

1Voice - Communicating Together

Charity number 1141886

A company limited by guarantee number 07480160

Annual Report and Financial Statements for the year ended 31 March 2020



West Yorkshire Community Accounting Service

1Voice - Communicating Together

Annual Report and Financial Statements for the year ended 31 March 2020

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Prepared by West Yorkshire Community Accounting Service

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Trustees' report for the year ended 31 March 2020

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	
Helen Dixon	Co-Chair	
Nicola McIndoe	Treasurer	
Janet Mayes		
Megan Glynn		Resigned 20 Nov 2019
Kate McCallum		
Gregor Gilmour		
Lois Thomson		
Sally Featon		
Amanda Hynan		
Alison Douthwaite		Co-opted 21 July 2020
Francesca Sephton		Co-opted 21 July 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

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

Bankers

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

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 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 2020

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 Super Weekend

The event was once again held at Treloars College, Hampshire, in July. The event was our biggest to date with 148 people taking part over the weekend, including 37 AAC users and their families. We were particularly pleased to have twelve AAC users experiencing a 1Voice event for the first time. Those attending were invited to join in super hero themed activities and a number took part in a creative writing workshop run by AAC user Dave Young, The Shouting Mute. One of our role models, gave a presentation about her Eye Gaze art work and another of our AAC user role models, amazed us with his DJ skills at the disco and ensured the dancefloor was packed from start to finish. We are grateful to BBC Children In Need who assisted with the cost of the weekend. We would also like to thank all our volunteers who made the weekend possible.

1Voice 1Day 2019 – Leeds

1Voice 1Day was again held at Communication Matters (CM) Conference in Leeds in September. To complement the theme of 'Strictly CM', those attending were invited to take part in a dance workshop run by one of our role models. Again we worked well with Communication Matters and we were invited to attend their art exhibition at which two of our AAC user role models exhibited. 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 seven events. 1Voice Lakes & Bay, 1Voice Lancs, and 1Voice East of England all held events which created opportunities for AAC users and their supporters to come together.

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Trustees' report (continued) for the year ended 31 March 2020

Achievements and performance (continued)

National Activity Weekends

In November and December, we were able to invite our members to join us for two outdoor activity weekends at Bendrigg Lodge, in Cumbria. The weekends proved popular with 21 AAC users and their families attending.

Role Model Training Weekend

We were especially pleased to be able to run a dedicated 1Voice role model training event in the spring. This brought together seven young AAC users who explored what is involved in being a 1Voice role model. The young people considered the skills and qualities of being a role model and were encouraged to identify their own areas of development. The training was delivered by Creativity in Practice. We'd particularly like to thank the family of Shelley Makin, a former 1Voice role model, whose donation in her memory made the event possible. We hope to deliver more training in the future and develop our role model programme further.

Newsletter and Publicity

Newsletters were published in October and December 2019 and initially emailed to members and then shared via social media in order to reach a wider audience. Electronic copies were emailed 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 representatives continue to attend events to meet our objectives of promoting wider public understanding of AAC. Once again a presentation was made at the Communication Matters' annual conference in September.

We were delighted to be highly commended finalist for setting of the year at the inaugural AAC Awards held in October 2019. This category was for a setting or context that had promoted AAC in a particularly creative or inclusive way.

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. 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.

Fundraising

As ever, we are very grateful to the organisations, individuals, members and friends who raise and donate money to enable 1Voice to continue its activities. During the year we were pleased to receive the second instalment of £9,733 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 were also successful in being awarded a donation of £5,000 from the Batchworth Trust towards our work. We also benefitted from a donation of £1,000 which was won by entering The National Lottery Community Fund 25th anniversary competition.

We recognise the amazing generosity of those who contributed £1,600 towards our work by sponsoring one of our trustees when she funded herself to be a member of the first all-female motorbike ride to Everest base camp in Tibet in September 2019. We are also grateful to the volunteers, customers and friends of Glen Hills Library and café who raised a fantastic sum of £806 at their charity fundraiser curry night. Fundraising remains a big challenge and will remain a high priority for trustees during the next fiscal year.

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Trustees' report (continued) for the year ended 31 March 2020

Financial review

The net income for the year was £2,953, including net income of £6,753 on unrestricted funds and net expenditure of £3,800 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

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £21,571.

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 (The Batchworth Trust funding) and £4,138 to cover venue deposits for the 2020 annual national weekend.

The rest of the reserves (£8,507) 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 2020

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: 18 Nov 2020

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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 2020, which are set out on pages 8 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: 7/12/2020

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

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Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2020

	Notes	2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	14,978	10,733	25,711	16,690
Sales and fees		16,547	-	16,547	11,309
Bank interest		27	-	27	22
Total income		31,552	10,733	42,285	28,021
Expenditure on:					
Travel		191	33	224	444
Training and conferences		230	-	230	28
Freelance workers		5,310	1,480	6,790	7,413
Fundraising costs		65	-	65	76
Events		16,351	13,020	29,371	27,546
Equipment and materials		190	-	190	150
Office consumables		156	-	156	273
Postage and delivery		9	-	9	221
Printing and reproduction		-	-	-	133
Software		-	-	-	31
Telephone		20	-	20	20
Professional fees		21	-	21	112
Dues and subscriptions		756	-	756	840
Marketing and publicity		240	-	240	325
Accountancy and independent examination		540	-	540	540
Insurance		654	-	654	1,028
Bank charges		66	-	66	66
Total expenditure		24,799	14,533	39,332	39,246
Net income / (expenditure)		6,753	(3,800)	2,953	(11,225)
Fund balances brought forward		14,818	5,978	20,796	32,021
Fund balances carried forward	(3)	21,571	2,178	23,749	20,796

All incoming resources and resources expended derive from continuing activities.

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Balance sheet

as at 31 March 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(4) 942	-	942	5,062
Cash at bank and in hand	(5) 21,845	2,178	24,023	20,579
Total current assets	<u>22,787</u>	<u>2,178</u>	<u>24,965</u>	<u>25,641</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 1,216	-	1,216	4,845
Total current liabilities	<u>1,216</u>	<u>-</u>	<u>1,216</u>	<u>4,845</u>
Net current assets / (liabilities)	<u>21,571</u>	<u>2,178</u>	<u>23,749</u>	<u>20,796</u>
Total assets less current liabilities	<u>21,571</u>	<u>2,178</u>	<u>23,749</u>	<u>20,796</u>
Net assets	<u>21,571</u>	<u>2,178</u>	<u>23,749</u>	<u>20,796</u>
Funds				
Unrestricted funds	21,571	-	21,571	14,818
Restricted funds	-	2,178	2,178	5,978
Total funds	<u>21,571</u>	<u>2,178</u>	<u>23,749</u>	<u>20,796</u>

For the year ending 31 March 2020 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 2019).

The financial statements were approved by the board of trustees on

Date: 18 Nov 2020

Signed: N McIndoe

(Trustee)

Name: Nicola McIndoe

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Notes to the accounts

for the year ended 31 March 2020

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 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.

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.

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Notes to the accounts continued

for the year ended 31 March 2020

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.

2 Grants and donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
BBC Children in Need	-	9,733	9,733	9,542
W&J Linney Limited	-	-	-	1,000
HSBC match funding	-	-	-	720
The Batchworth Trust	5,000	-	5,000	-
National Lottery Community Fund	-	1,000	1,000	-
Leeds Jewish Welfare Board	500	-	500	-
Other small grants and donations	9,478	-	9,478	5,428
	<u>14,978</u>	<u>10,733</u>	<u>25,711</u>	<u>16,690</u>

3 Movement in funds

Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Role Model Programme	5,978	-	4,800	1,178
National Lottery Community Fund	-	1,000	-	1,000
BBC Children in Need	-	9,733	9,733	-
	<u>5,978</u>	<u>10,733</u>	<u>14,533</u>	<u>2,178</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
BBC Children in Need	Towards the national residential weekend

Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Events fund	4,000	16,547	16,409	-	4,138
Role Model Programme	-	-	-	5,000	5,000
Fundraising	569	-	64	(505)	-
Planned equipment renewals	394	-	-	(394)	-
Lakes and Bay branch	536	-	-	-	536
Cheshire/Warrington branch	582	250	217	-	615
South East branch	1,930	-	228	-	1,702
Lancashire branch	491	-	-	-	491
East of England branches	97	689	204	-	582
	<u>8,599</u>	<u>17,486</u>	<u>17,122</u>	<u>4,101</u>	<u>13,064</u>

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Notes to the accounts continued

for the year ended 31 March 2020

3 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
Fundraising	Funds designated for fundraising purposes eg. Bid writing The trustees decided to transfer the balance to general funds
Planned equipment renewals	Funds designated for planned equipment renewals The trustees decided to transfer the balance to general funds
Lakes and Bay branch	Funds raised by the Lakes and Bay branch and designated for their use to hold local events
Cheshire/Warrington branch	Funds raised by the 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 branches	Funds raised specifically for the East of England branches

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

	2020	2019
	£	£
Debtors	450	315
Prepayments	492	4,747
	<u>942</u>	<u>5,062</u>

5 Cash at bank and in hand

	2020	2019
	£	£
CAF Gold	17,623	19,595
CAF Cash account	4,990	961
Community First prepaid card	1,000	-
Undeposited funds	410	23
	<u>24,023</u>	<u>20,579</u>

6 Creditors and accruals

	2020	2019
	£	£
Creditors	676	4,282
Accruals	540	563
	<u>1,216</u>	<u>4,845</u>

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 any remuneration or benefit during this or the previous year.

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 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	14,978	6,678	10,733	10,012	25,711	16,690
Sales and fees	16,547	8,909	-	2,400	16,547	11,309
Bank interest	27	22	-	-	27	22
Total income	31,552	15,609	10,733	12,412	42,285	28,021
Expenditure						
Travel	191	271	33	173	224	444
Training and conferences	230	28	-	-	230	28
Freelance workers	5,310	6,037	1,480	1,376	6,790	7,413
Fundraising costs	65	76	-	-	65	76
Events	16,351	13,226	13,020	14,320	29,371	27,546
Equipment and materials	190	150	-	-	190	150
Office consumables	156	160	-	113	156	273
Postage and delivery	9	221	-	-	9	221
Printing and reproduction	-	133	-	-	-	133
Software	-	31	-	-	-	31
Telephone	20	20	-	-	20	20
Professional fees	21	112	-	-	21	112
Dues and subscriptions	756	840	-	-	756	840
Marketing and publicity	240	230	-	95	240	325
Accountancy / independent exam	540	540	-	-	540	540
Insurance	654	1,028	-	-	654	1,028
Bank charges	66	66	-	-	66	66
Total expenditure	24,799	23,169	14,533	16,077	39,332	39,246
Net income / (expenditure)	6,753	(7,560)	(3,800)	(3,665)	2,953	(11,225)
Transfers between funds	-	6,966	-	(6,966)	-	-
Net movement in funds	6,753	(594)	(3,800)	(10,631)	2,953	(11,225)
Fund balances brought forward	14,818	15,412	5,978	16,609	20,796	32,021
Fund balances carried forward	21,571	14,818	2,178	5,978	23,749	20,796