

224332

Regist no 13.

VOICE DESIGN AND PRINT LTD
FORMERLY KNOWN AS
VOLUNTARY ORGANISATIONS INFORMATION CENTRE LTD
(A Company Limited by guarantee and not having a share capital)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004



WILLIAM DUNCAN & CO
Chartered Accountants
Silverwells House
114 Cadzow Street
Hamilton
ML3 6HP

VOICE DESIGN AND PRINT LTD

(A Company Limited by guarantee and not having a share capital)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2004

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VOICE DESIGN AND PRINT LTD

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COMPANY INFORMATION

Directors: Rev Ian David Barcroft
William Mackie Craw
John Jamieson
George Ralton
Doreen Walker
Audrey Wallace
Keith Watson
Mary MacLeod

Secretary: Jean Paterson Campbell

Company number: SC 224332

Registered office: 74 Portland Place
Hamilton
ML3 7LA

Accountants: William Duncan & Co
Chartered Accountants
Silverwells House
114 Cadzow Street
Hamilton
ML3 6HP

Bankers: Bank of Scotland
9 Brandon Street
Hamilton
ML3 6BZ

VOICE DESIGN AND PRINT LTD

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DIRECTORS' REPORT

The directors submit their report and the financial statements for the year ended 31 March 2004.

1. Charitable status

The company is a registered Charity and its registration number is SCO00672.

2. Principal activity

The company's principal activity in the year under review was that of promoting charitable purposes for the benefit of the inhabitants of Hamilton and the surrounding area.

3. Directors

The directors during the year under review were:-

Rev Ian David Barcroft
William Mackie Craw
John Jamieson
George Ralton
Doreen Walker
Audrey Wallace
Keith Watson
Mary MacLeod

4. Small company exemptions

The report of the directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD



Jean Paterson Campbell
Secretary

17 May 2004

VOICE DESIGN AND PRINT LTD*(A Company Limited by guarantee and not having a share capital)***PROFIT AND LOSS ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2004**

		Year ended	Period from
		31.03.04	01.11.01 to
	Notes	£	£
Income	2	43,326	57,531
Administration expenses		<u>45,962</u>	<u>69,527</u>
Operating deficit	3	(2,636)	(11,996)
Interest receivable and similar income		<u>188</u>	<u>375</u>
Deficit on ordinary activities		<u>(2,448)</u>	<u>(11,621)</u>

The notes on pages 6 to 7 form part of these financial statements

VOICE DESIGN AND PRINT LTD*(A Company Limited by guarantee and not having a share capital)***BALANCE SHEET****AS AT 31 MARCH 2004**

	Notes	£	2004 £	2003 £
Fixed assets				
Tangible assets	4		12,379	<u>20,474</u>
Current assets				
Stock		3,023		2,057
Debtors	5	985		5,213
Cash at bank and in hand		<u>13,793</u>		<u>8,945</u>
		17,801		16,215
Creditors: amounts falling due within one year	6	<u>676</u>		<u>4,737</u>
Net current assets			<u>17,125</u>	<u>11,478</u>
Total assets less current liabilities			<u>29,504</u>	<u>31,952</u>
Reserves				
Profit and loss account	7		(14,069)	(11,621)
Capital reserve	8		<u>43,573</u>	<u>43,573</u>
			<u>29,504</u>	<u>31,952</u>

The notes on pages 6 to 7 form part of these financial statements

VOICE DESIGN AND PRINT LTD

(A Company Limited by guarantee and not having a share capital)

BALANCE SHEET

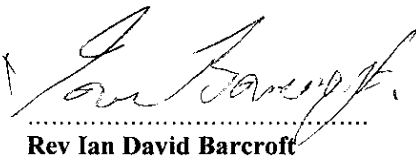
AS AT 31 MARCH 2004 *(Continued)*

The directors have taken advantage of the exemption conferred by Section 249A(1) not to have these financial statements audited and confirm that no notice has been deposited under Section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that:

- i. The company keeps accounting records which comply with Section 221 of the Companies Act 1985.
- ii. The financial statements give a true and fair view of the state of affairs of the company as at 31 March 2004 and of its surplus or loss for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved on 17 May 2004 and signed by:



Rev Ian David Barcroft
Director



William Mackie Crow
Director

The notes on pages 6 to 7 form part of these financial statements

VOICE DESIGN AND PRINT LTD

(A Company Limited by guarantee and not having a share capital)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004**

1 Accounting Policies

The accounts have been prepared under the historical cost convention and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Income

Income is credited in the accounts on the date of receipt.

Depreciation of tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its expected useful life:-

Equipment - 20% on cost

2 Income

Income represents the amount of sales during the year and net grants received.

3 Operating deficit

Is stated after charging:

	31.03.04	30.06.01
	£	£
Depreciation of fixed assets	<u>8,095</u>	<u>8,095</u>

4 Tangible fixed assets

	Equipment
	£
Cost	
At 1 April 2003	<u>28,569</u>
At 31 March 2004	<u>28,569</u>
Depreciation	
At 1 April 2003	8,095
Charge for year	<u>8,095</u>
At 31 March 2004	<u>16,190</u>
Net book value	
At 31 March 2004	<u>12,379</u>
At 1 April 2003	<u>20,474</u>

VOICE DESIGN AND PRINT LTD*(A Company Limited by guarantee and not having a share capital)***NOTES TO THE FINANCIAL STATEMENTS (Continued)**
FOR THE YEAR ENDED 31 MARCH 2004**5 Debtors**

	31.03.04	31.03.03
	£	£
Accrued income	-	4,000
Debtors	<u>985</u>	<u>1,213</u>
	<u>985</u>	<u>5,213</u>

6 Creditors: amounts falling due within one year

	31.03.04	31.03.03
	£	£
PAYE	51	-
Trade creditors	173	4,326
Accrued charges	<u>452</u>	<u>411</u>
	<u>676</u>	<u>4,737</u>

7 Profit and loss account

	31.03.04	31.03.03
	£	£
Deficit brought forward	11,621	-
Deficit for the financial year/period	<u>2,448</u>	<u>11,621</u>
Deficit carried forward	<u>14,069</u>	<u>11,621</u>

8 Capital reserve

	31.03.04	31.03.03
	£	£
Opening balance brought forward	43,573	-
Movement in year	-	<u>43,573</u>
Closing balance carried forward	<u>43,573</u>	<u>43,573</u>

Capital reserve comprises the book value of net assets transferred from Voluntary Organisations Information Centre at no cost.

9 Guarantee

Voice Design and Print Ltd is a company limited by guarantee by each member.

VOICE DESIGN AND PRINT LTD*(A Company Limited by guarantee and not having a share capital)***STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2004**

		Year ended 31.03.04	Period ended 31.03.03
	£	£	£
Work done		29,606	44,064
SLC grant		13,720	13,711
Lloyds TSB capital grant received		-	4,000
Less: related costs		-	(4,244)
Interest received		<u>188</u>	<u>375</u>
Total incoming resources		<u>43,514</u>	<u>57,906</u>
Administration of the charity			
Wages and national insurance	26,096		43,639
Insurance	503		932
Heat and light	137		543
Telephone	636		749
Materials	3,184		958
Photocopy charges	1,696		2,702
Subcontracting	3,356		10,509
Repairs and renewals	1,622		610
Bad debts	-		125
General expenses	185		254
Depreciation	<u>8,095</u>		<u>8,095</u>
		45,510	69,116
Professional fees			
Accountancy fees		<u>452</u>	<u>411</u>
Total outgoing resources		<u>45,962</u>	<u>69,527</u>
Deficit for the year/period		<u>(2,448)</u>	<u>(11,621)</u>

VOICE DESIGN AND PRINT LTD

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ACCOUNTANTS' REPORT TO THE DIRECTORS

As described on the balance sheet you are responsible for the preparation of accounts for the year ended 31 March 2004 set out on pages 3 to 8 and you consider that the company is exempt from an audit and a report under Section 249(A) of the Companies Acts 1985.

In accordance with your instructions we have compiled these unaudited accounts, in order to assist you to fulfill your statutory responsibilities, from the accounting records and information and explanation supplied to us.

A handwritten signature in black ink, appearing to read 'William Duncan' followed by a stylized 'CCO' or similar initials.

WILLIAM DUNCAN & CO
Chartered Accountants
Silverwells House
114 Cadzow Street
Hamilton

17 May 2004