

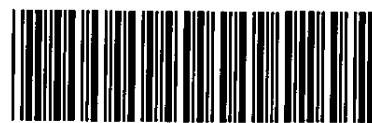
Registrars

REGISTERED COMPANY NUMBER: SC224332 (Scotland)
REGISTERED CHARITY NUMBER: SCO00672

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013
FOR
VOICE DESIGN & PRINT LIMITED**

William Duncan & Co.
Chartered Accountants
4d Auchingramont Road
Hamilton
ML3 6JT

FRIDAY



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VOICE DESIGN & PRINT LIMITED

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FOR THE YEAR ENDED 31 MARCH 2013**

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VOICE DESIGN & PRINT LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC224332 (Scotland)

Registered Charity number
SCO00672

Registered office
74 Portland Place
Hamilton
M;L3 7LA

Trustees
Ian David Barcroft
William Mackie Craw
John Jamieson
Doreen Walker
Keith Watson
Madalena Brown
John Brain
Helen Walker
Alan Falconer

Company Secretary
Jean Paterson Campbell

Independent examiner
William Duncan & Co.
Chartered Accountants
4d Auchingramont Road
Hamilton
ML3 6JT

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.

Related parties

None of the trustees were paid any remuneration or expenses by the charity during the year.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The company's objectives and aims in the year under review were that of promoting charitable purposes for the benefit of the inhabitants of Hamilton and the surrounding area.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the year the charity generated gross income of £27,026 from various printing activities.

VOICE DESIGN & PRINT LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2013**

FINANCIAL REVIEW

Reserves policy

The net outgoing resources of unrestricted funds, which are the operational reserves of the charity were £2,831.

The reserve fund represents the unrestricted funds arising from the past operating results. The trustees are satisfied that the balance of funds being £21,310 approximates to the equivalent of 6 months operating expenditure.

Principal funding sources

The sole grant provider of the charity is South Lanarkshire Council.

ON BEHALF OF THE BOARD:



Jean Paterson Campbell - Secretary

30 April 2013

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
VOICE DESIGN & PRINT LIMITED**

I report on the accounts for the year ended 31 March 2013 set out on pages four to nine.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alan McGarvie CA
William Duncan & Co.
Chartered Accountants
4d Auchingramont Road
Hamilton
ML3 6JT

30 April 2013

VOICE DESIGN & PRINT LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2013**

| | | 31.3.13 Unrestricted funds £ | 31.3.12 Total funds £ |
|--|-------|---------------------------------------|--------------------------------|
| | Notes | | |
| INCOMING RESOURCES | | | |
| Incoming resources from generated funds | | | |
| Voluntary income | | 13,524 | 13,524 |
| Activities for generating funds | 2 | 27,026 | 28,441 |
| Investment income | 3 | <u>59</u> | <u>238</u> |
| Total incoming resources | | <u>40,609</u> | <u>42,203</u> |
| RESOURCES EXPENDED | | | |
| Costs of generating funds | | | |
| Costs of generating voluntary income | 4 | 42,588 | 44,202 |
| Governance costs | | <u>852</u> | <u>816</u> |
| Total resources expended | | <u>43,440</u> | <u>45,018</u> |
| NET OUTGOING RESOURCES | | | |
| | | (2,831) | (2,815) |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | <u>24,141</u> | <u>26,956</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u>21,310</u> | <u>24,141</u> |

The notes form part of these financial statements

VOICE DESIGN & PRINT LIMITED

**BALANCE SHEET
AT 31 MARCH 2013**

| | Notes | 31.3.13 Unrestricted funds £ | 31.3.12 Total funds £ |
|--|-------|---------------------------------------|--------------------------------|
| FIXED ASSETS | | | |
| Tangible assets | 8 | <u>135</u> | <u>178</u> |
| CURRENT ASSETS | | | |
| Stocks | | 1,156 | 1,015 |
| Debtors | 9 | 848 | 2,561 |
| Cash at bank and in hand | | <u>22,316</u> | <u>22,546</u> |
| | | 24,320 | 26,122 |
| CREDITORS | | | |
| Amounts falling due within one year | 10 | <u>(3,145)</u> | <u>(2,159)</u> |
| NET CURRENT ASSETS | | <u>21,175</u> | <u>23,963</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>21,310</u> | <u>24,141</u> |
| NET ASSETS | | <u>21,310</u> | <u>24,141</u> |
| FUNDS | 11 | | |
| Unrestricted funds | | <u>21,310</u> | <u>24,141</u> |
| TOTAL FUNDS | | <u>21,310</u> | <u>24,141</u> |

The notes form part of these financial statements

VOICE DESIGN & PRINT LIMITED

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2013**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.


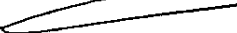
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

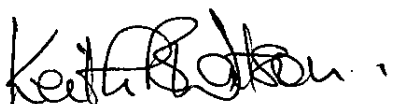
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its 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 small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 30 April 2013 and were signed on its behalf by:

X 


John Brain -Trustee

X 

Keith Watson -Trustee

VOICE DESIGN & PRINT LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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.

Computer equipment - 20% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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.

2. ACTIVITIES FOR GENERATING FUNDS

| | 31.3.13 | 31.3.12 |
|-----------|---------------|---------------|
| | £ | £ |
| Work done | <u>27,026</u> | <u>28,441</u> |

3. INVESTMENT INCOME

| | 31.3.13 | 31.3.12 |
|-------------------|-----------|------------|
| | £ | £ |
| Interest received | <u>59</u> | <u>238</u> |

4. COSTS OF GENERATING VOLUNTARY INCOME

| | 31.3.13 | 31.3.12 |
|---------------|---------------|---------------|
| | £ | £ |
| Support costs | <u>42,588</u> | <u>44,202</u> |

VOICE DESIGN & PRINT LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013**

5. NET OUTGOING RESOURCES

Net resources are stated after charging :

| | 31.3.13 | 31.3.12 |
|-----------------------------|-----------|------------|
| | £ | £ |
| Depreciation - owned assets | <u>43</u> | <u>479</u> |

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012.

7. STAFF COSTS

| | 31.3.13 | 31.3.12 |
|--------------------|---------------|---------------|
| | £ | £ |
| Wages and salaries | <u>28,214</u> | <u>28,007</u> |

8. TANGIBLE FIXED ASSETS

| | Computer equipment £ |
|-----------------------------------|----------------------------|
| COST | |
| At 1 April 2012 and 31 March 2013 | <u>31,824</u> |
| DEPRECIATION | |
| At 1 April 2012 | 31,646 |
| Charge for year | <u>43</u> |
| At 31 March 2013 | <u>31,689</u> |
| NET BOOK VALUE | |
| At 31 March 2013 | <u>135</u> |
| At 31 March 2012 | <u>178</u> |

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.13 | 31.3.12 |
|---------------|------------|--------------|
| | £ | £ |
| Trade debtors | <u>848</u> | <u>2,561</u> |

VOICE DESIGN & PRINT LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.13 | 31.3.12 |
|------------------------------|--------------|--------------|
| | £ | £ |
| Trade creditors | 2,293 | 1,343 |
| Accruals and deferred income | <u>852</u> | <u>816</u> |
| | <u>3,145</u> | <u>2,159</u> |

11. MOVEMENT IN FUNDS

| | At 1.4.12 | Net movement in funds | At 31.3.13 |
|---------------------------|---------------|--------------------------|---------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 24,141 | (2,831) | 21,310 |
| | <u>24,141</u> | <u>(2,831)</u> | <u>21,310</u> |
| TOTAL FUNDS | <u>24,141</u> | <u>(2,831)</u> | <u>21,310</u> |

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

| | Incoming resources | Resources expended | Movement in funds |
|---------------------------|-----------------------|-----------------------|----------------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 40,609 | (43,440) | (2,831) |
| | <u>40,609</u> | <u>(43,440)</u> | <u>(2,831)</u> |
| TOTAL FUNDS | <u>40,609</u> | <u>(43,440)</u> | <u>(2,831)</u> |