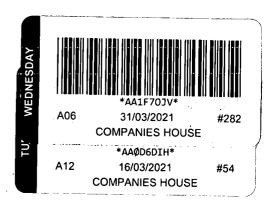
## REPORT OF THE TRUSTEES AND

## UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

<u>FOR</u>

**FIND A VOICE** 

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



### **REPORT OF THE TRUSTEES** for the Year Ended 31 March 2020

### Registered office

49 Beaver Lane Ashford Kent **TN23 5NU** 

### **Trustees**

**Honorary President** 

Alistair Dutch OBE

### **Honorary Vice President**

Michael Claughton

### **Patrons**

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

### **Management Committee**

Mr Josh Coleman

- Chairman and Trustee

Miss Joanne Chessum - Trustee (resigned 19/07/2019)

Mr David Everett

- Treasurer and Trustee

Mrs Lorna Hughes

- Trustee (resigned 31/08/2019)

Mr Graeme Dutch

- Trustee -Trustee

Mrs Sonia Sivyer

### **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.

Approved by order of the board of trustees on  $\frac{10/3}{202}$  and signed on its behalf by:

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

### 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 2020.

### 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: Nth March 2021

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

INCOME AND ENDOWMENTS FROM	Notes	Unrestricted funds	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
Donations and legacies		116,204	33,810	150,014	75,974
Other trading activities Investment income Other income	2 3	2,557 94 2,799	- -	2,557 94 2,799	32,181 98 2,564
Total		121,654	33,810	155,464	110,817
EXPENDITURE ON Raising funds	4	9,485	-	9,485	12,921
Charitable activities General	•	62,426	39,040	101,466	95,837
Total		71,911	39,040	110,951	108,758
NET INCOME/(EXPENDITURE)		49,743	(5,230)	44,513	2,059
RECONCILIATION OF FUNDS					
Total funds brought forward	•	40,600	8,462	49,062	47,003
TOTAL FUNDS CARRIED FORWARD		90,343	3,232	93,575	49,062

The notes form part of these financial statements

### BALANCE SHEET 31 MARCH 2020

		<u></u>		31.3.20	31.3.19
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	9	370	•	370	742
CURRENT ASSETS					
Debtors	10	422	-	422	2,997
Cash at bank and in hand		94,725	3,232	97,957	48,782
		95,147	3,232	98,379	51,779
CREDITORS					•
Amounts falling due within one year	11	(5,174)	-	(5,174)	(3,459)
NET CURRENT ASSETS		89,973	3,232	93,205	48,320
TOTAL ASSETS LESS CURRENT					
LIABILITIES		90,343	3,232	93,575	49,062
NYTH 4 007000					40.060
NET ASSETS		90,343	3,232	93,575	49,062
FUNDS	12				
Unrestricted funds				90,343	40,600
Restricted funds				3,232	8,462
TOTAL FUNDS				93,575	49,062

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 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.

The notes form part of these financial statements

### BALANCE SHEET - continued 31 MARCH 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The notes form part of these financial statements

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

### 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 2019)', 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.

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

2.	OTHER TRADING ACTIVITIES	31.3.20	31.3.19
	Fundraising events	£ 2,557	£ 32,181
3.	INVESTMENT INCOME	31.3.20	31.3.19
	Interest received	£ 94 ———	£ 98 =====
4.	RAISING FUNDS		
	Raising donations and legacies  Fundraising expenses Support costs	31.3.20 £ 3,900 35 ——————————————————————————————————	31.3.19 £ 12,921 
5.	NET INCOME/(EXPENDITURE)		
	Net income/(expenditure) is stated after charging/(crediting):		
	Depreciation - owned assets Hire of plant and machinery Other operating leases	31.3.20 £ 372 1,131 6,170	31:3.19 £ 372 1,131 5,775

## 6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

## Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

7.	STAFF COSTS			
	The average monthly number of employees during the year was as	s follows:		
	General		31.3.20	31.3.19
	No employees received emoluments in excess of £60,000.			
8.	COMPARATIVES FOR THE STATEMENT OF FINANCIA	Unrestricted funds	Restricted funds	Total funds
	INCOME AND ENDOWMENTS FROM Donations and legacies	£ 35,720	£. 40,254	£ 75,974
	Other trading activities Investment income Other income	32,181 98 2,564	- - -	32,181 98 2,564
	Total	70,563	40,254	110,817
	EXPENDITURE ON Raising funds Charitable activities	12,921		12,921
	General .	56,276	39,561	95,837
	Total	69,197	39,561	108,758
	NET INCOME	1,366	693	2,059
	Transfers between funds	3,500	(3,500)	
	Net movement in funds	4,866	(2,807)	2,059
	RECONCILIATION OF FUNDS			
	Total funds brought forward	35,734	11,269	47,003
	TOTAL FUNDS CARRIED FORWARD	40,600	8,462	49,062

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

9.	TANGIBLE FIXED ASSETS			
•			Fixtures	
		Short	and	
	•	leasehold	fittings	Totals
		£	£	· £
	COST	0.66	10.004	22.422
	At 1 April 2019 and 31 March 2020	9,665	19,934	29,599
	DEDDECLATION			
	DEPRECIATION	0.445	10 102	20 057
	At 1 April 2019	9,665	19,192 372	28,857 372
	Charge for year		372	372
	At 31 March 2020	9,665	19,564	29,229
	At J I Water 2020	<del></del>	<del></del>	
	NET BOOK VALUE			
	At 31 March 2020	-	370	370
				===
	At 31 March 2019	-	742	742
		===		===
10.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE	YEAR		
			31.3.20	31.3.19
			£	£
	Trade debtors		244	2,257
	Prepayments and accrued income		178	740
			422	2,997
			<del>422</del>	<del>2,99</del> 7
	·			
11.	CREDITORS: AMOUNTS FALLING DUE WITHIN O	NE VEAR		
	CREDITORS. AMOUNTO I ALBANG BOL WITHIN OF	NE TEAK	31.3.20	31.3.19
			£	£
	Trade creditors		3,508	2,142
	Social security and other taxes	•	346	349
	Other creditors		-	38
	Accrued expenses		1,320	930
	•		<del></del>	
			5,174	3,459
_	·			

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

12.	MOVEMENT IN FUNDS	•			
				Net	
			•	movement	At
			At 1.4.19	in funds	31.3.20
			£	£	£
	Unrestricted funds	•			
	General fund		40,520	49,743	90,263
	Building		80	<u> </u>	80
			40,600	49,743	90,343
	Restricted funds				
	Retainagroup		1,506	(1,506)	-
	Big Lottery		1,968	(1,968)	-
	Kent Community Foundation		-	2,000	2,000
	Kent CAN		827	(827)	-
	Children In Need	<i>t</i>	1,511	(1,511)	1 222
	St James's Place	•	1,350	(118)	1,232
	The Lawson Endowment Fund	•	1,300	(1,300)	-
			8,462	(5,230)	3,232
	TOTAL FUNDS		49,062	44,513	93,575
	Net movement in funds, included in the	ne above are as follows:	Incoming	Resources	Movement
			resources	expended	in funds
	TT 4:436 3	•	£	£	£
	Unrestricted funds General fund		121,654	(71,911)	49,743
	Restricted funds				
	Retainagroup		9,628	(11,134)	(1,506)
	Big Lottery		-	(1,968)	(1,968)
	Kent Community Foundation		6,100	(4,100)	2,000
	Kent CAN	•	-	(827)	(827)
	Children In Need		9,732	(11,243)	(1,511)
	St James's Place		3,350	(3,468)	(118)
	The Lawson Endowment Fund Leathersellers		5,000	(1,300) (5,000)	(1,300)
	Tamilornaria				
			33,810	(39,040)	(5,230)
	TOTAL FUNDS		155,464	(110,951)	44,513

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

## 12. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

		Net	Transfers	<b>.</b> .
	A	movement	between	At
	At 1.4.18	in funds	funds	31.3.19
**	£	£	£	£
Unrestricted funds	25.654	1000	2.500	40.500
General fund	35,654	1,366	3,500	40,520
Building	80	<u>-</u>	-	80
	35,734	1,366	3,500	40,600
Restricted funds			•	
Retainagroup	-	1,506	-	1,506
Big Lottery	-	1,968	<b>-</b> ,	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
•	11,269	693	(3,500)	8,462
TOTAL FUNDS	47,003	2,059	•	49,062
			=======================================	<del></del>

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

## 12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds		•	
General fund	70,563	(69,197)	1,366
Restricted funds			
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)	· <u>-</u>
	40,254	(39,561)	693
TOTAL FUNDS.	110,817	(108,758)	2,059

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

## 12. MOVEMENT IN FUNDS - continued

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

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds			-	
General fund	35,654	51,109	3,500	90,263
Building	80	· -	<u>.</u>	80
	35,734	51,109	3,500	90,343
Restricted funds				
Kent Community Foundation	3,500	2,000	(3,500)	2,000
Ward & Partners		;		
•		•		
	425	(425)	-	-
Kent CAN	2,594	(2,594)	•	-
Cole Charitable Trust	500	(500)	-	-
Tesco	3,750	(3,750)	-	-
The Cotton Trust	500	(500)	-	-
St James's Place		1,232		1,232
	11,269	(4,537)	(3,500)	3,232
TOTAL FUNDS	47,003	46,572	-	93,575
		=	<del></del> ·	

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2020

## 12. 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 resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	192,217	(141,108)	51,109
Restricted funds			
Retainagroup	16,909	(16,909)	-
Big Lottery	9,912	(9,912)	-
Kent Community Foundation	6,100	(4,100)	2,000
Ward & Partners	•		
	, -	(425)	(425)
Kent CAN	_	(2,594)	(2,594)
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	19,694	(19,694)	-
St James's Place	6,700	(5,468)	1,232
The Lawson Endowment Fund	7,500	(7,500)	-
Linda Hogan/West Kent Extra	499	(499)	-
Leathersellers	5,000	(5,000)	-
	74,064	(78,601)	(4,537)
TOTAL FUNDS	266,281	(219,709)	46,572

## 13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

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 2020. 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 2019).

### **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 2020. 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.

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

### 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)

### Registered Charity number

1058697