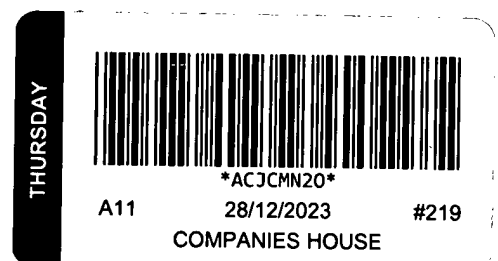


1Voice - Communicating Together

Charity number 1141886

A company limited by guarantee number 07480160

Annual Report and Financial Statements for the year ended 31 March 2023



**Annual Report and Financial Statements
for the year ended 31 March 2023**

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1Voice - Communicating Together

Trustees' report for the year ended 31 March 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Helen Dixon	Co-Chair	
Alison Douthwaite	Co-Chair	
Nicola McIndoe	Treasurer	
Hannah Anthony		Appointed 10 January 2023
Dominic Carroll		
Jason Felce		Appointed 23 May 2023
Gregor Gilmour		Resigned 29 November 2022
Amanda Hynan		Resigned 22 August 2022
Francesca Sephton		
Frances Sugden		
Stephen Tyler		
Company secretary	Joanne Cope	
Charity number	1141886	Registered in England and Wales
Company number	07480160	Registered in England and Wales
Registered and principal address	Bankers	
Lymm Business Centre	CAF Bank Ltd	
Davies Way	25 Kings Hill Avenue	
Lymm	West Malling	
Cheshire.	Kent	
WA13 0QW	ME19 4JQ	

Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 December 2010. It is governed by articles of association as amended 20 July 2011 and 15 May 2015. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1. Trustees usually meet each month throughout the year. The majority of the meetings make use of video conferencing software reflecting the wide geographic spread of the trustees.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2023

Objectives and activities

The charity's objects

To preserve and protect the health and to advance the education and development of children and adults who have communication difficulties and people important to them (family / carers / supporters), particularly by assisting or encouraging persons using Alternative and Augmentative Communication (AAC) within the United Kingdom to achieve their communication potential, and to make provisions or promote any scheme thought necessary to meet this aim.

To advance the education of the public, to increase their awareness and understanding of AAC.

The charity's main activities

1Voice creates opportunities to bring together children and adults who use augmentative and alternative communication (AAC) and people important to them (family / carers / supporters) to share ideas, information, skills and personal experiences.

1Voice holds residential event(s) each year and local activities throughout the year supported by regional committees.

1Voice further aims to reach out to the wider public to increase awareness through published newsletters and internet based presence such as website and social media platforms.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of disability such as working with families and children with complex needs and speech impairments.

Achievements and performance

1Voice has had another successful year. We continue to attract new members and there is a good mix of AAC users, families and professionals interested in our support services.

In October, we were delighted to welcome Paralympian Beth Moulam, as the first 1Voice appointed Patron. The appointment followed Beth's involvement as a role model at our national weekend, twenty-one years after attending her first 1Voice event at the age of seven.

Events

After not being able to hold our national residential weekend for two years due to the challenges caused by Covid 19, it was incredible to finally be able to get together and celebrate again during the 1Voice Summer Festival at Treloars School in July. 121 people took part in the weekend. The event was largely attended by established, older members who were eager to get together again. This made us consider what we could do to attract younger, newer members to our events. Input from role model, Helen Hewson, on moving to adulthood and considering directing your own care also flagged a potentially new focus for our large group of older teenagers.

The Covid 19 pandemic saw a move to online events and we have continued to offer these in the year.

An online role model event was planned for April but unfortunately, was postponed due to low numbers registering for the event.

The December event was a Christmas party starting with rock and roll bingo and ending with a Christmas dance led by our role model Jodie and then a disco led by DJ Oli. For the chat session we split into groups based on broad geographical location. This gave people an opportunity to chat and discuss what they would like from local branches / events in the New Year. There were lots of Christmas jumpers and we all had a good time. Attendance at this event gave us some insight into the areas where there might be support and appetite for branches.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2023

Two local branches have events planned in the next few months.

Our closed parents' Facebook groups continues to be well used by members as a way of providing continued mutual support while interest in our teenagers group has not taken off, prompting us to consider what platforms may better support peer interaction for our members

In March, we introduced a virtual parents' chat as a way of supporting our parents. This was well received and more are planned for the year ahead.

Newsletter and publicity

Newsletters were published in April, May and October. These are initially emailed to members and then shared via social media in order to reach a wider audience. The publication of the newsletter is one of the ways in which we achieve our "education" to the public on awareness of AAC, as well as keeping our members up-to-date with relevant new developments and members own stories. These have been quite challenging and time consuming to put together at times, leading the committee to reflect on whether there might be more time-efficient and engaging ways to message out to members.

During October AAC awareness month, we posted and tweeted every day, sharing items of interest related to 1Voice and AAC more generally.

We continue to work on our website which is now much more attractive and user friendly. We are able to track traffic and responses to our posts to better understand our members' interaction with our posts, and where views are coming from.

Representation at Events

1Voice is a member of the Communication Consortium. This is a group of voluntary and community service organisations who have expertise and knowledge of children's speech, language and communication. Our co-chair has continued to attend meetings online.

We also have close links with Communication Matters, the UK Chapter of ISAAC (International Society of Augmentative and Alternative Communication), a world-wide organisation promoting the best possible communication for people with complex communication needs. We highly value the collaboration with Communication Matters and will continue to develop this for our mutual benefit.

The Communication Matters Conference was held in person for the first time following the pandemic. Two of our trustees presented a paper on our role model programme,

Fundraising

Our national residential weekend represents our most significant cost and therefore, trustees' efforts once again focussed on raising funds to contribute towards this expenditure. We were successful in receiving £9,787 from the National Lottery Community Fund, £1,500 from the Bruce Wake Charitable Trust and £1,910 from the MFPA Trust Fund specifically for funding of the national weekend.

In addition to the ring-fenced monies, we were delighted to receive £1,000 from the Furness Peninsula Rotary and £2,000 from the YAPP Charitable Trust towards our general running costs.

The majority of the remaining in year donations represent smaller one-off donations. We are grateful to the organisations and individuals who raise and donate money to enable 1Voice to continue its activities.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2023

In light of the low numbers of new members at our national weekend and the considerable proportion of funding and time dedicated to that event, the committee reflected on the need to try to increase the number of younger and newer members attending to ensure that our funds do not continually support the same group, but also impact others. It also made us reflect on the comparatively low pricing of the event and whether the knock on impact on fundraising demand was problematic.

The trustees recognise that there is still a need to secure funding for ongoing general administration costs and for future events. Fundraising will once again become a priority in the next financial year. In addition, increasing our activities with broader role model, branches and online work as well as face to face events may increase our fundraising needs, particularly in terms of administration support to enable these new activities.

Financial review

The net income for the year was £2,767, including net income of £2,811 on unrestricted funds and net expenditure of £44 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £19,164. Of these reserves, £3,926 has been designated for use by local branches. These reserves have been generated by donations to individual branches and have been set aside for their use accordingly. Unless there are any legal restrictions on the use of any donations, the trustees have decided that funds raised by local branches are designated for their use to hold local events. It has been agreed that if any branch is known to be inactive, the balance has not moved within three years and there is no expectation that the funds will be used in the near future, then the designation of these funds will be removed and the money made available for general charitable expenditure. There have been no movements on branches designated funds in the year as the local events have not yet restarted following the Covid 19 pandemic. The trustees are looking at ways to reinstate branch events in the next financial year.

The level of reserves and the purposes for which they are designated are set out in the notes to the financial statements. The other designated amounts are £5,000 designated to the Role Model Programme and £3,899 to cover venue deposits for the 2023 annual national weekend. The rest of the reserves, £7,251 are to ensure that there are sufficient funds to cover commitments over one year, should the charity cease to secure funding and operate. The level of reserves are reviewed from time to time by the trustees, with reference to Charity Commission guidelines, to consider whether they remain appropriate.

1Voice - Communicating Together

Trustees' report (continued) for the year ended 31 March 2023

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed:  (Trustee)

Name: Nicola McIndoe

Date: 28 Nov 2023

1Voice - Communicating Together

Independent Examiner's report to the trustees of 1Voice – Communicating Together for the year ended 31 March 2023

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 8 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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.

Signed:



Name:

OLIVER THORNTON ACA, FCA

Date:

28 NOV 2023

1Voice – Communicating Together
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2023

Notes

		2023 Unrestricted funds £	2023 Restricted funds	2023 Total funds	2022 Total funds
Income from:					
Grants and donations	(2)	7,539	13,468	21,007	13,294
Sales and fees		8,750	-	8,750	4,980
Bank interest		120	-	120	3
Total income		<u>16,409</u>	<u>13,468</u>	<u>29,877</u>	<u>18,277</u>
Expenditure on:					
Travel		-	-	-	-
Training and conferences		-	-	-	35
Freelance workers		5,933	1,006	6,939	5,056
Fundraising costs		79	-	79	-
Events		5,889	11,729	17,618	14,725
Equipment and materials		49	476	525	-
Office consumables		131	30	161	126
Postage and delivery		174	-	174	148
Printing and reproduction		-	-	-	-
Depreciation		140	-	140	-
Telephone		60	-	60	20
Professional fees		89	-	89	37
Dues and subscriptions		444	271	715	467
Marketing and publicity		315	-	315	323
Accountancy and independent examination		-	-	-	-
Insurance		205	-	205	551
Bank charges		90	-	90	114
Bad debts and write-offs		-	-	-	101
Total expenditure		<u>13,598</u>	<u>13,512</u>	<u>27,110</u>	<u>21,703</u>
Net income / (expenditure)		<u>2,811</u>	<u>(44)</u>	<u>2,767</u>	<u>(3,426)</u>
Fund balances brought forward		<u>17,265</u>	<u>1,015</u>	<u>18,280</u>	<u>21,706</u>
Fund balances carried forward		<u>20,076</u>	<u>971</u>	<u>21,047</u>	<u>18,280</u>

All incoming resources and resources expended derive from continuing activities.

1Voice – Communicating Together

Balance sheet

as at 31 March 2023

	Notes	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Fixed assets					
Tangible assets	(4)	912	-	912	-
Total fixed assets		<u>912</u>	<u>-</u>	<u>912</u>	<u>-</u>
Current assets					
Debtors and prepayments	(5)	512	-	512	3,909
Cash at bank and in hand	(6)	19,524	971	20,495	20,594
Total current assets		<u>20,036</u>	<u>971</u>	<u>21,007</u>	<u>24,503</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(7)	872	-	872	6,223
Total current liabilities		<u>872</u>	<u>-</u>	<u>872</u>	<u>6,223</u>
Net current assets / (liabilities)		<u>19,164</u>	<u>971</u>	<u>20,135</u>	<u>18,280</u>
Total assets less current liabilities		<u>20,076</u>	<u>971</u>	<u>21,047</u>	<u>18,280</u>
Total net assets		<u>20,076</u>	<u>971</u>	<u>21,047</u>	<u>18,280</u>
Funds					
Unrestricted funds		20,076	-	20,076	17,265
Restricted funds		-	971	971	1,015
Total funds		<u>20,076</u>	<u>971</u>	<u>21,047</u>	<u>18,280</u>

For the year ending 31 March 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: 28 Nov 2023

Signed:  (Trustee)

Name: Nicola McIndoe

1Voice – Communicating Together

Notes to the financial statements for the year ending 31 March 2023

1. Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS102.

There has been no changes to the accounting policies since the last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

1Voice – Communicating Together
Notes to the financial statements (continued)
for the year ending 31 March 2023

	2023 Unrestricted funds	2023 Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
2. Grants and donations				
National Lottery Community Fund	-	9,787	9,787	-
MFPA Trust Fund	-	1,910	1,910	-
Bruce Wake Charitable Fund	-	1,500	1,500	-
The YAPP Charitable Fund	2,000	-	2,000	-
BBC Children In Need	-	-	-	9,928
Furness Peninsula Rotary	1,000	-	1,000	-
Ecclesiastical Insurance	-	-	-	1,000
Leeds Jewish Welfare Board	-	-	-	400
Other small grants and donations	4,539	271	4,810	1,966
	<u>7,539</u>	<u>13,468</u>	<u>21,007</u>	<u>13,294</u>

3. Movement in funds

Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
National Lottery Awards for All	-	9,787	9,787	-
MFPA Trust Fund	-	1,910	1,910	-
Bruce Wake Charitable Trust	-	1,500	1,500	-
Role Model Programme	1,015	-	44	971
Microsoft	-	181	181	-
Widgit Software	-	90	90	-
	<u>1,015</u>	<u>13,468</u>	<u>13,512</u>	<u>971</u>

Fund name

Purpose of restriction

National Lottery Awards for All	Donation towards the national residential weekend
MFPA Trust Fund	Donation towards the national residential weekend
Bruce Wake Charitable Trust	Donation towards the national residential weekend
Role Model Programme	Donations to be used for the role model programme
Microsoft	Donation of Microsoft Business 365 – 10 licences
Widgit Software	Donation of annual Widgit Online licence

Designated funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Events fund	3,708	8,850	8,659	-	3,899
Role Model Programme	5,000	-	-	-	5,000
Lakes and bay branch	536	-	-	-	536
Cheshire/Warrington branch	615	-	-	-	615
South East branch	1,702	-	-	-	1,702
Lancashire branch	491	-	-	-	491
East of England branch	582	-	-	-	582
	<u>12,634</u>	<u>8,850</u>	<u>8,659</u>	<u>-</u>	<u>12,825</u>

1Voice – Communicating Together
Notes to the financial statements (continued)
for the year ending 31 March 2023

Designated funds (continued)

Fund name	Purpose of designation
Events fund	Funds designated for national events
Role Model Programme	Funds designated for the role model programme, donated by the Batchworth Trust
Lakes and Bay branch	Funds raised by Lakes and Bay branch and designated for their use to hold local events
Cheshire/Warrington branch	Funds raised by Cheshire/Warrington branch and designated for their use to hold local events
South East branch	Funds raised specifically for the South East branch
Lancashire branch	Funds raised specifically for the Lancashire branch
East of England branch	Funds raised specifically for the East of England branch

The trustees have agreed a policy that funds raised by local branches will be designated for local branch use and if these designated branch balances have not moved within three years and there is no expectation that they will be used in the future, these funds will be re-designated to the funds as general funds, unless there is a legal restriction on the use of the funds.

There has been no movement in the year on the designated role model fund or the designated branch funds as local events have not yet resumed following the Covid 19 pandemic. It is hoped that activities will resume next year.

4. Fixed Assets

Analysis of opening and closing carrying amounts

	Fixtures, Fittings and Equipment £	Total £
Cost or valuation		
At the beginning of the year	-	-
Additions	1,052	1,052
Disposals	-	-
Revaluations	-	-
Transfers	-	-
At the end of the year	1,052	1,052
Depreciation and impairments		
At the beginning of the year	-	-
Disposals	-	-
Depreciation	140	140
Impairment	-	-
Transfers	-	-
At the end of the year	140	140
Net book value at the beginning of the year	-	-
Net book value at the end of the year	912	912

The Fixed Asset addition in the year relates to the purchase of an iPad for use at events.

1Voice – Communicating Together
Notes to the financial statements (continued)
for the year ending 31 March 2023

5. Debtors and prepayments	2023	2022
	£	£
Debtors	-	3,405
Prepayments	512	504
	<u>512</u>	<u>3,909</u>

6. Cash at bank and in hand	2023	2022
	£	£
CAF Gold	16,748	16,634
CAF cash account	3,379	3,960
PayPal Business account	193	-
Undeposited funds	175	-
	<u>20,495</u>	<u>20,594</u>

7. Creditors and accruals	2023	2022
	£	£
Creditors	872	68
Accruals and deferred income	-	6,155
	<u>872</u>	<u>6,223</u>

Deferred income of £6,155 in prior year relates to invoices raised prior to the year end for the national residential weekend taking place in July 2022.

8. Related Party Transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received remuneration or benefit during this or the previous year.

Related party transactions

There were no related party transactions during this or the previous year.

1Voice – Communicating Together

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:						
Grants and donations	7,539	3,366	13,468	9,928	21,007	13,294
Sales and fees	8,750	4,980	-	-	8,750	4,980
Bank interest	120	3	-	-	120	3
Total income	16,409	8,349	13,468	9,928	29,877	18,277
Expenditure on:						
Travel	-	-	-	-	-	-
Training and conferences	-	35	-	-	-	35
Freelance workers	5,933	4,515	1,006	541	6,939	5,056
Fundraising costs	79	-	-	-	79	-
Events	5,889	4,670	11,729	10,055	17,618	14,725
Equipment and materials	49	-	476	-	525	-
Office consumables	131	90	30	36	161	126
Postage and delivery	174	148	-	-	174	148
Printing and reproduction	-	-	-	-	-	-
Depreciation	140	-	-	-	140	-
Telephone	60	20	-	-	60	20
Professional fees	89	37	-	-	89	37
Dues and subscriptions	444	355	271	112	715	467
Marketing and publicity	315	323	-	-	315	323
Accountancy / independent exam	-	-	-	-	-	-
Insurance	205	551	-	-	205	551
Bank charges	90	114	-	-	90	114
Bad debts and write-offs	-	100	-	1	-	101
Total expenditure	13,598	10,958	13,512	10,745	27,110	21,703
Net income / (expenditure)	2,811	(2,609)	(44)	(817)	2,767	(3,426)
Fund balances brought forward	17,265	19,874	1,015	1,832	18,280	21,706
Fund balances carried forward	20,076	17,265	971	1,015	21,047	18,280