

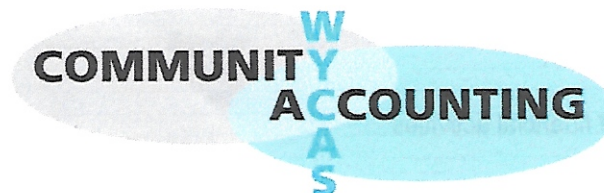
1Voice - Communicating Together

Charity number 1141886

A company limited by guarantee number 07480160

Annual Report and Financial Statements

for the year ended 31 March 2017



West Yorkshire Community Accounting Service

1Voice - Communicating Together

Annual Report and Financial Statements for the year ended 31 March 2017

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Prepared by West Yorkshire Community Accounting Service

1Voice - Communicating Together

Trustees' report for the year ended 31 March 2017

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	Appointed 11 Jan 2017
Helen Dixon		
Janet Mayes		
Megan Glynn		
Helen Quiller		
Kate McCallum		
Gregor Gilmour		Appointed 12 July 2016
Lois Thomson		Appointed 11 Jan 2017
Joanne Cope		Resigned 27 Jun 2016
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.

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Trustees' report (continued) for the year ended 31 March 2017

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. During the year our administrator left due to personal reasons and was replaced by Jo Cope, who stepped down as a trustee, to take up this role.

National Residential Weekend - Derbyshire - Rio Carnival

The event was held at Hayes conference centre in Derbyshire 21 -24 July and was attended by 85 people in total, benefiting 19 AAC users and their families. The event had a Rio carnival theme to celebrate the year of the Brazil Olympics, with fun activities for AAC users and their siblings. For parents, informative sessions were provided on employing personal assistants, given by 1Voice founder Katie Clarke and ACE centre provided a session on the implementation of AAC. 1Voice received very positive feedback from this event.

1Voice- 1Day 2016- Leeds

1Voice 1Day was again held at communication matters conference in Leeds in September. The conference marked the 30th anniversary of the founding of Communication Matters and the event had a 1980's theme. Our young AAC users enjoyed discovering 1980's technology! 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.

Local Events

Five branches were active during the fiscal year, holding nine events, attended by over 200 people. The branches who held events during the year were; Beds/ Herts/ Bucks; Bridge; Lakes & Bay; Lancashire; and South East. Branch events included social gatherings at bowling alleys and sensory play centres and visits to places such as an ice-cream parlour and a boat trip. Other branches had themed activity days such as an animal party and a modelling party. All of these places and activities included expanding the communication skills of those attending. The themes and locations were used to expand vocabulary skills. It was a special year for the Lakes and Bay branch who celebrate their 20th anniversary.

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 two places: Hampshire and Warrington. Families came to find out what 1Voice is about and the aim is that in the longer term these will become branches and hold activities on a regular basis.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2017

Achievements and performance (continued)

Local Events (continued)

The aspect of these local / branch level events, is realising our efforts to reach out to the the general public; to educate them on augmentative and alternative communication. Whenever, we are out in public places, we meet someone who has never seen an AAC user before. 1Voice has also provided networking and peer to peer support via email and continues to use social media to raise awareness of our activities.

Newsletters

We published two newsletters in the fiscal year. Initially these are sent to members and then later released to the public. This is one of the ways 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 access of AAC. Throughout the fiscal period, 1Voice representatives attended the communication roadshow in Ashford, Kent and in Newcastle. A poster 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 general population. We have a representative at the Communication Trust consortium meetings. During the fiscal year this representative has become a trustee of communication matters, the UK chapters 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 formed a formal link between our two organisations and we highly value collaboration with Communication Matters and will continue to develop this for our mutual benefit.

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 fiscal year our major source of new funds was received from the Big Lottery fund (Awards for All), £9,733 towards our summer national event. Special mention to Jamie McCallum and Darren Glynn for their spectacular athletic achievements. Both are husbands of trustees and Jamie raised £2,800 by cycling from Lands End to John O'Groats and Darren raised £1,000 by competing in the ultra marathon. We are also very grateful to the Canterbury Quakers, Nick Allen who organised a charity golf day, Leeds Jewish Welfare board and Tiago and Ali's fund for their generous donations to 1Voice. 1Voice Lancashire raised £400 from completing a Santa dash and £500 was gratefully received from Lymm & District round table 796 for events in and around the Cheshire / Warrington area. A donation of just over £6,000 including gift aid, was made in memory of a former 1Voice role model. This money will go towards the role model programme. Fundraising remains a big challenge and the trustees recognise the growing difficulty the charity faces in securing enough funds. Fundraising is a priority for trustees during the next fiscal year.

Financial review

The net expenditure for the year was £3,041, including net expenditure of £6,293 on unrestricted funds and net income of £3,252 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £16,327.

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.

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Trustees' report (continued) for the year ended 31 March 2017

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..... N. McINDOE

Date..... 22/12/17

1Voice - Communicating Together

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 2017, which are set out on pages 7 to 12.

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: *22/12/2017*

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 2017

	Notes	2017	2017	2017	2016
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
Income from:					
Grants and donations	(2)	6,879	16,700	23,579	17,843
Sales and fees		5,250	610	5,860	1,769
Bank interest		50	-	50	86
Other income		-	-	-	600
Total income		<u>12,179</u>	<u>17,310</u>	<u>29,489</u>	<u>20,298</u>
Expenditure on:					
Travel		1,068	-	1,068	478
Freelance workers		9,550	-	9,550	8,378
Events		4,025	13,803	17,828	17,774
Equipment and materials		-	-	-	37
Room hire		-	55	55	101
Office consumables		120	-	120	233
Postage and delivery		273	-	273	669
Printing and reproduction		260	-	260	667
Software		40	-	40	27
Telephone		30	-	30	60
Professional fees		112	-	112	48
Dues and subscriptions		679	-	679	908
Gifts and donations		-	-	-	3
Marketing and publicity		619	200	819	285
Other expenses		125	-	125	37
Accountancy and independent examination		480	-	480	420
Insurance		1,066	-	1,066	912
Bank charges		25	-	25	-
Total expenditure		<u>18,472</u>	<u>14,058</u>	<u>32,530</u>	<u>31,037</u>
Net income / (expenditure)		<u>(6,293)</u>	<u>3,252</u>	<u>(3,041)</u>	<u>(10,739)</u>
Fund balances brought forward		<u>22,620</u>	<u>21,566</u>	<u>44,186</u>	<u>54,925</u>
Fund balances carried forward	(3)	<u>16,327</u>	<u>24,818</u>	<u>41,145</u>	<u>44,186</u>

All incoming resources and resources expended derive from continuing activities.

1Voice - Communicating Together

Balance sheet

as at 31 March 2017

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Stock	-	-	-	115
Prepayments	427	-	427	97
Cash at bank and in hand	(4) 18,025	24,818	42,843	44,672
Total current assets	<u>18,452</u>	<u>24,818</u>	<u>43,270</u>	<u>44,884</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(5) 2,125	-	2,125	698
Total current liabilities	<u>2,125</u>	<u>-</u>	<u>2,125</u>	<u>698</u>
Net current assets / (liabilities)	<u>16,327</u>	<u>24,818</u>	<u>41,145</u>	<u>44,186</u>
Total assets less current liabilities	<u>16,327</u>	<u>24,818</u>	<u>41,145</u>	<u>44,186</u>
Net assets	<u>16,327</u>	<u>24,818</u>	<u>41,145</u>	<u>44,186</u>
Funds				
Unrestricted funds	3,948	-	3,948	7,656
Designated funds	12,379	-	12,379	14,964
Restricted funds	-	24,818	24,818	21,566
Total funds	<u>16,327</u>	<u>24,818</u>	<u>41,145</u>	<u>44,186</u>

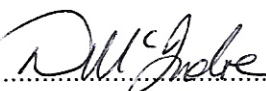
For the year ending 31 March 2017 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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: 22/12/17

Signed: 

(Trustee)

Name N. McINDOE

1Voice - Communicating Together

Notes to the accounts

for the year ended 31 March 2017

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.

Reconciliation with previous Generally Accepted Accounting Practice In preparing the accounts

The trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. They have determined that no such restatement is required.

As a consequence, 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 goods for resale are valued at the amount actually realised upon their sale.

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 2017

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

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Big Lottery Fund	-	9,733	9,733	-
Round Table	-	500	500	-
Barrow & District Dial A Ride	-	-	-	5,857
Leeds Jewish Welfare Board	500	-	500	700
Oil States, Barrow	-	-	-	525
Furness Building Society	-	-	-	100
Other donations	6,379	6,467	12,846	10,661
	<u>6,879</u>	<u>16,700</u>	<u>23,579</u>	<u>17,843</u>

3 Restricted funds

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Javon - website	455	-	200	255
Oxford Branch	649	-	-	649
W. Yorks Branch	443	-	-	443
W. Midlands Branch	3,556	-	-	3,556
Lakes and Bay Branch	9,715	610	3,184	7,140
North East Branch	2,316	-	-	2,316
Durham branch	300	-	-	300
Cheshire/Warrington branch	60	500	75	485
Bridge branch	86	103	55	134
Beds/ Herts/ Bucks branch	67	-	-	67
South East Branch	3,770	-	766	3,004
Lancashire branch	150	266	45	371
Big Lottery Fund	-	9,733	9,733	-
Role Model Programme	-	6,098	-	6,098
	<u>21,568</u>	<u>17,310</u>	<u>14,058</u>	<u>24,818</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	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
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

1Voice - Communicating Together

Notes to the accounts continued

for the year ended 31 March 2017

3 Restricted funds (continued)

Fund name	Purpose of restriction
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
Big Lottery Fund	For the communication carnival project- National residential weekend 2016
Role Model Programme	Donations to be used for the role model programme

4 Cash at bank and in hand	2017	2016
	£	£
CAF Gold	37,558	36,508
CAF Cash account	5,175	7,631
Undeposited funds	110	
Paypal account	-	533
	<u>42,843</u>	<u>44,672</u>

5 Creditors and accruals	2017	2016
	£	£
Creditors	1,645	278
Accruals	480	420
	<u>2,125</u>	<u>698</u>

6 Designated funds	2017	2016
Funds are designated for the following purposes:	£	£
Events fund	5,415	4,456
Staff	-	3,544
AAC Forum co-ordination	2,400	2,400
Fundraising	2,000	2,000
Planned equipment renewals	564	564
General reserve	2,000	2,000
	<u>12,379</u>	<u>14,964</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
Fundraising	Funds designated for fundraising purposes eg. Bid writing
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

7 Trustee expenses

During the year 3 trustees were paid a total of £284.40 in respect of travel and 2 trustees were paid a total of £193.98 in respect of accommodation (previous year: 2 trustees and £226.60).

8 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 2017

	2017 Unrestricted funds £	2016 Unrestricted funds £	2017 Restricted funds £	2016 Restricted funds £	2017 Total funds £	2016 Total funds £
Income						
Grants and donations	6,879	10,021	16,700	7,822	23,579	17,843
Sales and fees	5,250	1,409	610	360	5,860	1,769
Bank interest	50	86	-	-	50	86
Other income	-	600	-	-	-	600
Total income	12,179	12,116	17,310	8,182	29,489	20,298
Expenditure						
Travel	1,068	436	-	42	1,068	478
Freelance workers	9,550	281	-	8,097	9,550	8,378
Events	4,025	16,575	13,803	1,199	17,828	17,774
Equipment and materials	-	37	-	-	-	37
Room hire	-	101	55	-	55	101
Office consumables	120	233	-	-	120	233
Postage and delivery	273	669	-	-	273	669
Printing and reproduction	260	667	-	-	260	667
Software	40	27	-	-	40	27
Telephone	30	60	-	-	30	60
Professional fees	112	48	-	-	112	48
Dues and subscriptions	679	908	-	-	679	908
Gifts and donations	-	3	-	-	-	3
Marketing and publicity	619	85	200	200	819	285
Other expenses	125	37	-	-	125	37
Accountancy and independent exami	480	420	-	-	480	420
Insurance	1,066	912	-	-	1,066	912
Bank charges	25	-	-	-	25	-
Total expenditure	18,472	21,499	14,058	9,538	32,530	31,037
Net income / (expenditure)	(6,293)	(9,383)	3,252	(1,356)	(3,041)	(10,739)
Transfers between funds	-	(55)	-	55	-	-
Net movement in funds	(6,293)	(9,438)	3,252	(1,301)	(3,041)	(10,739)
Fund balances brought forward	22,620	32,058	21,566	22,867	44,186	54,925
Fund balances carried forward	16,327	22,620	24,818	21,566	41,145	44,186