-
Prepayments	824	427
	<u>879</u>	<u>427</u>

5 Cash at bank and in hand	2018	2017
	£	£
CAF Gold	24,574	37,558
CAF Cash account	3,519	5,175
Undeposited funds	725	110
	<u>28,818</u>	<u>42,843</u>

6 Creditors and accruals	2018	2017
	£	£
Creditors	1,344	1,645
Accruals	480	480
	<u>1,824</u>	<u>2,125</u>

7 Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Events fund	5,415	4,135	9,426	-	124
Staff	-	-	-	-	-
AAC Forum co-ordination	2,400	-	-	(2,400)	-
Fundraising	2,000	-	218	(1,023)	759
Planned equipment renewals	564	-	20	-	544
General reserve	2,000	-	-	-	2,000
	<u>12,379</u>	<u>4,135</u>	<u>9,664</u>	<u>(3,423)</u>	<u>3,427</u>

Fund name	Purpose of designation
Events fund	Funds designated for national events
Staff	Funds designated for freelance workers
AAC Forum co-ordination	Funds designated for AAC forum co-ordination Released to unrestricted funds due to the termination of the project
Fundraising	Funds designated for fundraising purposes eg. Bid writing Transfer to reflect bid writing costs originally coded to unrestricted funds
Planned equipment renewals	Funds designated for planned equipment renewals
General reserve	Funds set aside to cover commitments over one year should the charity cease to secure funding and operate

8 Trustee expenses

During the year 1 trustee was paid a total of £263.70 in respect of travel (previous year: 3 trustees and £284.40 in respect of travel and 2 trustees were paid a total of £193.98 in respect of accommodation).

9 Related party transactions

There were no related party transactions during this year 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 2018

	2018 Unrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
Income						
Grants and donations	8,937	6,879	2,683	16,700	11,620	23,579
Sales and fees	4,405	5,250	-	610	4,405	5,860
Bank interest	15	50	-	-	15	50
Other income	500	-	-	-	500	-
Total income	13,857	12,179	2,683	17,310	16,540	29,489
Expenditure						
Travel	494	1,068	-	-	494	1,068
Training and conferences	355	-	-	-	355	-
Freelance workers	7,883	9,550	-	-	7,883	9,550
Fundraising costs	1,146	-	-	-	1,146	-
Events	8,927	4,025	8,310	13,803	17,237	17,828
Equipment and materials	48	-	-	-	48	-
Room hire	-	-	-	55	-	55
Office consumables	281	120	-	-	281	120
Postage and delivery	253	273	-	-	253	273
Printing and reproduction	365	260	-	-	365	260
Software	9	40	-	-	9	40
Telephone	20	30	-	-	20	30
Professional fees	56	112	-	-	56	112
Dues and subscriptions	658	679	-	-	658	679
Gifts and donations	-	-	-	-	-	-
Marketing and publicity	-	619	160	200	160	819
Other expenses	-	125	-	-	-	125
Accountancy and independent exami	496	480	-	-	496	480
Insurance	1,035	1,066	-	-	1,035	1,066
Bank charges	66	25	-	-	66	25
Total expenditure	22,092	18,472	8,470	14,058	30,562	32,530
Net income / (expenditure)	(8,235)	(6,293)	(5,787)	3,252	(14,022)	(3,041)
Transfers between funds	2,422	-	(2,422)	-	-	-
Net movement in funds	(5,813)	(6,293)	(8,209)	3,252	(14,022)	(3,041)
Fund balances brought forward	16,327	22,620	24,818	21,566	41,145	44,186
Fund balances carried forward	10,514	16,327	16,609	24,818	27,123	41,145