

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 2019  
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 2019

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## FIND A VOICE

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2019

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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 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **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.

##### **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 finding 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 2019. 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.

## FIND A VOICE

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2019

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **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 PLANS**

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.

#### **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.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

03262602 (England and Wales)

## FIND A VOICE

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2019

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#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1058697

##### **Registered office**

49 Beaver Lane  
Ashford  
Kent  
TN23 5NU

##### **Trustees**

###### **President**

Alistair Dutch OBE

###### **Vice President**

Michael Cloughton

##### **Patrons**

Damian Green MP  
Nicholas Witchell  
Wendy Rowe  
Lee Ridley  
Geraldine Dyer  
Brian Dyer

##### **Management Committee**

|                     |   |
|---------------------|---|
| Mr Josh Coleman     | - Chairman and Trustee                        |
| Mr Emile Greenwood  | - Secretary and Trustee (resigned 13/08/2018) |
| Miss Joanne Chessum | - Trustee                                     |
| Mr David Everett    | - Treasurer and Trustee                       |
| Mrs Lorna Hughes    | - Trustee                                     |
| Mr Graeme Dutch     | - Trustee                                     |
| Mrs Sonia Sivyer    | - Trustee                                     |

##### **Advisors**

Charles McDonald

##### **Independent examiner**

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

#### **TRAINING**

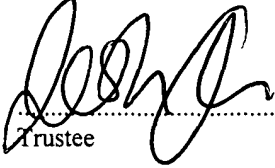
At Ashford we are providing adults with speech, communication and learning difficulties, training in a range of personal and social skills, thereby helping them meet the challenges of their daily lives and giving them a degree of independence which they otherwise would not enjoy. Their work programmes 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.

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REPORT OF THE TRUSTEES  
for the Year Ended 31 March 2019

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Approved by order of the board of trustees on 8 August 2019 and signed on its behalf by:

  
.....  
Trustee

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

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**Independent examiner's report to the trustees of Find A Voice ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



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

Date: 9<sup>th</sup> August 2019

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STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2019

|                                    | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.3.19<br>Total<br>funds<br>£ | 31.3.18<br>Total<br>funds<br>£ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                            |                          |                                |                                |
| Donations and legacies             |       | 35,720                     | 40,254                   | 75,974                         | 39,678                         |
| Other trading activities           | 2     | 32,181                     | -                        | 32,181                         | 37,091                         |
| Investment income                  | 3     | 98                         | -                        | 98                             | 27                             |
| Other income                       |       | 2,564                      | -                        | 2,564                          | 3,482                          |
| <b>Total</b>                       |       | <b>70,563</b>              | <b>40,254</b>            | <b>110,817</b>                 | <b>80,278</b>                  |
| <b>EXPENDITURE ON</b>              |       |                            |                          |                                |                                |
| Raising funds                      |       | 12,921                     | -                        | 12,921                         | 9,558                          |
| Charitable activities              |       |                            |                          |                                |                                |
| General                            |       | 56,276                     | 39,561                   | 95,837                         | 73,157                         |
| Other                              |       | -                          | -                        | -                              | (247)                          |
| <b>Total</b>                       |       | <b>69,197</b>              | <b>39,561</b>            | <b>108,758</b>                 | <b>82,468</b>                  |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>1,366</b>               | <b>693</b>               | <b>2,059</b>                   | <b>(2,190)</b>                 |
| <b>Transfers between funds</b>     | 11    | <b>3,500</b>               | <b>(3,500)</b>           | <b>-</b>                       | <b>-</b>                       |
| <b>Net movement in funds</b>       |       | <b>4,866</b>               | <b>(2,807)</b>           | <b>2,059</b>                   | <b>(2,190)</b>                 |
| <b>RECONCILIATION OF FUNDS</b>     |       |                            |                          |                                |                                |
| <b>Total funds brought forward</b> |       | <b>35,734</b>              | <b>11,269</b>            | <b>47,003</b>                  | <b>49,193</b>                  |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>40,600</b>              | <b>8,462</b>             | <b>49,062</b>                  | <b>47,003</b>                  |

The notes form part of these financial statements



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BALANCE SHEET

At 31 March 2019

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|  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 31.3.19<br>Total<br>funds<br>£ | 31.3.18<br>Total<br>funds<br>£ |
|--|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              |       |                            |                          |                                |                                |
| Tangible assets                                  | 8     | 742                        | -                        | 742                            | 1,114                          |
| <b>CURRENT ASSETS</b>                            |       |                            |                          |                                |                                |
| Debtors  | 9     | 2,997                      | -                        | 2,997                          | 3,299                          |
| Cash at bank and in hand                         |       | 40,320                     | 8,462                    | 48,782                         | 44,046                         |
|  |       | <u>43,317</u>              | <u>8,462</u>             | <u>51,779</u>                  | <u>47,345</u>                  |
| <b>CREDITORS</b>                                 |       |                            |                          |                                |                                |
| Amounts falling due within one year              | 10    | (3,459)                    | -                        | (3,459)                        | (1,456)                        |
| <b>NET CURRENT ASSETS</b>                        |       | <u>39,858</u>              | <u>8,462</u>             | <u>48,320</u>                  | <u>45,889</u>                  |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>40,600</u>              | <u>8,462</u>             | <u>49,062</u>                  | <u>47,003</u>                  |
| <b>NET ASSETS</b>                                |       | <u>40,600</u>              | <u>8,462</u>             | <u>49,062</u>                  | <u>47,003</u>                  |
| <b>FUNDS</b>                                     | 11    |                            |                          |                                |                                |
| Unrestricted funds                               |       |                            |                          | 40,600                         | 35,734                         |
| Restricted funds                                 |       |                            |                          | <u>8,462</u>                   | <u>11,269</u>                  |
| <b>TOTAL FUNDS</b>                               |       |                            |                          | <u>49,062</u>                  | <u>47,003</u>                  |

The notes form part of these financial statements

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BALANCE SHEET - CONTINUED

At 31 March 2019

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

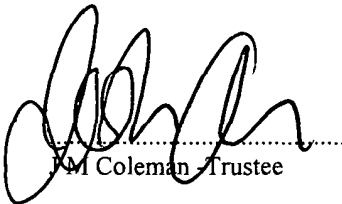
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

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 charitable small companies.

The financial statements were approved by the Board of Trustees on 8 August 2019 and were signed on its behalf by:



J M Coleman - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2019

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

|                       |                                   |
|-----------------------|-----------------------------------|
| Short leasehold       | - in accordance with the property |
| Fixtures and fittings | - 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.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. OTHER TRADING ACTIVITIES**

|                    | 31.3.19           | 31.3.18           |
|--------------------|-------------------|-------------------|
|                    | £                 | £                 |
| Fundraising events | 32,181            | 37,091            |
|                    | <u>          </u> | <u>          </u> |

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

**3. INVESTMENT INCOME**

|                   | 31.3.19           | 31.3.18           |
|-------------------|-------------------|-------------------|
|                   | £                 | £                 |
| Interest received | 98                | 27                |
|                   | <u>          </u> | <u>          </u> |

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

|                                    | 31.3.19           | 31.3.18           |
|------------------------------------|-------------------|-------------------|
|                                    | £                 | £                 |
| Depreciation - owned assets        | 372               | 372               |
| Hire of plant and machinery        | 1,131             | 932               |
| Other operating leases             | 5,775             | 5,739             |
| Surplus on disposal of fixed asset | -                 | (1,000)           |
|                                    | <u>          </u> | <u>          </u> |

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**6. STAFF COSTS**

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

|         | 31.3.19           | 31.3.18           |
|---------|-------------------|-------------------|
| General | 3                 | 3                 |
|         | <u>          </u> | <u>          </u> |

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

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-----------------------------------|----------------------------|--------------------------|---------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |                          |                     |
| Donations and legacies            | 26,123                     | 13,555                   | 39,678              |
| Other trading activities          | 37,091                     | -                        | 37,091              |
| Investment income                 | 27                         | -                        | 27                  |
| Other income                      | 3,482                      | -                        | 3,482               |
|                                   | <u>          </u>          | <u>          </u>        | <u>          </u>   |
| <b>Total</b>                      | 66,723                     | 13,555                   | 80,278              |
| <br><b>EXPENDITURE ON</b>         |                            |                          |                     |
| Raising funds                     | 9,558                      | -                        | 9,558               |
| <b>Charitable activities</b>      |                            |                          |                     |
| Carried forward                   |                            |                          |                     |

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

|                                    | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£  |
|------------------------------------|----------------------------|--------------------------|----------------------|
| <b>Charitable activities</b>       |                            |                          |                      |
| Brought forward                    |                            |                          |                      |
| General                            | 68,062                     | 5,095                    | 73,157               |
| Other                              | (247)                      | -                        | (247)                |
| <b>Total</b>                       | <u>77,373</u>              | <u>5,095</u>             | <u>82,468</u>        |
| <b>NET INCOME/(EXPENDITURE)</b>    | <u>(10,650)</u>            | <u>8,460</u>             | <u>(2,190)</u>       |
| <b>RECONCILIATION OF FUNDS</b>     |                            |                          |                      |
| Total funds brought forward        | 46,384                     | 2,809                    | 49,193               |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u><u>35,734</u></u>       | <u><u>11,269</u></u>     | <u><u>47,003</u></u> |

**8. TANGIBLE FIXED ASSETS**

|                                   | Short<br>leasehold<br>£ | Fixtures and<br>fittings<br>£ | Totals<br>£   |
|-----------------------------------|-------------------------|-------------------------------|---------------|
| <b>COST</b>                       |                         |                               |               |
| At 1 April 2018 and 31 March 2019 | <u>9,665</u>            | <u>19,934</u>                 | <u>29,599</u> |
| <b>DEPRECIATION</b>               |                         |                               |               |
| At 1 April 2018                   | 9,665                   | 18,820                        | 28,485        |
| Charge for year                   | -                       | 372                           | 372           |
| At 31 March 2019                  | <u>9,665</u>            | <u>19,192</u>                 | <u>28,857</u> |
| <b>NET BOOK VALUE</b>             |                         |                               |               |
| At 31 March 2019                  | <u>-</u>                | <u>742</u>                    | <u>742</u>    |
| At 31 March 2018                  | <u>-</u>                | <u>1,114</u>                  | <u>1,114</u>  |

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                |              |              |
|--------------------------------|--------------|--------------|
|                                | 31.3.19<br>£ | 31.3.18<br>£ |
| Trade debtors                  | 2,257        | 2,290        |
| Prepayments and accrued income | 740          | 1,009        |
|                                | <u>2,997</u> | <u>3,299</u> |

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 31.3.19      | 31.3.18      |
|---------------------------------|--------------|--------------|
|                                 | £            | £            |
| Trade creditors                 | 2,142        | 259          |
| Social security and other taxes | 349          | 365          |
| Other creditors                 | 38           | 12           |
| Accrued expenses                | 930          | 820          |
|                                 | <u>3,459</u> | <u>1,456</u> |

**11. MOVEMENT IN FUNDS**

|                           | At 1/4/18     | Net movement<br>in funds | Transfers<br>between funds | At 31/3/19    |
|---------------------------|---------------|--------------------------|----------------------------|---------------|
|                           | £             | £                        | £                          | £             |
| <b>Unrestricted funds</b> |               |                          |                            |               |
| General fund              | 35,654        | 1,366                    | 3,500                      | 40,520        |
| Building                  | 80            | -                        | -                          | 80            |
|                           | <u>35,734</u> | <u>1,366</u>             | <u>3,500</u>               | <u>40,600</u> |
| <b>Restricted funds</b>   |               |                          |                            |               |
| Retainagroup              | -             | 1,506                    | -                          | 1,506         |
| Big Lottery               | -             | 1,968                    | -                          | 1,968         |
| Kent Community Foundation | 3,500         | -                        | (3,500)                    | -             |
| Ward & Partners           | 425           | (425)                    | -                          | -             |
| Kent CAN                  | 2,594         | (1,767)                  | -                          | 827           |
| Cole Charitable Trust     | 500           | (500)                    | -                          | -             |
| Tesco                     | 3,750         | (3,750)                  | -                          | -             |
| The Cotton Trust          | 500           | (500)                    | -                          | -             |
| Children In Need          | -             | 1,511                    | -                          | 1,511         |
| St James's Place          | -             | 1,350                    | -                          | 1,350         |
| The Lawson Endowment Fund | -             | 1,300                    | -                          | 1,300         |
|                           | <u>11,269</u> | <u>693</u>               | <u>(3,500)</u>             | <u>8,462</u>  |
| <b>TOTAL FUNDS</b>        | <u>47,003</u> | <u>2,059</u>             | <u>-</u>                   | <u>49,062</u> |

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

**11. MOVEMENT IN FUNDS - continued**

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

|                             | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|-----------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>   |                            |                            |                           |
| General fund                | 70,563                     | (69,197)                   | 1,366                     |
| <b>Restricted funds</b>     |                            |                            |                           |
| Retainagroup                | 7,281                      | (5,775)                    | 1,506                     |
| Big Lottery                 | 9,912                      | (7,944)                    | 1,968                     |
| Ward & Partners             | -                          | (425)                      | (425)                     |
| Kent CAN                    | -                          | (1,767)                    | (1,767)                   |
| Cole Charitable Trust       | -                          | (500)                      | (500)                     |
| Tesco                       | 1,250                      | (5,000)                    | (3,750)                   |
| The Cotton Trust            | -                          | (500)                      | (500)                     |
| The Toy Trust               | 500                        | (500)                      | -                         |
| Children In Need            | 9,962                      | (8,451)                    | 1,511                     |
| St James's Place            | 3,350                      | (2,000)                    | 1,350                     |
| The Lawson Endowment Fund   | 7,500                      | (6,200)                    | 1,300                     |
| Linda Hogan/West Kent Extra | 499                        | (499)                      | -                         |
|                             | 40,254                     | (39,561)                   | 693                       |
| <b>TOTAL FUNDS</b>          | <u>110,817</u>             | <u>(108,758)</u>           | <u>2,059</u>              |

**Comparatives for movement in funds**

|                           | At 1/4/17<br>£ | Net movement<br>in funds<br>£ | At 31/3/18<br>£ |
|---------------------------|----------------|-------------------------------|-----------------|
| <b>Unrestricted Funds</b> |                |                               |                 |
| General fund              | 46,304         | (10,650)                      | 35,654          |
| Building                  | 80             | -                             | 80              |
|                           | 46,384         | (10,650)                      | 35,734          |
| <b>Restricted Funds</b>   |                |                               |                 |
| Retainagroup              | 485            | (485)                         | -               |
| Kent Community Foundation | -              | 3,500                         | 3,500           |
| Ward & Partners           | 730            | (305)                         | 425             |
| Kent CAN                  | 1,594          | 1,000                         | 2,594           |
| Cole Charitable Trust     | -              | 500                           | 500             |
| Tesco                     | -              | 3,750                         | 3,750           |
| The Cotton Trust          | -              | 500                           | 500             |
|                           | 2,809          | 8,460                         | 11,269          |
| <b>TOTAL FUNDS</b>        | <u>49,193</u>  | <u>(2,190)</u>                | <u>47,003</u>   |

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## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2019

### 11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 66,723                     | (77,373)                   | (10,650)                  |
| <b>Restricted funds</b>   |                            |                            |                           |
| Retainagroup              | 4,304                      | (4,789)                    | (485)                     |
| Kent Community Foundation | 3,500                      | -                          | 3,500                     |
| Ward & Partners           | 1                          | (306)                      | (305)                     |
| Kent CAN                  | 1,000                      | -                          | 1,000                     |
| Cole Charitable Trust     | 500                        | -                          | 500                       |
| Tesco                     | 3,750                      | -                          | 3,750                     |
| The Cotton Trust          | 500                        | -                          | 500                       |
|                           | <u>13,555</u>              | <u>(5,095)</u>             | <u>8,460</u>              |
| <b>TOTAL FUNDS</b>        | <u>80,278</u>              | <u>(82,468)</u>            | <u>(2,190)</u>            |

A current year 12 months and prior year 12 months combined position is as follows:

|                           | At 1/4/17<br>£ | Net movement<br>in funds<br>£ | Transfers<br>between funds<br>£ | At 31/3/19<br>£ |
|---------------------------|----------------|-------------------------------|---------------------------------|-----------------|
| <b>Unrestricted funds</b> |                |                               |                                 |                 |
| General fund              | 46,304         | (9,284)                       | 3,500                           | 40,520          |
| Building                  | 80             | -                             | -                               | 80              |
| <b>Restricted funds</b>   |                |                               |                                 |                 |
| Retainagroup              | 485            | 1,021                         | -                               | 1,506           |
| Big Lottery               | -              | 1,968                         | -                               | 1,968           |
| Kent Community Foundation | -              | 3,500                         | (3,500)                         | -               |
| Ward & Partners           | 730            | (730)                         | -                               | -               |
| Kent CAN                  | 1,594          | (767)                         | -                               | 827             |
| Children In Need          | -              | 1,511                         | -                               | 1,511           |
| St James's Place          | -              | 1,350                         | -                               | 1,350           |
| The Lawson Endowment Fund | -              | 1,300                         | -                               | 1,300           |
|                           | <u>2,809</u>   | <u>9,153</u>                  | <u>(3,500)</u>                  | <u>8,462</u>    |
| <b>TOTAL FUNDS</b>        | <u>49,193</u>  | <u>(131)</u>                  | <u>-</u>                        | <u>49,062</u>   |



FIND A VOICE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                             | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|-----------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>   |                            |                            |                           |
| General fund                | 137,286                    | (146,570)                  | (9,284)                   |
| <b>Restricted funds</b>     |                            |                            |                           |
| Retainagroup                | 11,585                     | (10,564)                   | 1,021                     |
| Big Lottery                 | 9,912                      | (7,944)                    | 1,968                     |
| Kent Community Foundation   | 3,500                      | -                          | 3,500                     |
| Ward & Partners             | 1                          | (731)                      | (730)                     |
| Kent CAN                    | 1,000                      | (1,767)                    | (767)                     |
| Cole Charitable Trust       | 500                        | (500)                      | -                         |
| Tesco                       | 5,000                      | (5,000)                    | -                         |
| The Cotton Trust            | 500                        | (500)                      | -                         |
| The Toy Trust               | 500                        | (500)                      | -                         |
| Children In Need            | 9,962                      | (8,451)                    | 1,511                     |
| St James's Place            | 3,350                      | (2,000)                    | 1,350                     |
| The Lawson Endowment Fund   | 7,500                      | (6,200)                    | 1,300                     |
| Linda Hogan/West Kent Extra | 499                        | (499)                      | -                         |
|                             | <u>53,809</u>              | <u>(44,656)</u>            | <u>9,153</u>              |
| <b>TOTAL FUNDS</b>          | <u>191,095</u>             | <u>(191,226)</u>           | <u>(131)</u>              |

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019.

FIND A VOICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2019

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|                                       | 31.3.19<br>£  | 31.3.18<br>£  |
|---------------------------------------|---------------|---------------|
| <b>INCOME AND ENDOWMENTS</b>          |               |               |
| <b>Donations and legacies</b>         |               |               |
| Donations                             | 27,755        | 20,808        |
| Grants                                | 48,219        | 18,870        |
|                                       | <u>75,974</u> | <u>39,678</u> |
| <b>Other trading activities</b>       |               |               |
| Fundraising events                    | 32,181        | 37,091        |
| <b>Investment income</b>              |               |               |
| Interest received                     | 98            | 27            |
| <b>Other income</b>                   |               |               |
| Gain on sale of tangible fixed assets | -             | 1,000         |
| Employment Allowance                  | 2,564         | 2,407         |
| Compensation                          | -             | 75            |
|                                       | <u>2,564</u>  | <u>3,482</u>  |
| <b>Total incoming resources</b>       | 110,817       | 80,278        |
| <b>EXPENDITURE</b>                    |               |               |
| <b>Raising donations and legacies</b> |               |               |
| Fundraising expenses                  | 12,921        | 9,558         |
| <b>Charitable activities</b>          |               |               |
| Wages                                 | 52,699        | 43,604        |
| Pensions                              | 213           | 75            |
| Resource library purchases            | 3,692         | 306           |
|                                       | <u>56,604</u> | <u>43,985</u> |
| <b>Support costs</b>                  |               |               |
| <b>Management</b>                     |               |               |
| Hire of plant and machinery           | 1,131         | 932           |
| Other operating leases                | 5,775         | 5,739         |
| Rates and water                       | 274           | 161           |
| Insurance                             | 1,715         | 965           |
| Light and heat                        | 1,658         | 1,661         |
| Telephone                             | 961           | 772           |
| Postage and stationery                | 1,838         | 2,955         |
| Advertising                           | 758           | 1,852         |
| Sundries                              | 1,042         | 1,017         |
| Carried forward                       | 15,152        | 16,054        |

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FIND A VOICE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2019

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|                                 | 31.3.19      | 31.3.18        |
|---------------------------------|--------------|----------------|
|                                 | £            | £              |
| <b>Management</b>               |              |                |
| Brought forward                 | 15,152       | 16,054         |
| Repairs and renewals            | 2,057        | 8,190          |
| Motor expenses                  | 5,503        | 1,728          |
| Staff training & CRB            | 1,439        | 1,920          |
| Sensory Garden costs            | 13,815       | -              |
|                                 | <hr/>        | <hr/>          |
|                                 | 37,966       | 27,892         |
| <b>Finance</b>                  |              |                |
| Fixtures and fittings           | 372          | 372            |
| <b>Governance costs</b>         |              |                |
| Accountancy and legal fees      | 895          | 661            |
|                                 | <hr/>        | <hr/>          |
| <b>Total resources expended</b> | 108,758      | 82,468         |
|                                 | <hr/>        | <hr/>          |
| <b>Net income/(expenditure)</b> | <u>2,059</u> | <u>(2,190)</u> |

This page does not form part of the statutory financial statements