



**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
(A Company Limited by Guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

Registered Company No. 518344

Registered Charity No. 273724

Scottish Charity No. SC041191

THURSDAY



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20/12/2012

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COMPANIES HOUSE

# **ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS**

## **REPORT AND FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31 MARCH 2012**

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<b>CONTENTS</b>	<b>Page</b>
Legal and administrative information	3
Trustees' report	9
Auditors' report	17
Consolidated statement of financial activities	19
Group and charity balance sheet	21
Notes to the financial statements	22

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

**LEGAL AND ADMINISTRATIVE INFORMATION**

The Charity is known as the Royal College of Speech and Language Therapists (RCSLT), registered number 273724. It is a registered charity in Scotland, registered number SC041191. The RCSLT is also a Company Limited by Guarantee: registered number 518344. It has a trading arm, known as CSLT Trading Ltd; registered number 0268820

The RCSLT is a company limited by guarantee and therefore has no share capital. In the event of its winding up, the members' liability is limited to £1 per member. The *Memorandum and Articles of Association*, which were last amended on 7 October 2010, govern the College.

**Charitable objectives and intended impact**

The RCSLT was established on 6 January 1945. Its object is to promote for the public benefit the art and science of speech and language therapy, meaning the care for individuals with communication, swallowing, eating and drinking difficulties. It is the professional body providing leadership and setting professional standards for speech and language therapists in the UK. It facilitates and promotes research into the field of speech and language therapy, promotes better education and training of speech and language therapists and provides information for members and the public about speech and language therapy

<b>Trustees</b>	The trustees (who are also the directors for the purposes of Company Law) are known as councillors, see page 6 for details
<b>Registered Office</b>	2 White Hart Yard London SE1 1NX
<b>Auditors</b>	haysmacintyre Fairfax House 15 Fulwood Place London WC1V 6AY
<b>Bankers</b>	National Westminster Bank 180 Shoreditch High Street London E1 6HN
<b>Solicitors</b>	Camerons Solicitors LLP 70 Wimpole Street London W1G 8AX

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

<b>Investment Managers</b>	Rathbone Brothers plc 1 Curzon Street London W1J 5FB  J O Hambro Investment Managers Ltd 21 St James Square London SW1Y 4HB
<b>Patron</b>	HRH The Countess of Wessex
<b>President</b>	Sir George Cox
<b>Senior Life Vice President</b>	Sir Sigmund Sternberg O.St.J, KCSG, Hon FRCSLT, JP
<b>Vice Presidents</b>	Simon Hughes MP Baroness Jay John Bercow MP
<b>Membership and Information Switchboard</b>	020 7378 3008/3009 020 7378 1200

## ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS TRUSTEES' REPORT FY 2011/12

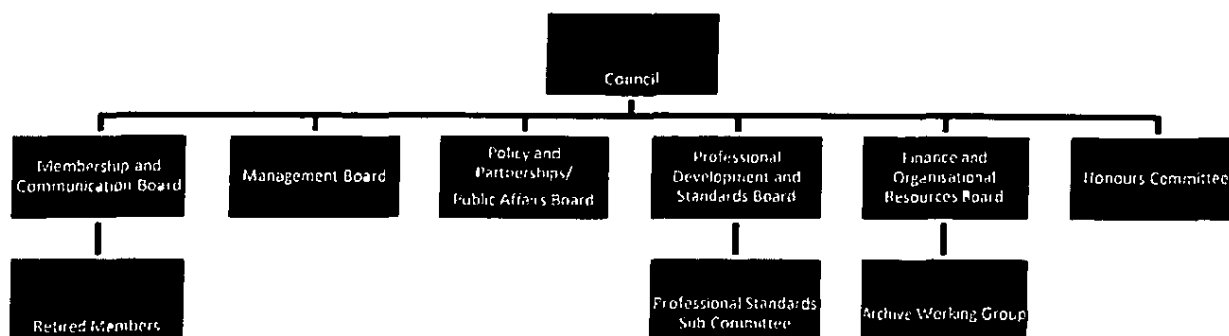
### STRUCTURE

There are two complementary structures of the RCSLT: the governance structure, being the councillors, as the legal directors and the executive

### GOVERNANCE

The role of councillors is to ensure appropriate representation of the views of members at a strategic level on boards and to take account of the financial and business implications of any decisions they make. Councillors set the strategic objectives, the role of the chief executive and staff members is to implement these objectives.

The governance structure is shown here.



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### COUNCIL

There are currently 11 councillors although there is scope in the Articles for more. The council has legal, financial and managerial responsibilities and provides leadership to influence the strategic direction of the profession. It considers issues of concern raised by the RCSLT membership and decides what action to take in response. All boards and committees report to council. The CEO and senior managers attend council to provide input as necessary. Council also takes decisions on issues such as the RCSLT's plans for continuing professional development, and its relationships with relevant external bodies. The Council met four times during the year.

#### Appointment of members of Council

Nominations for councillors are sought by advertisement. Members of Council, other than the chair/deputy chair and the deputy honorary treasurer are elected for a two-year period by full members via a postal vote prior to the annual general meeting and according to the *Memorandum and Articles of Association*. They may be re-elected for one further period of two years. The Articles also provide for co-opted lay members, with or without voting rights.

Councillors newly elected to the Council receive a comprehensive induction pack, which contains reading material concerning both general trustee and governance issues provided by the Charity Commission and

# **ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS**

## **TRUSTEES' REPORT FY 2011/12**

background material specific to the RCSLT. They are invited to attend a formal induction day at which they are given briefings on general governance matters. They are also invited to attend a Council meeting as observers prior to them taking up their duties. Specific training is provided if it is required.

### **Council members:**

<b>Chair</b>	Dr Hazel Roddam
<b>Deputy Chair</b>	Bryony Simpson
<b>Honorary Treasurer and Chair of FORB</b>	Ann Whitehorn (to 5 October 2011) Joanna Kerr (from 5 October 2011)
<b>Councillor for Service Management and Chair of Management Board</b>	Vacant to 7 June 2011 Janet Harrison (from 7 June 2011)
<b>Councillor for Professional Development and Standards and Chair of PDSB</b>	Ruth Nieuwenhuis (to 5 October 2011) Carol Stow (from 5 October 2011)
<b>Councillor for Research and Development</b>	Jan Broomfield (to 5 October 2011) Vicky Joffe (from 5 October 2011)
<b>Councillor for Membership and Communications and Chair of MCB</b>	Ashleigh Denman
<b>Councillor for Policy and Public Affairs and Chair of P&amp;P Board</b>	Vacant

### **Country Councillors**

The country councillors practice within the country they represent. Their role is to develop and maintain communication networks and reflect members' interests.

<b>England</b>	Vacant
<b>Wales</b>	Janice Lavelle (to 5 October 2011) Sue Dimmick (from 5 October 2011)
<b>Northern Ireland</b>	Heather Crawford MBE
<b>Scotland</b>	Moiria Little
<b>Co-opted members with voting rights</b>	
<b>ASLTIP representative</b>	Mary Hampton
<b>Lay member</b>	Nikki Richardson

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

**BOARDS**

**Professional Development and Standards Board (PDSB)**

The remit of the PDSB is the strategic management and policy development of the RCSLT's continuing professional development function and activities relating to pre- and post-registration education and training and the needs of the speech and language therapy workforce. The Board has 12 members including representatives from most of the membership categories. The PDSB met three times during the year.

**Management and Communications Board (MCB)**

The remit of the MCB is to provide advice and guidance to the Council and officers in relation to membership matters and communication with members in particular. The Board has 11 members, its membership is broadly representative of the membership of the RCSLT including, as it does, members from most of the membership categories. The MCB met three times during the year.

**Finance and Organisational Resources Board (FORB)**

The remit of the FORB is to provide oversight of all financial aspects of the RCSLT activity, contracts and performance management, human resources, IT, health and safety, and the buildings. The board met four times during the year.

**Policy and Public Affairs Board (P&PAB)**

The remit of the P&P Board was to provide membership governance on policy and partnership issues. Officers also attend the Board to present reports or provide secretariat support. The Board met three times during the year.

**Management Board (MB)**

The aims of the MB are to support the RCSLT in all its objectives by identifying management implications of any changes, be they internal to the profession or externally driven by legislation and policy and to advise RCSLT on the needs of management in the light of those changes. The Board met three times during the year.

**EXECUTIVE**

The officers employed by the RCSLT are committed to the provision of a high quality service to its members and the public. Most are based at HQ in London, which is the central point for information and resources. The country policy officers for Northern Ireland, Scotland and Wales are based in the country they represent.

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

**Senior Management Team**

**Chief Executive/Professional Director – Kamini Gadhok MBE**

**Director of Performance and Contracts & Company Secretary – Brian Gopsill ACIS**

**Director of Membership and Communications – Richard Guy**

**Director of Policy and Public Affairs - Derek Munn**

**Director of Professional Development – Sharon Woolf (to 30 November 2011)**

**Interim Head of Professional Development – Dominique Lowenthal (from 1 December 2011)**

**Relationships between the RCSLT and any related parties**

The Association of Speech and Language Therapists in Independent Practice (ASLTIP) is affiliated with the RCSLT. ASLTIP represents members who work within the private (independent) sector. The RCSLT Chair and CEO meet with the governing members of this group twice yearly and attend the ASLTIP AGM. Members of ASLTIP are also encouraged to put themselves forward to sit on the RCSLT governing boards.

The RCSLT is also a member of the Communications Forum (CF) and of the Allied Health Professions Federation (AHPF). The aim of both is to bring together organisations to add value and maximise impact by working jointly on issues of common concern

The RCSLT works with a range of other partners both in the charity sector and other stakeholders in the pursuit of its charitable objectives. This includes the charities I CAN, Afasic, The Stroke Association, the regulator the Health Professions Council and Unite the Union.

The RCSLT has also developed working relationships with civil servants, in order to influence government policy relating to the development of services to people with communication disability and the future of the profession in providing these services.



## OBJECTIVES, ACTIVITIES AND FUTURE PLANS

### RCSLT's CHARITABLE ACTIVITIES

The RCSLT has two main corporate aims which show our commitment to working for the benefit of the public. These are:

***"We will encourage the provision of effective services for people who need support with their speech, language communication or swallowing"***

and

***"We will ensure that the needs of those who need support with their speech, language communication or swallowing, their carers and families are reflected in Government policy and service provision"***

These have been summarised in the "charitable activities" section of the financial statements as follows:

***Supporting high-quality services to end users***

and

***Influencing policy and information in support of end users***

These are further broken down into strategic aims and objectives in the detailed strategic plan, which is reviewed quarterly at Council meetings

There is a third, supporting corporate aim, which is summarised as follows:

**To ensure that the RCSLT has a sound financial strategy, that investments are managed by an independent investment adviser, that systems and structures are in place to support communication with members, organisational development and that there is effective governance of RCSLT activities.**

The following is a summary of the most important, high-profile activity that has been undertaken over the past year.

### WORK CARRIED OUT DURING FY 2011/12

#### ***Supporting high quality services to end users***

- We completed a programme of training to support members to develop leadership and business skills.
- We have increased engagement with assistant practitioners as part of recruitment and retention strategy and to support the entire SLT workforce in delivering high-quality services
- We completed the development of an e-learning / face- face training course and screening tool for professionals working in the criminal justice sector. This package, called 'The Box', is in the process of being evaluated
- We commissioned work to evaluate the impact of SLT services in the criminal justice sector.

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS**  
**TRUSTEES' REPORT FY 2011/12**

- We published a range of guidance and policy statements including those to support children with developmental verbal dyspraxia, service users with eating and drinking and swallowing difficulties and schools as commissioners of SLT services
- We initiated a review and update of key sections of CQ3, our professional development standards in line with changes to legislation and the external environment. Key sections include duty of care, supervision for NQPs and supporting the SLT profession to work together.
- We provided members access to the online benchmarking tool, Q-SET. This has been analysed to enable members to use information to inform service development and business plans
- We have scoped and collated work on outcome measure tools and made this information available to our members
- We visited 15 services and Special Interest Groups, held 17 conferences & other events (including Justice events in Belfast and Edinburgh) and conducted a series of 21 events to engage students across the UK to support them in their future career

***Influencing policy and information in support of end users***

- Our Giving Voice campaign has raised awareness of the value of speech and language therapy through media appearances and features, successful events with politicians and celebrities, a programme of engagement with parliamentarians and training of speech & language therapists to become champions promoting the work of the profession
- We worked vigorously to protect speech and language therapy services and to grow them in new areas such as the justice sector
- We influenced government policies and initiatives including the Health & Social Care Act, reform of Special Educational Needs and the introduction of phonics to schools
- We engaged extensively in influencing devolved governments and institutions in Scotland, Wales and Northern Ireland.
- We held events showcasing the value of speech and language therapy services to the justice sector in Northern Ireland and Scotland
- We provided the secretariat for the All-Party Parliamentary Group on Speech and Language Needs as they prepared to undertake an inquiry into the links between speech, language and communication needs and social disadvantage.

***Other achievements***

- We have continued to host and play a leading role in the Allied Health Professions Federation (AHPF), and its counterparts in Scotland and Northern Ireland.
- We are undertaking work to recruit more members to the RCSLT and to retain those that we already have onboard. In these challenging times this is essential work, to ensure that as many speech and language therapists as possible have access to the professional support available at the RCSLT

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

- An external review of our finance function and our governance structure and procedures was carried out during the year to ensure that these cornerstones of support to the organisation remain fit for purpose. Work on both these areas will continue into next financial year.

**WORK BEING CARRIED FORWARD THROUGH 2012/13**

***Supporting high quality services to end users***

- We will mobilize the profession through the development of 'hub networks' which will engage the different sections of the membership. A key aim is to maximise impact in the development & dissemination of the evidence base leading to value for money high-quality service provision
- We will build on the leadership development of the profession through a range of channels including writing business cases, influencing & marketing skills.
- We will further develop our engagement with Advisers/SIGs/Assistants/Students/Returners and other key sections of the memberships through online communities
- We will use the learning from the evaluation of SLT services in the criminal justice sector to inform RCSLT's work going forward to support members with data collection and outcome measures
- We will initiate the development and/or review of key position papers including dementia, mental health and dysphagia and these will form part of the update to CQ3 online
- We will review how we support members to evaluate their services.
- We will seek NICE accreditation to allow our evidence & guidance to be promoted to commissioners.
- We will continue our programme of visits and events to engage and inform the membership

***Influencing policy and information in support of end users***

- The Giving Voice campaign will continue. We will support members in dealing with the reforms and changes affecting them, providing them with influencing and leadership skills and resources to advocate with decision-makers and budget-holders.
- We will monitor cuts to speech and language therapy services, seeking to influence decisions where possible, to promote the creative redesign of services, and to ensure that key decision-makers are aware of the effects on service users.
- We will continue to develop an activist base, skilling the profession to be advocates in the more challenging commissioning and budgetary environment ahead.
- We will engage with the governments in Scotland, Wales and Northern Ireland to protect and promote speech and language therapy during their terms of office
- We will seek to influence legislation and consultations to ensure the best outcomes for speech and language therapy services. We will engage with partners in local government and general practice to this end
- We will continue to work as member of AHPF in influencing Governments in England, Scotland, and Northern Ireland to position AHPs as integral to the future of health, education and social care

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

**Other supporting work**

- We are going to review organisational capacity to ensure that we have the correct resources in place to engage with our members and hence influence the provision of user services.

**EVENTS HELD DURING THE YEAR**

<b>2011</b>	
28 <sup>th</sup> April	RCSLT National Student Day
17 <sup>th</sup> May	RCSLT Assistants and Support Workers Development Day
8 <sup>th</sup> June	The Box e-learning launch
20 <sup>th</sup> June	Matrix Round Table event -Part 1
29 <sup>th</sup> June	NI Criminal Justice e-learning promotion event
29 <sup>th</sup> June	NI CJ SIG Day
22 <sup>nd</sup> July	Matrix Round Table event - Part 2
8 <sup>th</sup> September	Annual Scotland Day
12 <sup>th</sup> September	Giving Voice Mass Mobilisation NI - Part 1
20 <sup>th</sup> September	Better Communication Conference (Leeds)
28 <sup>th</sup> September	Retirement Network afternoon tea
5 <sup>th</sup> October	RCSLT AGM
11 <sup>th</sup> October	Better Communication Conference (London)
18 <sup>th</sup> October	Giving Voice Mass Mobilisation (Wales)
18 <sup>th</sup> October	Giving Voice Mass Mobilisation (England)
18 <sup>th</sup> October	Honours and Giving Voice Awards Ceremony
26 <sup>th</sup> October	Giving Voice Mass Mobilisation (Scotland)
8 <sup>th</sup> November	NI Voice Box Awards
24 <sup>th</sup> November	Better Communication (Coventry)
29 <sup>th</sup> November	Assistants' Conference
7 <sup>th</sup> December	Wales Board Professional Development Day
<b>2012</b>	
9 <sup>th</sup> January	Scotland's Communicating Justice Coalition Event
11 <sup>th</sup> January	Communication is the key (NI)
1 <sup>st</sup> March	Wales Members' Day

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

**FINANCE REPORT**

The overall aim of RCSLT's financial strategy is to maintain a sound financial base to support the resourcing of the organisation. Specifically, the aim is to maintain long-term financial viability in order to achieve the objectives in the strategic plan.

In 2011/12, the financial objectives and performance against them were as shown below.

Objective	Performance
To ensure that the organisation has financial models which support strategic goals	There is a rigorous budget setting and monitoring process and good management of investments
That funds and reserves are invested prudently (low to medium risk)	Achieved; Rathbones investment managers have been prudent but independent assessment recommends that their risk profile is adjusted downward.
70% of income to be generated from long-term sources	Membership – 77% (2011:68%) Recruitment advertising – 8% (2011: 11%)
To achieve a ratio of fixed costs to long term income of no greater than 1:1	Fixed costs: Long term income Achieved 1:1.46 (2011: 1:1.28)
To generate an annual surplus of between 2 – 4% of annual turnover	1.05% of turnover achieved (2011: Net Loss of 1.07% of turnover)
To maintain free reserves which represent 12 months of anticipated operating costs	Achieved 13 months of anticipated operating costs (2011: 13 months)
Maintain minimum cash days in hand of 30 days expenses (or 1.5x the monthly average outgoings)	28 days (2011 54 cash days in hand) <i>(Note: this is a snapshot as at balance sheet date – throughout the FY, 30 days or more cash was kept in hand)</i>

The financial position for the year ended 31 March 2012 was a consolidated surplus of £30,999.

RCSLT had incoming resources of £3.25 million, a decrease of 7.7% on income of £3.52 million achieved in 2011. 77% of income is derived from membership income. The decrease in income was due mainly to decreased advertising income and the end of the (fixed) term of office for the Government's Communication Champion and subsequent funding to the RCSLT in hosting this work.

Outgoing resources amounted to £3.22 million, a decrease of 9.6% on expenditure of £3.6 million in 2011. The decrease in expenditure was due mainly to cost of advertising and hosting of Communication Champion office.

Overviews of the RCSLT finances, including detailed management reports, were provided to councillors throughout the year to give them better insight and understanding of the finances of the College, which enable them to make relevant decisions to invest in the continuing development of the organisation, improving infrastructure and services.

**Reserves Policy**

RCSLT Reserves policy requires that we maintain reserves which represent 12 months of anticipated operating costs to be held in cash or investments, maintaining 3 months operating costs in cash accessible within 30 days.

The total charity reserves at 31 March 2012 were £6,840,754 of which £3,834,635 were considered to be free reserves (i.e. not earmarked for particular purposes or represented by fixed assets). The level of free reserves represents 13 months' anticipated operating costs, exceeding the target of 12 months; these funds will enable the funding of projects in implementing the strategic plan with confidence.

## **ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS TRUSTEES' REPORT FY 2011/12**

Notes 14 & 15 of the accounts show the various funds or reserves by type and summarises the year's movements on each fund

The level of reserves required is calculated as part of the preparation of the annual budget. The required and forecast levels of reserves are submitted to Council for approval via the Finance and Organisational Resource Board (FORB).

### **Investment Policy and Performance**

Council agreed in March 2011 that the target for a second investment portfolio was to protect the capital value against inflation and to generate inflation + 3% income on a low risk profile portfolio.

In order to support this strategy Council made the following decisions.

- That the two investment portfolios managed by Rathbones be amalgamated to give a better balance of risk and rewards;
- That a second investment manager be appointed to spread the risk of under-performance in managing our investments,
- That RCSLT sought additional investment expertise to help further develop an investment strategy that is matched to RCSLT objectives and risk profile.

In the year under review Rathbones Investment Management Ltd amalgamated both portfolios under their management.

Council appointed J O Hambro Investment Management Ltd on 14 September 2011 with an initial cash investment of £1 million to create a second investment portfolio in accordance with investment objectives above

Discussions have taken place with Jon Rolfe, Partner, Epoch Wealth Management over the last six months, to assist in identifying a suitable investment strategy that is matched to the objectives of the RCSLT and specifically to analyse the existing Rathbones investment portfolio in the context of our objectives and risk profile

During the year to 31 March 2012 markets were extremely volatile. Equities fell sharply in the summer of 2011 on concerns over slowing global growth and the crisis in Europe.

Despite the volatility the Rathbones investment portfolio with market value of £2.4 million generated a positive total return over the year of 2.51% which compares to 1.39% from the FTSE All Share and 3.67% from the APCIMS Balanced index.

J O Hambro Investment Ltd is gradually building the portfolio toward full investment since its inception in January 2012.

Work on the investment strategy continues.

### **STATEMENT OF RESPONSIBILITIES OF THE COUNCIL OF MANAGEMENT**

Company law requires the councillors (who are the directors of the company for the purposes of the Companies Acts and the charitable trustees) to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date, and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the councillors are required to

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

Councillors are responsible for maintaining 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 accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**RISK STATEMENT**

The major risks to which the charity is exposed are contained in a separate risk register, which has been reviewed and presented to the auditors. The Council has reviewed these risks and systems and procedures are in place, or being put in place, to manage and mitigate these risks. The most significant risks to which the College are exposed and the actions being taken to mitigate them are listed here.

<b>NATURE OF RISK</b>	<b>MITIGATING ACTIONS</b>
Impact of general legislation or regulation on activities undertaken; changes to the role of the voluntary sector and opportunities for contracts/agreements etc.	Ensure up-to-date information on changing regulation and Government strategy. Membership of appropriate umbrella bodies. Ensure strong links with key stakeholders.
Dependency on income sources.	Identification and minimisation of major dependencies. Improve performance in diversifying income to generate new areas of business.
Cash flow sufficient to fund ongoing operations	Ensure sound projections based on the most up-to-date strategic plan and operational information.
Pricing policy.	Policy in place to set parameters for membership fees and costing of services and projects. Comparison with other AHPs. Procedure to notify members of fee increases.
Adverse publicity.	Complaints procedure in place (internal and external whistle-blowing policy). Proper review procedures for complaints. Crisis management strategy for handling consistency of key messages, nominated spokesman etc.
Fraud or error	Ensure financial procedures well documented and checks and balances in place.
Staff turnover.	Good channels of communication for staff. Exit interviews conducted and appropriate changes made where problems are identified. Consider rates of pay, training, working conditions. Consider family friendly policies. Succession planning.

**STATEMENT ON PUBLIC BENEFIT**

The councillors are aware of their duty to ensure that the Royal College pursues a policy of public benefit and have been briefed on this requirement by the auditors and the company secretary and have had the

**ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS  
TRUSTEES' REPORT FY 2011/12**

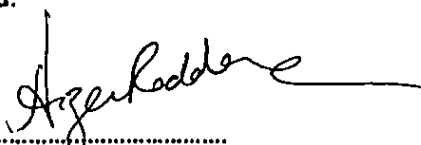
necessary information made available to them. The councillors consider that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

**AUDIT INFORMATION**

So far as each of the directors at the time the Trustees' Report is approved is aware:

- a. there is no relevant information of which the auditors are unaware
- b. they have taken all relevant steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

Signed:



.....  
Dr Hazel Roddam  
Chair of Council  
On behalf of the Trustees

19 JULY 2012



## **ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS**

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We have audited the financial statements of Royal College of Speech and Language Therapists for the year ended 31 March 2012 which comprise the Consolidated Statement of Financial Activities the Group and Parent Charitable Company Balance Sheets and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's Trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

#### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement on page 14, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the group's and the parent charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

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#### Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the parent charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records or returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

#### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2012 and of the group's charitable company's incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).



Richard Weaver, Senior Statutory Auditor  
for and on behalf of haysmacintyre, Statutory Auditors

20 July 2012

Fairfax House  
15 Fulwood Place  
London  
WC1V 6AY

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income and Expenditure account)

FOR THE YEAR ENDED 31 MARCH 2012

Incoming resources	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2012 £	Total funds 2011 £
<b>Incoming resources from generated funds</b>					
Donations and legacies received		-	10,043	10,043	10,815
Commercial trading	4	503,466	-	503,466	904,366
Investment income	5	97,853	-	97,853	72,664
<b>Incoming resources from charitable activities</b>					
Grants		-	2,000	2,000	3,500
Membership	2	2,493,013	-	2,493,013	2,379,379
Conference		10,340	-	10,340	50,571
Other income	3	134,193	-	134,193	100,226
<b>Total incoming resources</b>		<b>3,238,915</b>	<b>12,043</b>	<b>3,250,958</b>	<b>3,521,521</b>
<b>Resources expended</b>					
<b>Cost of generating funds</b>					
Commercial trading	4	500,077	-	500,077	848,076
Investment management costs		10,282	-	10,282	14,069
<b>Charitable activities</b>					
Supporting high quality services to members	6	1,279,605	2,000	1,281,605	1,214,516
Influencing policy and information in support of end users	6	1,349,862	-	1,349,862	1,375,432
Governance	7	78,133	-	78,133	107,074
<b>Total resources expended</b>		<b>3,217,959</b>	<b>2,000</b>	<b>3,219,959</b>	<b>3,559,167</b>
<b>Net incoming/(outgoing) resources</b>		<b>20,956</b>	<b>10,043</b>	<b>30,999</b>	<b>(37,646)</b>
<b>Other recognised gains and losses</b>					
Gain on revaluation of tangible fixed assets					
Unrealised gain on investments		(25,784)	-	(25,784)	102,767
<b>Net movement in funds</b>		<b>(4,828)</b>	<b>10,043</b>	<b>5,215</b>	<b>65,121</b>
<b>Fund balances brought forward</b>		<b>6,753,779</b>	<b>81,760</b>	<b>6,835,539</b>	<b>6,770,418</b>
<b>Funds balances carried forward</b>		<b>6,748,951</b>	<b>91,803</b>	<b>6,840,754</b>	<b>6,835,539</b>
		(note 15)	(note 14)		

The net income of the parent charity for the year was £27,483 (2011 £(37,647))

All gains and losses arising in the year are included in the Statement of Financial Activities and arise from continuing activities

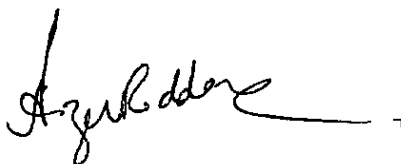
# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## BALANCE SHEET

AT 31 MARCH 2012

		Group		Charity	
	Note	2012 £	2011 £	2012 £	2011 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	10	1,984,023	2,025,638	1,984,023	2,025,638
Investments	11	3,404,070	2,440,436	3,404,072	2,440,438
		<u>5,388,093</u>	<u>4,466,074</u>	<u>5,388,095</u>	<u>4,466,076</u>
<b>CURRENT ASSETS</b>					
Stock of goods for resale		4,266	8,289	4,266	8,289
Debtors	12	137,123	378,911	150,837	535,392
Short term deposits		1,253,849	2,001,498	1,253,849	2,001,498
Cash at bank and in hand		246,524	525,197	182,965	213,214
		<u>1,641,762</u>	<u>2,913,895</u>	<u>1,591,917</u>	<u>2,758,393</u>
<b>CREDITORS amounts falling due within one year</b>	13	(189,101)	(544,430)	(144,258)	(393,930)
<b>NET CURRENT ASSETS</b>		<u>1,452,661</u>	<u>2,369,465</u>	<u>1,447,659</u>	<u>2,364,463</u>
<b>NET ASSETS</b>		<u>6,840,754</u>	<u>6,835,539</u>	<u>6,835,754</u>	<u>6,830,539</u>
<b>RESERVES</b>					
Restricted funds	14	91,803	81,760	91,803	81,760
Unrestricted funds	15				
Designated funds		930,293	1,322,165	930,293	1,322,165
Other unrestricted funds					
General funds		4,866,897	4,454,069	4,866,897	4,454,069
Revaluation reserve		946,761	972,545	946,761	972,545
Non charitable trading funds		5,000	5,000	-	-
		<u>6,840,754</u>	<u>6,835,539</u>	<u>6,835,754</u>	<u>6,830,539</u>

The financial statements were approved and authorised for issue by the Board on 19 JULY 2012 and were signed below on its behalf by:



Dr. Hazel Roddam  
Chair



Joanna Kerr  
Hon. Treasurer

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, with the exceptions of investments and freehold land and buildings which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), Accounting and Reporting by published in March 2005 and applicable accounting standards and the Companies Act 2006.

The statement of financial activities (SOFA) and balance sheet consolidate the financial statements of the Charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

No separate SOFA has been presented for the Charity alone as permitted by paragraph 304 of the SORP.

**Company Status**

The Charity is a company limited by guarantee. The members of the company are the members of RCSLT. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the RCSLT

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds are unrestricted funds which have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements

Restricted funds are those funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Incoming resources**

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the Charity being notified of an impending distribution or the legacy being received.

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable unless the donor has specified that the donation or grant relates to a future period or that certain pre-conditions must be fulfilled before use. In these cases the amount received is treated as deferred income. Donations and grants for particular purposes are included in incoming resources as restricted funds.

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

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### 1. ACCOUNTING POLICIES (continued)

#### **Resources expended**

Resources expended are included in the SOFA on an accruals basis. Expenditure attributable to more than one activity is apportioned across cost categories on the basis of the estimated time spent by staff on those activities.

Cost of generating funds are those costs relating to the generation of income and include costs related to the commercial trading activity and the management of investments

Costs of charitable activities are those costs relating to the activities carried out to meet the objectives of the organisation. These include both directly attributable costs and apportioned support costs

Support costs are those costs related to shared activities of the organisation and are apportioned on a basis considered appropriate to the underlying activities,

Governance costs are the costs associated with the strategic direction of the organization and with meeting regulatory responsibilities.

#### **Pension costs**

The company makes payments to a defined contribution pension scheme on behalf of all eligible employees. The costs of contributions for the year are shown in note 8. Contributions totalling £nil were outstanding at the end of the year (2011: £nil).

#### **Operating leases**

Rentals applicable to operating leases where substantially all of the risks and benefits of ownership remain with the lessor are charged against income as they fall due

#### **Stocks**

Stock is valued at the lower of cost and net realisable value after making due allowance for obsolete or slow moving items.

#### **Tangible fixed assets**

Individual fixed assets consisting more than £300 are capitalized at cost.

Tangible fixed assets are depreciated at rates calculated to write off the cost of each asset over its anticipated useful life at the following rates:

Freehold building	2% per annum
Computer equipment	25% per annum
Membership database	10% per annum
Office furniture and equipment	20% on a reducing balance basis

#### **Investments**

Investments are included at market value at the year end

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

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<b>2.</b>	<b>MEMBERSHIP</b>	<b>2012</b>	<b>2011</b>
		<b>£</b>	<b>£</b>
	Subscriptions	2,482,130	2,368,495
	Corporate membership (Universities)	10,883	10,884
		<u>2,493,013</u>	<u>2,379,379</u>
<b>3.</b>	<b>OTHER INCOME</b>	<b>2012</b>	<b>2011</b>
		<b>£</b>	<b>£</b>
	Short courses	1,345	229
	Room hire	13,973	30,915
	Royalties	-	269
	Other income	118,875	68,813
		<u>134,193</u>	<u>100,226</u>

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

### 4. COMMERCIAL TRADING OPERATIONS AND INVESTMENT IN TRADING SUBSIDIARY

The wholly owned trading subsidiary C.S L.T. (Trading) Limited which is incorporated in England and Wales, pays all its profits to the Charity by gift aid. C.S LT (Trading) Limited publishes the bulletin on behalf of the college and runs its biennial conference.

The Charity owns the entire issued share capital of 2 ordinary shares of £1 each. A summary of the trading results is shown below.

<b>Summary Profit and loss account</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Turnover		
Advertising	255,616	375,869
Communication Champion	247,850	528,497
	<u>503,466</u>	<u>904,366</u>
<b>Cost of sales</b>		
Bulletin	(249,737)	(303,587)
Communication Champion services	(247,851)	(324,232)
	<u>(497,588)</u>	<u>(627,819)</u>
<b>Gross Profit</b>	<b>5,878</b>	<b>276,547</b>
Interest received	126	117
Administration expenses	(2,488)	(220,257)
<b>Net profit</b>	<b>3,516</b>	<b>56,407</b>
Amount gifted to Charity	(3,516)	(21,221)
	<u>-</u>	<u>35,186</u>
<b>Retained in the subsidiary</b>		
<b>The assets and liabilities of the subsidiary were:</b>		
Current assets	143,560	462,572
Creditors' amounts falling due within one year	(138,558)	(457,570)
<b>Total net assets</b>	<b>5,002</b>	<b>5,002</b>
<b>Represented by:</b>		
Aggregate share capital and reserves	2	2
Retained profit in the subsidiary	5,000	5,000
<b>Aggregate share capital and reserves</b>	<b>5,002</b>	<b>5,002</b>
<b>Administration expenses</b>		
Administration expenses include		
Staff costs (note 8)	-	5,066
Audit fees – current year	2,000	2,000

The administration expenses are included in costs of generating funds in the Consolidated Statement of Financial Activities.



# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

5. INVESTMENT INCOME	2012 £	2011 £
Quoted investments	73,706	62,699
Short term deposits	23,828	8,181
Bank interest	319	1,783
	<u>97,853</u>	<u>72,663</u>

6. CHARITABLE ACTIVITIES	Direct Costs £	Support Costs £	Total 2012 £	Total 2011 £
Supporting high quality services to members	914,039	367,566	1,281,605	1,214,516
Influencing policy and information in support of end users	868,763	481,099	1,349,862	1,375,432
	<u>1,782,801</u>	<u>848,666</u>	<u>2,631,466</u>	<u>2,589,948</u>

The main elements of the direct costs are.

	Activities Undertaken Directly £	Direct staff cost £	2012 £	2011 £
Supporting high quality services to members	279,849	634,190	914,039	828,779
Influencing policy and information in support of end users	279,873	588,890	868,763	979,857
<b>Support costs comprise:</b>	<b>Indirect Staff costs £</b>	<b>Overhead Costs £</b>	<b>Total 2012 £</b>	<b>Total 2011 £</b>
Supporting high quality services to members	207,630	159,936	367,566	385,737
Influencing policy and information in support of end users	204,068	277,031	481,099	395,575

Staff costs are allocated on the basis of the proportion of staff time spent in each area. Overheads are allocated in the proportion of staff costs.

Depreciation charges of £80,932 (2011: £77,228) are included in overhead costs.

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

<b>7. GOVERNANCE</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Council and committee expenses	51,917	67,677
Legal and professional fees	6,605	4,306
Audit fees	9,790	13,750
Annual General Meeting	9,821	21,341
	<u>78,133</u>	<u>107,074</u>
<b>8. STAFF COSTS</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Salaries and wages	1,271,821	1,166,526
Social security costs	123,497	126,169
Pension costs	119,206	111,994
Staff recharged by other organisations	16,712	33,874
Temporary staff costs	54,239	73,365
<b>Total staff costs</b>	<u><u>1,585,475</u></u>	<u><u>1,511,928</u></u>

The average number of employees (including ex-officio directors) employed by the group during the year

	<b>2012</b>	<b>2011</b>
	<b>No.</b>	<b>No.</b>
Supporting high quality services to members	11	11
Influencing policy & information in support of end users	13	13
Administration	8	8
Generating funds	3	3
<b>Total staff numbers</b>	<u><u>35</u></u>	<u><u>35</u></u>

One employee received remuneration in the range £70,000 – 80,000 (2011: one), the pension contribution on behalf of this individual was £17,156 (2011: £13,531).

## 9. COUNCIL MEMBERS

No Council member received any remuneration for their services during the year.

Expenses totalling £26,659 (2011: £23,339) relating to 11 (2011: 8) Councillors were reimbursed in the year. These related to travel and incidental costs incurred in carrying out their duties.

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

### 10. TANGIBLE FIXED ASSETS

All assets relate to the Charity and are used for charitable purposes

	Freehold land and buildings £	Office furniture and equipment £	Computers £	Total £
<b>Cost or valuation</b>				
At 1 April 2011	1,953,101	189,622	302,779	2,445,502
Additions	20,199	1,380	17,738	39,317
At 31 March 2012	1,973,300	191,002	320,517	2,484,819
<b>Depreciation</b>				
At 1 April 2011	34,551	165,717	219,596	419,864
Charge for the year	34,801	6,101	40,030	80,932
At 31 March 2012	69,352	171,818	259,626	500,796
<b>Net Book Value</b>				
At 31 March 2012	1,903,948	19,184	60,891	1,984,023
At 31 March 2011	1,918,550	23,905	83,183	2,025,638

The freehold property was revalued at open market value with effect from 31 March 2010 by BGW McDaniel, Chartered Surveyors. The historical cost of the property was £1,182,457. The trustees do not believe that there has been a material change in value of the property since its last valuation.

### 11. INVESTMENTS

	Group		Charity	
	2012 £	2011 £	2012 £	2011 £
<b>Market value</b>				
Subsidiary undertaking (note 4)	-	-	2	2
Quoted investments No 1	2,409,810	2,440,436	2,409,810	2,440,436
Quoted investments No 2	994,260	-	994,260	-
	3,404,070	2,440,436	3,404,072	2,440,438
<b>Movement in investments</b>				
Market value at 1 April 2011	2,440,436	2,351,738	2,440,438	2,351,740
Additions	1,386,825	918,579	1,386,825	918,579
Disposals	(383,167)	(918,579)	(383,167)	(918,579)
(Loss)/gain on revaluation at 31 March 2012	(25,784)	102,767	(25,784)	102,767
Management charges	(14,240)	(14,069)	(14,240)	(14,069)
Market value at 31 March 2012	3,404,070	2,440,436	3,404,072	2,440,438
<b>Historical cost</b>	3,286,256	2,321,876	3,286,258	2,321,876

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

### 11. INVESTMENTS (continued)

#### Material investments

The Investments portfolios are managed by Rathbones and JO Hambro Investment Management. At 31 March 2012 the holdings were.

	Market Value £
UK Fixed Interest Fund	778,996
UK Equity Fund	1,352,385
Overseas Equity Fund	684,904
Alternatives Fund	185,082
Property Fund	90,736
Cash	165,248
Infrastructure	146,719
	<u>3,404,070</u>
Total	

### 12. DEBTORS

	Group		Charity	
	2012 £	2011 £	2012 £	2011 £
Trade debtors	73,027	162,565	17,640	17,071
Subsidiary undertaking	-	-	81,471	307,071
Prepayments and accrued income	39,896	195,126	39,896	195,126
Other debtors	24,200	21,220	11,830	16,124
	<u>137,123</u>	<u>378,911</u>	<u>150,837</u>	<u>535,392</u>

### 13. CREDITORS: amounts falling due within one year

	Group		Charity	
	2012 £	2011 £	2012 £	2011 £
Trade creditors	49,388	298,050	49,389	232,485
Accruals and deferred income	139,713	237,833	94,869	153,775
Taxation and social security	-	113	-	113
Other creditors	-	8,434	-	7,557
	<u>189,101</u>	<u>544,430</u>	<u>144,258</u>	<u>393,930</u>

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

### 14. RESTRICTED FUNDS

		At 1 April 2011 £	Incoming Resources £	Resources expended £	Transfers £	At 31 March 2012 £
Shirley Davis Welfare Fund	(1)	4,817	-	-	-	4,817
Memory Fund	(2)	261	-	-	-	261
Joyce Mitchell Fund	(3)	10,815	43	-	-	10,858
Ruth Gilchrist Fund	(4)	-	10,000	-	-	10,000
Catherine Renfrew Fund	(5)	4,000	-	-	-	4,000
Penny Harrison Fund	(6)	3,670	-	-	-	3,670
TASLTM Fund	(7)	32,067	-	-	-	32,067
Sir Sigmund Stenberg Award	(8)	1,000	2,000	(2,000)	-	1,000
Future Therapists' Project	(9)	25,130	-	-	-	25,130
		<u>81,760</u>	<u>12,043</u>	<u>(2,000)</u>	<u>-</u>	<u>91,803</u>

- (1) The Shirley Davis Welfare Fund was established to assist members who are in hardship.
- (2) The Memory Fund was established to support the retired network members.
- (3) The Joyce Mitchell Fund is to fund work within Criminal Justice
- (4) Ruth Gilchrist Fund is to be used to update the e-learning training for professionals working in the Criminal Justice sector which will be informed by the evaluation.
- (5) The Catherine Renfrew Fund was established to provide study grants to enable members to travel overseas.
- (6) Penny Harrison Fund was established to fund bursaries for Support workers, Newly Qualified Therapists and Students to attend the RCSLT Scientific Conference in March 2009 and 2012
- (7) The Association of Speech & Language Therapy Managers (TASLTM) fund was set up for use by the Management Board to support development and training opportunities for speech and language therapists in management.
- (8) The Sir Sigmund Stenberg Award represents an amount received which was awarded as an individual grant in the year.
- (9) The Future Therapists' Fund represents grants received from the Department of Health and the North West London Workforce Development Confederation for the development of a website and an educational resource on behalf of the Allied Health Profession Federation.

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

### 15. UNRESTRICTED FUNDS

	At 1 April 2011 £	Incoming resources £	Resources expended £	Investment gains £	Transfers £	At 31 March 2012 £
<b>Designated funds</b>						
1 Minor grants	9,000	-	(5,521)	-	5,521	9,000
2 Building project fund	-	17,714	(17,714)	-	300,000	300,000
3 Outcome Measures project fund	50,000	-	(3,191)	-	(16,809)	30,000
4 Commissioning Resources Manual Fund	-	9,600	(9,600)	-	-	-
5 Continuing Professional Development	20,000	-	(8,858)	-	38,858	50,000
6 Website redevelopment	10,000	-	(5,214)	-	5,214	10,000
7 Employment Fund	-	15,000	(15,000)	-	-	-
8 IT development fund (incl DB)	27,540	-	-	-	30,210	57,750
9 RCSLT Giving Voice Campaign Fund	262,956	-	(235,927)	-	92,872	119,901
10 Conference and Awards Ceremony	-	-	-	-	15,000	15,000
11 Overseas conference fund	2,000	-	-	-	-	2,000
12 Leadership Training Fund	40,000	2,782	(42,782)	-	-	-
13 Organisation Development Review Fund	-	8,000	(8,000)	-	50,000	50,000
14 Information Management Project	5,000	-	(5,000)	-	6,000	6,000
15 Criminal Justice Training Fund	21,000	-	(31,358)	-	10,358	-
16 Children Service Policy Statement	50,000	-	-	-	(50,000)	-
17 Other Future designated projects	824,667	-	-	-	(824,667)	-
18 Research with Members	-	9,800	(9,800)	-	-	-
19 NHS Reforms	-	-	-	-	43,040	43,040
20 Development of Regional Hubs	-	-	-	-	45,000	45,000
21 Engaging schools as commissioners	-	-	-	-	8,000	8,000
22 Manchester 2012 Conference	-	-	-	-	23,000	23,000
23 Professional guidance development standards	-	-	-	-	79,500	79,500
24 Learning Solutions and Products	-	-	-	-	24,000	24,000
25 Other RCSLT Campaign Activities Fund	-	-	-	-	35,901	35,901
26 Joint IASLT/RCSLT Event	-	-	-	-	4,500	4,500
27 Membership Support Development	-	-	-	-	17,700	17,700
	<b>1,322,165</b>	<b>62,896</b>	<b>(397,965)</b>	<b>-</b>	<b>(56,803)</b>	<b>930,293</b>
<b>Other unrestricted funds</b>						
General funds	4,454,069	2,672,553	(2,319,917)	-	60,192	4,866,897
Revaluation reserve	972,545	-	-	(25,784)	-	946,761
Non charitable trading funds	5,000	503,466	(500,077)	-	(3,389)	5,000
	<b>6,753,779</b>	<b>3,238,915</b>	<b>(3,217,959)</b>	<b>(25,784)</b>	<b>-</b>	<b>6,748,951</b>

## **ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012**

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#### **15. UNRESTRICTED FUNDS (continued)**

- (1) The Minor grant fund represents money set aside to support research including the payment of grants and awards. These awards are made to students, individuals and institutions who wish to undertake research in the field of speech and language therapy
- (2) The Building project fund is an amount set aside to meet the costs of major works on the premises and refurbishing.
- (3) Outcome Measures project fund - This represents funding to support members with the development of outcome measures.
- (4) Commissioning Resource Manual project fund – Council approved additional funding to the University of Sheffield for the development of five extra syntheses in the financial year 2011/12.
- (5) The Continuing Professional Development fund is to be used for the CPD programme and CPD diary upgrade and to fund the e-learning project.
- (6) The Website redevelopment fund is to be used for updating and maintenance of the website.
- (7) The Employment fund represents money set aside as a contingency to meet unexpected employer claims, noting that discrimination claims are potentially uncapped and also for staff redundancies, should it ever become necessary.
- (8) The IT development fund represents money's set aside to meet IT systems' development needs to include connectivity, redevelopment of conference room and video conferencing over the next two years and laptops for the communication team members.
- (9) RCSLT Giving Voice Campaign Fund has been set up to undertake campaigns for engaging service users and carers, fellow professionals and partner groups to raise awareness and influence key decision makers to improve SLT Services.
- (10) Honours and Awards Ceremony Fund is to be used for the annual honours and awards ceremony and dinner.
- (11) The Overseas Conference Fund represents money set aside each year to fund a member of Council/Board to represent RCSLT at a conference
- (12) Leadership Training Fund – This will be an initiative to support the RCSLT membership in developing leadership and influencing skills. It will require RCSLT to employ the services and expertise of an external organisation in order to provide this CPD opportunity to members.
- (13) The Organisation Development Review Fund - represents an amount set aside for supporting the delivery of the new RCSLT strategic plan.
- (14) Information Management project fund is to be used as a resource to handle information/publications that will contribute to the knowledge management agenda, to subscribe to Dods parliamentary monitoring/contact database and for information management development including electronic archiving
- (15) Criminal Justice Training Fund project fund is to be used for employing a project manager/consultant to develop the Criminal Justice model of service delivery.
- (16) Children Service Policy Statement Fund is to be used for employing a project manager/consultant to oversee an deliver a new version of children's services
- (17) Other future designated projects fund include funds set aside for building improvement, member engagement, knowledge transfer project (KTP) IT, E-Learning Project, Commissioning resources and CQ4.
- (18) Research with Members Fund represents money spent on members perspectives of College and plans for the future.
- (19) NHS Reforms project fund will be used to retain essential staff and otherwise provide resources to assist members with changes arising from the Health & Social Care Act 2012.

# ROYAL COLLEGE OF SPEECH AND LANGUAGE THERAPISTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

### 15. UNRESTRICTED FUNDS (continued)

- (20) Development of Regional Hubs project fund – Council approved the development of regional professional networks to support members to develop and disseminate research and evidence based practice.
- (21) Engaging Schools as Commissioners project fund – Council approved funding to support members in engaging Schools as Commissioners.
- (22) Manchester Conference 2012 subsidy is to be used for subsidising the ticket price for the Manchester 2012 conference or to underwrite losses to be incurred from the conference.
- (23) Professional Guidance Development Standards project fund has been established to ensure regular updates of current professional guidance and the development of new guidance.
- (24) Learning Solutions and Products fund is money set aside to develop online resources notably a package called “The Box” which is a tool for professionals working in the Criminal Justice sector to recognised communication difficulties.
- (25) Other RCSLT Campaign Activities Fund will be used to promote the protection and growth of services for people with communication and swallowing needs, through activities consistent with our charitable status.
- (26) Joint IASLT/RCSLT Events will be used to contribute to a one-off joint event with our sister organisation in the Republic of Ireland, in the interest of our own members
- (27) Membership Support Development fund is money set aside to support members in Scotland, Wales and Northern Ireland in engaging effectively with developments in their professional lives.

### 16. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Unrestricted funds		Restricted	Total
	Designated	Other	Funds	
	£	£	£	£
Tangible fixed assets	-	1,984,023	-	1,984,023
Investments	-	3,404,070	-	3,404,070
Current assets	930,293	619,666	91,803	1,641,761
Creditors	-	(189,101)	-	(189,101)
	<u>930,293</u>	<u>5,818,658</u>	<u>91,803</u>	<u>6,840,754</u>

### 17. OPERATING LEASE COMMITMENTS

The Charity is committed to making annual payments of £15,740 (2011. £46,099) in respect of an operating lease for equipment expiring in 5 years.