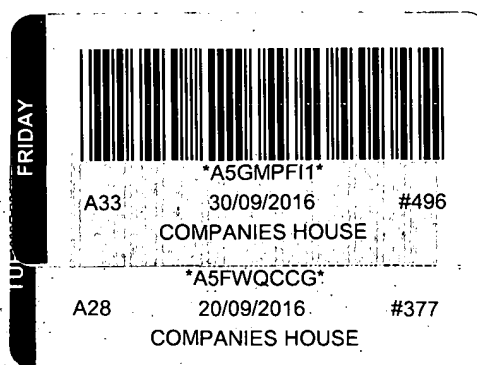


REGISTERED COMPANY NUMBER: 03262602 (England and Wales)
REGISTERED CHARITY NUMBER: 1058697

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016
FOR
FIND A VOICE



Cassidys Chartered Accountants
~~South Stour Offices~~
Roman Road
Mersham
Ashford
Kent
TN25 7HS

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FOR THE YEAR ENDED 31 MARCH 2016

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03262602 (England and Wales)

Registered Charity number

1058697

Registered office

49 Beaver Lane
Ashford
Kent
TN23 5NU

Trustees

President

Alistair Dutch OBE

Vice President

Michael Cloughton

Patrons

Mary Holness
Damian Green MP
Wendy Rowe
Jan Francis
Lee Ridley
Nicholas Witchell

Management Committee

Mrs Sue Soan	-Chairperson
Mrs Eryll Wollett	-Trustee (Resigned 20/08/2015)
Mr Edward Hawkins	-Trustee
Mrs Nicola Liddell	-Treasurer and Trustee (Resigned 31/01/2016)
Mr Josh Coleman	-Trustee
Mr Emile Greenwood	-Trustee
Miss Joanne Chessum	-Trustee (Appointed 22/03/2016)
Mr David Everett	-Treasurer and Trustee (Appointed 01/02/2016)

Advisors

Charles McDonald

Independent examiner

Cassidys Chartered Accountants
South Stour Offices
Roman Road
Mersham
Ashford
Kent
TN25 7HS

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 11 October 1996.

The company was originally incorporated under the Kent and Language and Communication Centre and changed its name to Find A Voice in a special resolution dated 27 February 2001.

The company is constituted under a Memorandum of Association dated 11 October 1996 and is a registered charity number 1058697.

The principal objective of the company is to help those people with severe speech, language, communications difficulties or learning difficulties realise their potential, learn life skills and achieve as much independence as is possible.

Recruitment and appointment of new trustees

The directors of the company are also the trustees under charity law and are known as The Management Committee under the company's articles. They give their time voluntarily and receive no remuneration or benefit from the company. The Trustees elect new members to the board.

Organisational structure

We are a small charity and our structure reflects this. The Board of Directors is collectively responsible for the strategic overview of the charity and its affairs. The Treasurer, who is a board member, oversees the financial well being of the charity and keeps the Board appraised on financial matters.

In addition to paid staff, who are part time, the charity is generously supported by a numbers of volunteers who carry out numerous functions.

Amongst our supporters we have a number of individuals the trustees wish to be formally recognised as Patrons.

Risk management

The trustees and directors continually assess the major risks to which the company is exposed, in particular those that relate to operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate their exposure to major risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our charity's purpose as set out in the objects contained in the company's memorandum of association are to:

- a) Provide relief, assistance and training to people living predominantly (but not exclusively) in Kent and the South East of England who have speech, language, communication or learning difficulties.
- b) Provide families, carers and professionals with advice, information, support, a free resource library of equipment, and training within the County of Kent and SE England.
- c) Assist people with a speech, language, communication or learning difficulty, their families and carers, so far as it is possible to achieve self determination.
- d) Provide, maintain and manage training centres and other resources appropriate to provide relief and assistance for people with speech, language, communication or learning difficulties.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Strategies for achieving objectives

Ensuring our work delivers our aims

We support people of all ages through our Resource Library and Outreach, and through our Training Centre in Ashford. We monitor the quality of these services and continuously seek feedback from our clients to ensure that the services are beneficial and life enhancing.

Activities for achieving objectives

Library and Outreach

Working with carers and speech professionals, we provide those with severe communication problems with a wide variety of equipment to aid their communications and development. This equipment is loaned by "Find A Voice" free of charge. We provide access to a wide variety of equipment which would not otherwise be available to those in need. The equipment we loan varies in design and complexity and can range from simple switching devices to the latest tablet based communication aids. Technology is playing an ever greater part in the work we do and provides opportunities to enhance the lives of those with communication difficulties.

The equipment cost to provide such a service is considerable, and our library needs to be constantly replenished and updated. We are indebted to all of our supporters and funding organisations for their generous support, without which we would not be able to carry out the work we do.

ACHIEVEMENT AND PERFORMANCE

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Review of activities

Attached to this report are the financial statements for the year ended 31 March 2016. These statements describe the financial activities of the company.

The economic climate continues to prove difficult for the charitable sector, particularly the small charities such as Find A Voice. Whilst it has improved recently, we have continued to find it harder to generate funds so desperately needed to sustain the work we do. Despite this we continue to receive support from many generous individuals, companies, grant making bodies and the like. It is always humbling to witness first hand the generosity of the community and the goodwill that is so evident towards Find A Voice.

Investment policy and performance

There are no restrictions to the investment policy, 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. The trustees are satisfied with the performance of investments made.

FINANCIAL REVIEW

Reserves policy

It is the policy of the trustees to retain sufficient funds for a minimum of three months net expenditure costs with an ambition to move this to six months.

FUTURE DEVELOPMENTS

Our activities as described above are much needed. It would, with the correct resourcing, be possible to expand our sphere of influence beyond our current geographical reach. This is firmly in the mind of Trustees and is our longer term vision. For the future, we believe that there will be an even greater demand for the services we provide. We will need to be imaginative in the way in which we raise funds. We will live within our means and ensure that every penny we raise goes towards those whom we support.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

TRAINING

At Ashford we are providing adults with speech, communication and learning difficulties, training in a range of personal and social skills, thereby helping them meet the challenges of their daily lives and giving them a degree of independence which they otherwise would not enjoy. Their work programmes are carefully planned and delivered. Many work towards a qualification under the ASDAN Personal and Social Development programmes of education. Some may go on to take a GCSE level qualification.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Find A Voice for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 statements 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.

Approved by order of the board of trustees on 8 September 2016 and signed on its behalf by:

Trustee


DAVID EVERETT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FIND A VOICE

I report on the accounts for the year ended 31 March 2016 set out on pages six to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Cassidy Ltd

Cassidys Chartered Accountants
South Stour Offices
Roman Road
Mersham
Ashford
Kent
TN25 7HS

Date: 19th September 2016

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

		Unrestricted funds £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		24,653	16,239	40,892	46,092
Activities for generating funds	2	26,638	-	26,638	58,213
Investment income	3	17	-	17	21
Other incoming resources		<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>
Total incoming resources		53,308	16,239	69,547	106,326
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		3,546	-	3,546	6,166
Charitable activities					
General		62,421	10,185	72,606	57,744
Governance costs		781	-	781	-
Other resources expended		<u>15,502</u>	<u>5,739</u>	<u>21,241</u>	<u>27,106</u>
Total resources expended		82,250	15,924	98,174	91,016
NET INCOMING/(OUTGOING) RESOURCES					
		(28,942)	315	(28,627)	15,310
RECONCILIATION OF FUNDS					
Total funds brought forward		58,702	485	59,187	43,877
TOTAL FUNDS CARRIED FORWARD		<u>29,760</u>	<u>800</u>	<u>30,560</u>	<u>59,187</u>

The notes form part of these financial statements

FIND A VOICE

BALANCE SHEET
AT 31 MARCH 2016

		Unrestricted funds	Restricted funds	31.3.16 Total funds	31.3.15 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	7	467	-	467	934
CURRENT ASSETS					
Debtors	8	4,483	-	4,483	4,564
Cash at bank and in hand		<u>28,679</u>	<u>800</u>	<u>29,479</u>	<u>55,671</u>
		33,162	800	33,962	60,235
CREDITORS					
Amounts falling due within one year	9	(3,869)	-	(3,869)	(1,982)
NET CURRENT ASSETS		<u>29,293</u>	<u>800</u>	<u>30,093</u>	<u>58,253</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>29,760</u>	<u>800</u>	<u>30,560</u>	<u>59,187</u>
NET ASSETS		<u>29,760</u>	<u>800</u>	<u>30,560</u>	<u>59,187</u>
FUNDS	10				
Unrestricted funds				29,760	58,702
Restricted funds				<u>800</u>	<u>485</u>
TOTAL FUNDS				<u>30,560</u>	<u>59,187</u>

The notes form part of these financial statements

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BALANCE SHEET - CONTINUED
AT 31 MARCH 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

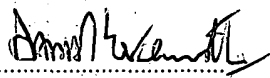
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 8 September 2016 and were signed on its behalf by:


Trustee **DAVID EVERETT**

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings	- in accordance with the property
Plant and machinery etc	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.16	31.3.15
	£	£
Fundraising events	<u>26,638</u>	<u>58,213</u>

3. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Interest received	<u>17</u>	<u>21</u>

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Depreciation - owned assets	467	1,274
Other operating leases	<u>5,739</u>	<u>5,739</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

During the year, a total of £440 was paid to trustees for expenses. None were paid for the year ended 31 March 2015.

6. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	<u>66,424</u>	<u>57,003</u>

The average monthly number of employees during the year was as follows:

	31.3.16	31.3.15
General	<u>6</u>	<u>6</u>

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 April 2015 and 31 March 2016	<u>9,665</u>	<u>24,160</u>	<u>33,825</u>
DEPRECIATION			
At 1 April 2015	9,665	23,226	32,891
Charge for year	<u>-</u>	<u>467</u>	<u>467</u>
At 31 March 2016	<u>9,665</u>	<u>23,693</u>	<u>33,358</u>
NET BOOK VALUE			
At 31 March 2016	<u>-</u>	<u>467</u>	<u>467</u>
At 31 March 2015	<u>-</u>	<u>934</u>	<u>934</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade debtors	3,495	3,276
Other debtors	<u>988</u>	<u>1,288</u>
	<u>4,483</u>	<u>4,564</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Trade creditors	2,352	1,617
Taxation and social security	639	-
Other creditors	<u>878</u>	<u>365</u>
	<u>3,869</u>	<u>1,982</u>

10. MOVEMENT IN FUNDS

	At 1/4/15	Net movement in funds	At 31/3/16
	£	£	£
Unrestricted funds			
General fund	58,622	(28,942)	29,680
Building	<u>80</u>	<u>-</u>	<u>80</u>
	58,702	(28,942)	29,760
Restricted funds			
Retainagroup	485	-	485
Kent Community Foundation	<u>-</u>	<u>315</u>	<u>315</u>
	485	315	800
TOTAL FUNDS	<u>59,187</u>	<u>(28,627)</u>	<u>30,560</u>

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

10. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,308	(82,250)	(28,942)
Restricted funds			
Retainagroup	5,739	(5,739)	-
Hedley Foundation	3,000	(3,000)	-
Kent Community Foundation	3,500	(3,185)	315
Kent County Council Communication	2,500	(2,500)	-
Barchester Foundation	1,500	(1,500)	-
	16,239	(15,924)	315
TOTAL FUNDS	<u>69,547</u>	<u>(98,174)</u>	<u>(28,627)</u>

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DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	31.3.16 £	31.3.15 £
INCOMING RESOURCES		
Voluntary income		
Donations	25,392	43,884
Grants	<u>15,500</u>	<u>2,208</u>
	40,892	46,092
Activities for generating funds		
Fundraising events	26,638	58,213
Investment income		
Interest received	17	21
Other incoming resources		
Employment Allowance	<u>2,000</u>	<u>2,000</u>
Total incoming resources	69,547	106,326
RESOURCES EXPENDED		
Costs of generating voluntary income		
Fundraising expenses	3,546	6,166
Charitable activities		
Wages	66,424	57,003
Resource library purchases	<u>5,685</u>	<u>741</u>
	72,109	57,744
Governance costs		
Accountancy	781	-
Support costs		
Management		
Other operating leases	5,739	5,739
Rates and water	192	163
Insurance	2,215	1,531
Light and heat	1,519	1,320
Telephone	1,173	1,125
Postage and stationery	3,548	4,858
Advertising	320	-
Sundries	848	1,486
Repairs and renewals	2,072	2,705
Motor expenses	2,428	4,441
Staff training & CRB	1,217	2,449
Carried forward	21,271	25,817

This page does not form part of the statutory financial statements

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DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016

	31.3.16	31.3.15
	£	£
Management		
Brought forward	21,271	25,817
Bad debts	<u>-</u>	<u>15</u>
	21,271	25,832
Depreciation		
Fixtures and fittings	<u>467</u>	<u>1,274</u>
Total resources expended	<u>98,174</u>	<u>91,016</u>
Net (expenditure)/income	<u>(28,627)</u>	<u>15,310</u>

This page does not form part of the statutory financial statements