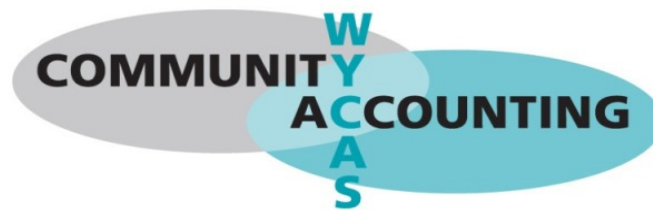


# **1Voice - Communicating Together**

Charity number 1141886

A company limited by guarantee number 07480160

## **Annual Report and Financial Statements for the year ended 31 March 2016**



West Yorkshire Community Accounting Service

# **1Voice - Communicating Together**

## **Annual Report and Financial Statements for the year ended 31 March 2016**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 to 10

**Prepared by West Yorkshire Community Accounting Service**

# **1Voice - Communicating Together**

## **Trustees' report for the year ended 31 March 2016**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates appointed</b>
Helen Dixon		16-Nov-13
Angela McCormack		16-Nov-13
Janet Mayes		23-Sep-12
Megan Hughes		23-Sep-12
Helen Quiller		31-Jan-15
Kate McCallum		15-Sep-14
Joanna Cope	Treasurer	29-Jun-15
<b>Company secretary</b>	Julie Ann Bello	09-Nov-12
<b>Charity number</b>	1141886	Registered in England and Wales
<b>Company number</b>	07480160	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
The Apex	CAF Bank Ltd	
2 Sheriffs Orchard	25 Kings Hill Avenue	
Coventry	West Malling	
CV1 3PP	Kent	
	ME19 4JQ	

### **Accountants**

#### **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.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

### **Objectives and activities**

#### **The charity's objects**

To preserve and protect the health and to advance the education and development of children and adults who have communication difficulties and people important to them (family / carers / supporters), particularly by assisting or encouraging people using alternative and augmentative communication (AAC) within the United Kingdom to achieve their communication potential, and to make provisions or promote any scheme thought necessary to meet this aim.

To advance the education of the public, to increase their awareness and understanding of AAC.

# **1Voice - Communicating Together**

## **Trustees' report (continued) for the year ended 31 March 2016**

### **Objectives and activities (continued)**

#### **The charity's main activities**

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

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

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

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of disability such as working with families and children with complex needs and speech impairments.

#### **Achievements and performance**

##### National Residential Weekend –Derbyshire – 1Voice1Vote

This took place the weekend after the General Election, so we took the opportunity to encourage participants to think about voting, through a range of age-appropriate communication activities. This culminated in an election where each group presented their policies to everyone attending, using their AAC devices, and a vote chose the winning group. They impressed us with a wide range of both serious and entertaining ideas, some of which were focused on the needs of disabled people. Meanwhile, parents worked on their AAC manifesto, considering what young AAC users and their families need from the NHS, schools and other organisations supporting them, and putting together their recommendations for best practice. Everyone enjoyed activities to get to know people, presentations from some of our participants and a lively disco. Feedback showed that both AAC users and family members found the event useful, supportive and inspirational. 97 people attended the event, of whom 24 were AAC users, 52 family members and personal assistants, and 21 volunteers and trustees. In keeping with our aim for including new families. we had 5 new families this time.

##### 1Voice-1Day 2015 – Leeds

For the second year, we organised a day for AAC users within reach of Leeds to take place at the University immediately prior to the start of the national Communication Matters conference, which brings together adult AAC users and professionals working in the field of AAC. This meant that families and younger AAC users attending the 1Voice day could also visit the CM exhibition and talk to suppliers of equipment, and some adult AAC users and parents could easily attend both events. The day's activities focused on holidays, with young AAC users talking about the kinds of holiday they would like and what they would like to do, while adults, including parents, shared ideas and experiences about travel with disabled family members and independent travel for adult AAC and wheelchair users, and identified useful sources of information to disseminate. As always, everyone enjoyed a chance to chat with other AAC users and families.

Future locations for National events: Toward the end of this fiscal year, we identified two other locations that could be very good for our future national events. Due to the expanding membership and those wishing to attend the national event, we really needed to find locations with fully accessible facilities. This was achieved and two special needs colleges – Derwen in Shropshire and Treloar in Hampshire are pre-booked for our 2017 and 2018 events. This will also be an opportunity to encourage more attendees from the west, Wales and the south of the UK.

# **1Voice - Communicating Together**

## **Trustees' report (continued) for the year ended 31 March 2016**

### **Achievements and performance (continued)**

#### Branch events

During the fiscal year 6 active branches held 18 events, attended by 321+ participants.

Branch level events included social gatherings at restaurants, bowling alleys, visits to places such as children's farms, wetlands centres, boat trips and adventure centres; whilst some branches had themed activity days such as an immersive theatre experience, a safari park visit and use of sensory centres around the country. All of these places and activities included expanding communication skills of those attending. The themes and locations were used to expand vocabulary skills.

Pop Ups: Where we do not have an organised branch, we tried to engage the public in Pop-Ups. During this fiscal year we met in three places: Essex, Ruislip, and Warrington. Families came to find out what 1Voice is about and through discussion, explore the possibility of forming a branch committee. Mixed success. As always it really relies on professionals eager to do some volunteering. Families with AAC user are generally overwhelmed with medical and educational issues, that volunteering is the last thing on their list.

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

#### Newsletters

Two newsletters have been distributed this year. They include articles about events and members' activities, news of interest to AAC users, fundraising information, and we have introduced an element of symbol communication to encourage members who "read" through symbols.

#### Representation at events

1Voice attended several functions, again to meet our objective of promoting wider public awareness of AAC. We had a table and representation at the Lonsdale School Communication Showcase event. Nadia C, one of our Role Models, attended a Parent Day in a Rotherham school. Natasha B and her mother attended a group AAC evaluations committee in Derbyshire, as well as events at a school where a group of young swimmers were preparing a Channel swim to raise funds for 1Voice. Our Trustee and AAC Role Model Helen Quiller attended an NHS forum meeting on AAC delivery.

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

Membership: our membership is now at 505, a 20% increase over the last fiscal period. There is a good mix of AAC users, families and professionals interested in our support services.

### **Financial review**

The net expenditure for the year was £10,739, including net expenditure of £9,438 on unrestricted funds and net expenditure of £1,301 on restricted funds.

### **Reserves policy**

The charity's free reserves at the year end were £22,620.

The charity's free reserves, excluding designated reserves at the year end were £9,656.

The Trustees formulated a plan to maintain a reserve balance of £2,000. This will cover commitments over 1 year, should the charity cease to secure funding and operate.

Whenever feasible, the trustees like to keep enough funds in the accounts to cover the cost of the next National Event. Based on historical data, that would mean an additional reserve of £15,000.

We are below our desired level of unrestricted, designated reserve for the next National Residential Weekend. We are looking at ways to fund a fundraiser to help us win grants and funding.

# **1Voice - Communicating Together**

## **Trustees' report (continued) for the year ended 31 March 2016**

### **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 (FRSSE)), 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 2016**

	Notes	2016 Unrestricted funds £	2016 Restricted funds £	2016 Total funds £	2015 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	10,021	7,822	17,843	18,344
Sales and fees		1,409	360	1,769	4,466
Bank interest		86	-	86	61
Other income		600	-	600	450
<b>Total incoming resources</b>		<b>12,116</b>	<b>8,182</b>	<b>20,298</b>	<b>23,321</b>
<b>Resources expended</b>					
Travel		436	42	478	1,204
Freelance workers		281	8,097	8,378	8,161
Events		16,575	1,199	17,774	12,565
Equipment and materials		37	-	37	2,141
Room hire		101	-	101	600
Office consumables		233	-	233	457
Postage and delivery		669	-	669	758
Printing and reproduction		667	-	667	1,757
Software		27	-	27	113
Telephone		60	-	60	102
Professional fees		48	-	48	48
Dues and subscriptions		908	-	908	833
Gifts and donations		3	-	3	-
Marketing and publicity		85	200	285	469
Other expenses		37	-	37	25
Accountancy and independent examination		420	-	420	600
Insurance		912	-	912	175
<b>Total resources expended</b>		<b>21,499</b>	<b>9,538</b>	<b>31,037</b>	<b>30,008</b>
<b>Net income / (expenditure) before transfers</b>		<b>(9,383)</b>	<b>(1,356)</b>	<b>(10,739)</b>	<b>(6,687)</b>
Transfers between funds	(3)	(55)	55	-	-
<b>Net income / (expenditure)</b>		<b>(9,438)</b>	<b>(1,301)</b>	<b>(10,739)</b>	<b>(6,687)</b>
<b>Fund balances brought forward</b>		<b>32,058</b>	<b>22,867</b>	<b>54,925</b>	<b>61,612</b>
<b>Fund balances carried forward</b>	(3)	<b>22,620</b>	<b>21,566</b>	<b>44,186</b>	<b>54,925</b>

All incoming resources and resources expended derive from continuing activities.

# 1Voice - Communicating Together

## Balance sheet

as at 31 March 2016

	2016	2016	2016	2015
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Stock	(4) 115	-	115	272
Debtors and prepayments	(5) 97	-	97	2,699
Cash at bank and in hand	(6) 23,106	21,566	44,672	53,648
<b>Total current assets</b>	<u>23,318</u>	<u>21,566</u>	<u>44,884</u>	<u>56,619</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 698	-	698	1,694
<b>Total current liabilities</b>	<u>698</u>	<u>-</u>	<u>698</u>	<u>1,694</u>
<b>Net assets</b>	<u>22,620</u>	<u>21,566</u>	<u>44,186</u>	<u>54,925</u>
<b>Funds</b>				
Unrestricted funds	9,656	-	9,656	25,494
Designated funds	(8) 12,964	-	12,964	6,564
Restricted funds	-	21,566	21,566	22,867
<b>Total funds</b>	<u>22,620</u>	<u>21,566</u>	<u>44,186</u>	<u>54,925</u>

For the year ending 31 March 2016 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the board of trustees on .....

Signed: .....

(Trustee)

Name .....



# **1Voice - Communicating Together**

## **Notes to the accounts**

### **for the year ended 31 March 2016**

#### **1 Accounting policies**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRSSE)) the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective January 2015).

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

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

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives.

##### **Stock**

Stock is included at the lower of cost or net realisable value.

##### **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 2016

2 Grants and donations	2016	2016	2016	2015
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Barrow & District Dial A Ride	-	5,857	5,857	-
Leeds Jewish Welfare Board	700	-	700	800
Oil States, Barrow	-	525	525	-
Furness Building Society	100	-	100	-
Big Lottery Fund / Awards for All	-	-	-	9,430
Rotary Club, Furness	-	-	-	500
BAE Marine systems	-	-	-	750
Voda	-	-	-	585
Leeds University Union	-	-	-	175
Church of Holy Saviour	-	-	-	100
Rotary Club, Durham	-	-	-	325
Other donations	9,221	1,440	10,661	5,679
	<u>10,021</u>	<u>7,822</u>	<u>17,843</u>	<u>18,344</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Co-ordinator's fund	8,139	-	8,139	-	-
Javon - website	655	-	200	-	455
Oxford Branch	649	-	-	-	649
W. Yorks Branch	443	-	-	-	443
W. Midlands Branch	3,021	977	442	-	3,556
Lakes and Bay Branch	2,571	7,145	-	-	9,715
North East Branch	2,316	-	-	-	2,316
Durham branch	300	-	-	-	300
Cheshire/Warrington branch	-	60	-	-	60
Bridge branch	86	-	-	-	86
Beds/ Herts/ Bucks branch	67	-	-	-	67
South East Branch	4,472	-	757	55	3,770
Lancashire branch	150	-	-	-	150
	<u>22,867</u>	<u>8,182</u>	<u>9,537</u>	<u>55</u>	<u>21,568</u>

#### Fund name

#### Purpose of restriction

Co-ordinator's fund	Towards the salary costs of the branch and event co-ordinator
Javon - website	Towards website development and management
Oxford Branch	Funds raised specifically for the Oxford branch
W. Yorks Branch	Funds raised specifically for the West Yorks branch
W. Midlands Branch	Funds raised specifically for the West Midlands branch
Lakes and Bay Branch	Funds raised specifically for the Lakes and Bay branch
North East Branch	Funds raised specifically for the North East branch branch
Durham branch	Funds raised specifically for the Durham branch
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
	A transfer of £55 was made from unrestricted funds to the SE branch in relation to a previous year's transaction which had been incorrectly recorded
Lancashire branch	Funds raised specifically for the Lancashire branch

**1Voice - Communicating Together**  
**Notes to the accounts continued**  
**for the year ended 31 March 2016**

<b>4 Stock</b>	2016	2015
	£	£
T-shirts	-	27
DVDs	115	246
	<u>115</u>	<u>272</u>

<b>5 Debtors and prepayments</b>	2016	2015
	£	£
Debtors	-	2,524
Prepayments	97	175
	<u>97</u>	<u>2,699</u>

<b>6 Cash at bank and in hand</b>	2016	2015
	£	£
CAF Gold	36,508	38,423
CAF Cash account	7,631	14,867
Paypal account	533	358
	<u>44,672</u>	<u>53,648</u>

<b>7 Creditors and accruals</b>	2016	2015
	£	£
Creditors	278	1,094
Accruals	420	600
	<u>698</u>	<u>1,694</u>

<b>8 Designated funds</b>	2016	2015
Funds are designated for the following purposes:	£	£
Events fund	4,456	-
Staff	3,544	-
AAC Forum co-ordination	2,400	2,400
Fundraising	2,000	-
Planned equipment renewals	564	564
Branch Co-ordinator	-	3,600
	<u>12,964</u>	<u>6,564</u>

**9 Trustee expenses**

During the year 2 trustees were paid a total of £226.60 in respect of travel (previous year: 2 trustees and £76.50).

**10 Related party transactions**

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