

Kent Language and Communication Centre Limited
(A company limited by guarantee)

Annual report
for the year ended 31 March 1999

Company number: 3262602
Charity number: 1058697



Kent Language and Communication Centre Limited

Annual report for the year ended 31 March 1999

	Page
Report of the council	1
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Principal accounting policies	7
Notes to the accounts	8

Kent Language and Communication Centre Limited

Report of the council for the year ended 31 March 1999

Governing instrument

The charity was established as a company limited by guarantee on 11 October 1996 and is governed by the memorandum and articles of the company. The company number is 3262602 and the registered number of the charity is 1058697.

Trustees and organisation of the charity

The members of the charity, comprising the subscribers to the memorandum, council members and other persons admitted by the council, elect individuals to serve on the council. The council members act as directors of the company and trustees of the charity.

The council members who served throughout the period were:

J Butcher	(Chairman)
Rev J Hewes	(Treasurer)
U Martindale	(Secretary)
M Westacott	
T Fagg	
H Butler-Gallie	
G Turner	
S White	

Registered office

56 Mountbatten Way
Brabourne Lees
Ashford
Kent TN25 6PU

Solicitors

Kingsford Flower & Pain
2 Elwick Road
Ashford
Kent
TN25 1PD

Bankers

Barclays Bank
66 High Street
Ashford
Kent TN24 8TL

Accountants

Chavereys
Cherry Court
Victoria Road
Ashford
Kent TN23 7HE

Kent Language and Communication Centre Limited

Report of the council for the year ended 31 March 1999

Restrictions in the Charity's operations

- (a) *Investment.* There are no restrictions, the memorandum and articles of the company provides the trustees with the widest powers of investing, disposing of and dealing with the trust fund which are lawfully capable of being conferred on trustees.
- (b) *Expenditure.* The whole of sums expended, whether income or capital, shall be applied for purposes coming within the legal definition of charitable purposes.

The objectives and organisation of the charity

The charity was set up for any of the following charitable objects so far as such objects may be supported by a body of persons established for charitable purposes only:-

- (a) To take all measures to assist children with disabilities, their families and carers, so far as it is possible to achieve self-determination.
- (b) To provide, maintain and manage assessment and training centres, nurseries, day and residential centres.
- (c) To encourage the provision of appropriate facilities for diagnosis and treatment.
- (d) To promote, conduct and engage in research and experiment work calculated to be of benefit to children with disabilities, their families and carers.
- (e) To collect and disseminate information relating to the foregoing objects.

Review of the year's activities

The last year has seen continued action by the charity to impress upon the statutory authorities the need for an early decision upon the proposed centre for the assessment and follow-up service for children and young adults with severe communication difficulties. This has been effected by lobbying at both local and county level and by membership of relevant committees of the Kent County Council, particularly by collaboration in the consultation process of "All Together Better" which is examining the future direction of Special Educational Needs in Kent.

Development and future plans

The key aim is to endeavour to ensure that the centre comes into being. In promoting this the charity will continue to develop partnerships with Corporate Sponsors, Grant Making Trusts and local fund raising groups as well as increasing local awareness of the potential benefits that the charity and the centre would offer to meet the needs of children and young adults with severe communication difficulties and their families.

Financial review

The net movement in funds for the year amounted to £5,948 which is credited to the revenue reserve.

The trust has sufficient funds available to fulfil its obligations.

Kent Language and Communication Centre Limited

Report of the council for the year ended 31 March 1999

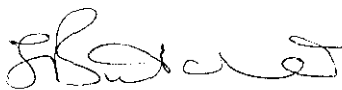
Statement of council members' responsibilities

Company and Charity law requires the council members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the statement of financial activities for that period. In preparing those financial statements the trustees are required to:-

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies are in accordance with applicable accounting standards;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The council members 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 statements comply with the Charities Act 1993 and the Companies Act 1985. 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.

Signed on behalf of the council



J Butcher
Chairman
7 July 1999

Kent Language and Communication Centre Limited

Independent examiner's report to the council

We have examined, without carrying out an audit, the accounts for the year ended 31 March 1999 set out on pages 5 to 9.

Respective responsibilities of council and independent examiner

As described on page 3 the council are responsible for the preparation of the accounts, and they have elected under section 43(3) Charities Act 1993 (the Act) that the accounts be subject to independent examination. It is our responsibility to examine the accounts and, based on our examination, to report our opinion, as set out below, to the trustees.

Basis of opinion

We conducted our examination under section 43 and in accordance with the directions of the Charity Commissioners under section 43(7) of the Act.

The examination was not an audit conducted in accordance with Auditing Standards. Accordingly, we do not express an audit opinion on the accounts. Therefore our examination does not provide any assurance that the accounting records and the accounts are free from material misstatement.

Opinion

In our opinion nothing has come to our attention which gives us reasonable cause to believe that in any material respect:-

- i accounting records have not been kept in respect of the Kent Language and Communication Centre Limited in accordance with section 41 of the 1993 Act; or
- ii the accounts do not accord with those records; or
- iii in the case of an examination of accounts, a statement of which has been prepared under section 42(1) of the Act, the statement of accounts does not comply with any of the requirements specified in paragraph 1 of Part III of Schedule I to these Regulations.

No matter has come to our attention in connection with the examination to which, in our opinion, attention should be drawn in our report, in order to enable a proper understanding of the accounts to be reached.

Chavereys
Reporting Accountants
Ashford
7 July 1999

Kent Language and Communication Centre Limited

Statement of financial activities for the year ended 31 March 1999

		Unrestricted fund	Unrestricted fund
	Note	1999 £	1998 £
Income and expenditure			
Incoming resources			
Donations		5,604	23,381
Fashion Show		1,276	2,089
Link Day		230	600
Interest on deposits		914	429
Total incoming resources		8,024	26,499
Resources expended			
Fund raising expenditure	1	240	1,754
Management and administration	2	1,836	4,338
Total resources expended		2,076	6,092
Net fund movement		5,948	20,407
Balance brought forward at 1 April 1998		20,407	-
Balance carried forward at 31 March 1999		26,355	20,407

Kent Language and Communication Centre Limited

Balance sheet as at 31 March 1999

	Note	1999 £	£	1998 £	£
Fixed assets	3		784		1,568
Current assets					
Cash at bank and in hand	4	25,571		18,957	
Prepayments		-		24	
		25,571		18,981	
Current liabilities					
Creditors and accruals		-		142	
Net current assets			25,571		18,839
Net assets			26,355		20,407
Represented by					
Unrestricted reserves					
Retained income	5		26,355		20,407
			26,355		20,407

The council have taken advantage of the exemption conferred by s249A(1) not to have these accounts audited and confirms that no notice in writing has been deposited under s249B(2) of the Companies Act 1985.

The council acknowledge their responsibilities for ensuring that:

- i The company keeps accounting records which comply with s221 of the Companies Act 1985, and
- ii The accounts give a true and fair view of the state of the affairs of the company as at 31 March 1999 and of its surplus for the year then ended in accordance with the requirements of s226, and which otherwise comply with the requirements of the Companies Act 1985 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.

Councils' certificate

We approve the accounts set out on pages 5 to 9 disclosing net movement in funds of £5,948 and confirm that we have made available all relevant records and information for their preparation.

J Butcher
Chairman
7 July 1999



Kent Language and Communication Centre Limited**Principal accounting policies**

The accounts have been prepared in accordance with applicable accounting standards in the United Kingdom. A summary of the more important accounting policies, which have been applied consistently, is set out below.

Basis of accounting

These financial statements are prepared in accordance with the historical cost convention.

Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset evenly over its expected useful life as follows:

Office equipment	3 years straight line
------------------	-----------------------

Management and administration expenditure

Management and administration expenditure includes all expenditure not directly related to the charitable activity.

Kent Language and Communication Centre Limited

Notes to the accounts for the year ended 31 March 1999

1 Fund raising expenditure

	1999 £	1998 £
Promotional function	240	1,080
Fund raising consultancy	-	674
	<u>240</u>	<u>1,754</u>

2 Management and administration

	1999 £	1998 £
Directories and books	-	212
Telephone	292	425
Repairs and renewals	117	34
Motor expenses and travel	-	66
Printing, stationery and postage	394	2,223
Bank charges and interest	193	151
Courses	-	260
Sundry expenses	56	184
Depreciation	784	783
	<u>1,836</u>	<u>4,338</u>

3 Fixed assets

	Office equipment £
Cost	
at 1 April 1998	<u>2,351</u>
At 31 March 1999	<u>2,351</u>
Depreciation	
at 1 April 1998	783
Charge for year	<u>784</u>
At 31 March 1998	<u>1,567</u>
Net book value	
At 31 March 1999	<u>784</u>
At 31 March 1998	<u>1,568</u>

4 Cash at bank and in hand

	1999 £	1998 £
Current account	5,893	10,112
High interest account	18,471	7,717
Building society account	1,107	1,028
Cash in hand	100	100
	<u>25,571</u>	<u>18,957</u>

Kent Language and Communication Centre Limited

Notes to the accounts for the year ended 31 March 1999

5 Unrestricted reserves

	1999	1998 £
Balance at 1 April 1998	20,407	-
Net fund movement	5,948	20,407
Balance at 31 March 1998	<u>26,355</u>	<u>20,407</u>

Unrestricted reserves are held for the furtherance of the objectives of the charity.

6 Company limited by guarantee

The company has no share capital. In the event of the company being wound up the liability of each member is limited to £5.

7 Taxation

The charity is exempt from UK taxation on the surplus for the year ended 31 March 1999 because all of the surplus will be applied for charitable purposes only and were derived from activities carried on as part of the primary purpose of the charity.