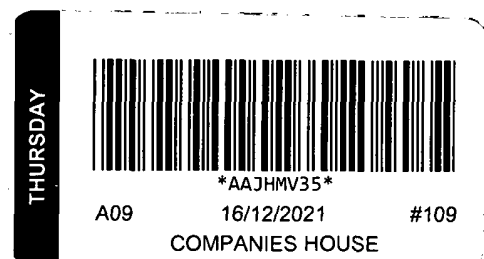


REGISTERED COMPANY NUMBER: 03262602 (England and Wales)
REGISTERED CHARITY NUMBER: 1058697

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
FIND A VOICE

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



FIND A VOICE

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FOR THE YEAR ENDED 31 MARCH 2021

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REPORT OF THE TRUSTEES
for the Year Ended 31 March 2021

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 2021. 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.

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.

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.

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REPORT OF THE TRUSTEES for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Review of activities

Attached to this report are the financial statements for the year ended 31 March 2021. 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 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.

FIND A VOICE

REPORT OF THE TRUSTEES
for the Year Ended 31 March 2021

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

Honorary President

Alastair Dutch OBE

Honorary 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 David Everett	- Treasurer and Trustee
Mr Graeme Dutch	- Trustee
Mrs Sonia Sivyver	-Trustee (Resigned 06/01/2021)
Mr Brian Dyer	- Trustee (Appointed 01/10/2021)
Mrs Elizabeth Thorne	- Trustee (Appointed 01/10/2021)
Mr Gopi Amirthalingam	- Trustee (Appointed 01/10/2021)
Mr Ian Chappell	- Trustee (Appointed 01/10/2021)


Advisors

Charles McDonald

Independent Examiner

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

Approved by order of the board of trustees on 15 November 2021 and signed on its behalf by:


.....
Trustee **ELIZABETH THORNE**

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 2021.

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: 13th December 2021

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		36,454	17,239	53,693	150,014
Other trading activities	2	-	-	-	2,557
Investment income	3	39	-	39	94
Other income	4	5,119	-	5,119	2,799
Total		41,612	17,239	58,851	155,464
EXPENDITURE ON					
Raising funds	5	3,514	(1,542)	1,972	9,485
Charitable activities					
General		44,478	18,912	63,390	101,466
Total		47,992	17,370	65,362	110,951
NET INCOME/(EXPENDITURE)		(6,380)	(131)	(6,511)	44,513
RECONCILIATION OF FUNDS					
Total funds brought forward		90,343	3,232	93,575	49,062
TOTAL FUNDS CARRIED FORWARD		83,963	3,101	87,064	93,575

The notes form part of these financial statements

FIND A VOICE

BALANCE SHEET
31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	10	495	1,101	1,596	370
CURRENT ASSETS					
Debtors	11	75	-	75	422
Cash at bank and in hand		84,529	2,000	86,529	97,957
		<u>84,604</u>	<u>2,000</u>	<u>86,604</u>	<u>98,379</u>
CREDITORS					
Amounts falling due within one year	12	(1,136)	-	(1,136)	(5,174)
NET CURRENT ASSETS		<u>83,468</u>	<u>2,000</u>	<u>85,468</u>	<u>93,205</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>83,963</u>	<u>3,101</u>	<u>87,064</u>	<u>93,575</u>
NET ASSETS		<u>83,963</u>	<u>3,101</u>	<u>87,064</u>	<u>93,575</u>
FUNDS	13				
Unrestricted funds				83,963	90,343
Restricted funds				3,101	3,232
TOTAL FUNDS				<u>87,064</u>	<u>93,575</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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

FIND A VOICE

BALANCE SHEET - continued
31 MARCH 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 31.3.2021 and were signed on its behalf by:



Trustee ELIZABETH THORNE

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

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.

Government grants

Government grants are recognised in the Statement of Financial Activities on a systematic basis over the periods in which the entity recognises as expenses the related costs for which the grants are intended to compensate.

FIND A VOICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

2. OTHER TRADING ACTIVITIES

	31.3.21	31.3.20
	£	£
Fundraising events	-	2,557
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Interest received	39	94
	<u> </u>	<u> </u>

4. OTHER INCOME

During the accounting period, the charity received £2,918 of Government grants relating solely to the Corona Virus Job Retention Scheme.

5. RAISING FUNDS

Raising donations and legacies

	31.3.21	31.3.20
	£	£
Fundraising expenses	(500)	3,900
Support costs	-	35
	<u> </u>	<u> </u>
	<u>(500)</u>	<u>3,935</u>

6. NET INCOME/(EXPENDITURE)

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

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	902	372
Hire of plant and machinery	1,131	1,131
Other operating leases	6,169	6,170
	<u> </u>	<u> </u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

FIND A VOICE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

8. STAFF COSTS

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

	31.3.21	31.3.20
General	3	4
	<u>3</u>	<u>4</u>

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	116,204	33,810	150,014
Other trading activities	2,557	-	2,557
Investment income	94	-	94
Other income	2,799	-	2,799
	<u>121,654</u>	<u>33,810</u>	<u>155,464</u>
Total	121,654	33,810	155,464
 EXPENDITURE ON			
Raising funds	9,485	-	9,485
 Charitable activities			
General	62,426	39,040	101,466
	<u>71,911</u>	<u>39,040</u>	<u>110,951</u>
Total	71,911	39,040	110,951
 NET INCOME/(EXPENDITURE)	<u>49,743</u>	<u>(5,230)</u>	<u>44,513</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward	40,600	8,462	49,062
	<u>90,343</u>	<u>3,232</u>	<u>93,575</u>
TOTAL FUNDS CARRIED FORWARD	<u>90,343</u>	<u>3,232</u>	<u>93,575</u>

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NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

10. TANGIBLE FIXED ASSETS

	Short leasehold £	Fixtures and fittings £	Totals £
COST			
At 1 April 2020	9,665	19,934	29,599
Additions	-	2,128	2,128
	<u>9,665</u>	<u>22,062</u>	<u>31,727</u>
At 31 March 2021	9,665	22,062	31,727
DEPRECIATION			
At 1 April 2020	9,665	19,564	29,229
Charge for year	-	902	902
	<u>9,665</u>	<u>20,466</u>	<u>30,131</u>
At 31 March 2021	9,665	20,466	30,131
NET BOOK VALUE			
At 31 March 2021	-	1,596	1,596
	<u>-</u>	<u>1,596</u>	<u>1,596</u>
At 31 March 2020	-	370	370
	<u>-</u>	<u>370</u>	<u>370</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade debtors	-	244
Prepayments and accrued income	75	178
	<u>75</u>	<u>422</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	268	3,508
Social security and other taxes	-	346
Other creditors	110	-
Accrued expenses	758	1,320
	<u>1,136</u>	<u>5,174</u>

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NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

13. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	90,343	(6,380)	83,963
Restricted funds			
Kent Community Foundation	2,000	-	2,000
Children In Need	-	1,101	1,101
St James's Place	1,232	(1,232)	-
	<u>3,232</u>	<u>(131)</u>	<u>3,101</u>
TOTAL FUNDS	<u>93,575</u>	<u>(6,511)</u>	<u>87,064</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	41,612	(47,992)	(6,380)
Restricted funds			
Retainagroup	4,627	(4,627)	-
Children In Need	12,612	(11,511)	1,101
St James's Place	-	(1,232)	(1,232)
	<u>17,239</u>	<u>(17,370)</u>	<u>(131)</u>
TOTAL FUNDS	<u>58,851</u>	<u>(65,362)</u>	<u>(6,511)</u>

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NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	40,520	49,743	90,263
Building	80	-	80
	<u>40,600</u>	<u>49,743</u>	<u>90,343</u>
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	1,511	(1,511)	-
St James's Place	1,350	(118)	1,232
The Lawson Endowment Fund	1,300	(1,300)	-
	<u>8,462</u>	<u>(5,230)</u>	<u>3,232</u>
TOTAL FUNDS	<u>49,062</u>	<u>44,513</u>	<u>93,575</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
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	-	(1,300)	(1,300)
Leathersellers	5,000	(5,000)	-
	<u>33,810</u>	<u>(39,040)</u>	<u>(5,230)</u>
TOTAL FUNDS	<u>155,464</u>	<u>(110,951)</u>	<u>44,513</u>

FIND A VOICE

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

13. MOVEMENT IN FUNDS - continued

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

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	40,520	43,363	83,883
Building	80	-	80
	<u>40,600</u>	<u>43,363</u>	<u>83,963</u>
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	1,511	(410)	1,101
St James's Place	1,350	(1,350)	-
The Lawson Endowment Fund	1,300	(1,300)	-
	<u>8,462</u>	<u>(5,361)</u>	<u>3,101</u>
TOTAL FUNDS	<u>49,062</u>	<u>38,002</u>	<u>87,064</u>

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	163,266	(119,903)	43,363
Restricted funds			
Retainagroup	14,255	(15,761)	(1,506)
Big Lottery	-	(1,968)	(1,968)
Kent Community Foundation	6,100	(4,100)	2,000
Kent CAN	-	(827)	(827)
Children In Need	22,344	(22,754)	(410)
St James's Place	3,350	(4,700)	(1,350)
The Lawson Endowment Fund	-	(1,300)	(1,300)
Leathersellers	5,000	(5,000)	-
	<u>51,049</u>	<u>(56,410)</u>	<u>(5,361)</u>
TOTAL FUNDS	<u>214,315</u>	<u>(176,313)</u>	<u>38,002</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.