REGISTERED COMPANY NUMBER: SC224332 (Scotland)
REGISTERED CHARITY NUMBER: SCO0672

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 FOR VOICE DESIGN AND PRINT LIMITED

William Duncan (UK) Limited
Chartered Accountants
4d Auchingramont Road
Hamilton
ML3 6JT

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 2019. 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 2015).

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 £12,057 from various printing activities.

FINANCIAL REVIEW

Principal funding sources

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

Reserves policy

The net outgoing resources of unrestricted funds, which are the operational reserves of the charity were £1,112.

The reserve fund represents the unrestricted funds arising from the past operating results. The trustees are satisfied that the balance of funds in the sum of £11,882, together with the relevant proportion of the 2018/19 South Lanarkshire Council Discretionary grant, approximates to the equivalent of 9 months operating expenditure.

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.

Induction and training of new trustees

Nominations are received and discussed by the trustees and a vote is taken.

All new trustees are given an induction including details of their role and responsibilities as a trustee.

Related parties

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC224332 (Scotland)

Registered Charity number

SCO0672

Registered office

74 Portland Place
Hamilton
ML3 7LA

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Allan Falconer	
Eileen Calder	
James Dickson	
Ray Calder	- resigned 16.9.19
Malcolm Cunningham	
Gavin Robertson	
Marilyn Barbara Jack	- appointed 16.9.19

Independent examiner
William Williamson CA
William Duncan (UK) Limited
Chartered Accountants
4d Auchingramont Road
Hamilton
ML3 6JT

Approved by order of the board of trustees on 19 December 2019 and signed on its behalf by:

Marilyn Barbara Jack - Trustee

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

I report on the accounts for the year ended 31 March 2019 set out on pages four to twelve.

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 (as amended). 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 (as amended). 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 the course of 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.

William Williamson CA
William Duncan (UK) Limited
Chartered Accountants
4d Auchingramont Road
Hamilton
ML3 6JT

19 December 2019

VOICE DESIGN AND PRINT LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	31.3.19 Unrestricted fund £	31.3.18 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	3	13,930	13,524
Other trading activities	4	12,057	15,612
Total		25,987	29,136
EXPENDITURE ON			
Raising funds	5	27,099	27,348
NET INCOME/(EXPENDITURE)		(1,112)	1,788
RECONCILIATION OF FUNDS			
Total funds brought forward		12,994	11,206
TOTAL FUNDS CARRIED FORWARD		11,882	12,994

VOICE DESIGN AND PRINT LIMITED
STATEMENT OF FINANCIAL POSITION
AT 31 MARCH 2019

	Notes	31.3.19 Unrestricted fund £	31.3.18 Total funds £
FIXED ASSETS			
Tangible assets	9	305	495
CURRENT ASSETS			
Stocks	10	416	297
Debtors	11	2,496	2,004
Cash at bank and in hand		10,113	11,467
		13,025	13,768
CREDITORS			
Amounts falling due within one year	12	(1,448)	(1,269)
NET CURRENT ASSETS		11,577	12,499
TOTAL ASSETS LESS CURRENT LIABILITIES		11,882	12,994
NET ASSETS		11,882	12,994
FUNDS	13		
Unrestricted funds		11,882	12,994
TOTAL FUNDS		11,882	12,994

The notes form part of these financial statements

continued...

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 19 December 2019 and were signed on its behalf by:

Marilyn Barbara Jack -Trustee

1. STATUTORY INFORMATION

Voice Design and Print Limited is a private limited company, limited by guarantee, registered in Scotland. The company's registered number and registered office address can be found in the report of the trustees.

The presentation currency of the financial statements is the Pound Sterling (£).

2. 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 2015)', 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.

Government grants are recognised once received. There are no specific performance requirements.

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 the cost less estimated residual value of each asset over its estimated useful life.

Computer equipment	- 20% on cost

Impairment of assets
At each reporting date fixed assets are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in the Statement of Financial Activities.

If an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of impairment loss is recognised immediately in the Statement of Financial Activities.

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.

2. ACCOUNTING POLICIES - continued

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.

Financial instruments
Basic financial instruments are recognised as follows:

(i) Debtors
Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method less any impairment.

(ii) Cash and cash equivalents
Cash and cash equivalents include cash at bank and in hand.

Cash and cash equivalents are shown net of bank overdrafts, which are included as current borrowings in liabilities on the statement of financial position.

(iii) Creditors
Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Provisions for liabilities

The company recognises a provision for annual leave accrued by employees as a result of services rendered in the current period, and which employees are entitled to carry forward and use within the next 12 months. The provision is measured at the salary cost payable for the period of absence.

3. DONATIONS AND LEGACIES

	31.3.19	31.3.18
	£	£
Grants received	13,930	13,524

Grants received, included in the above, are as follows:

	31.3.19	31.3.18
	£	£
SLC	13,930	13,524

4. OTHER TRADING ACTIVITIES

	31.3.19	31.3.18
	£	£
Work done	12,057	15,612

5. RAISING FUNDS

Other trading activities

	31.3.19	31.3.18
	£	£
Support costs	27,099	27,348

6. NET INCOME/(EXPENDITURE)

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

	31.3.19	31.3.18
	£	£
Depreciation - owned assets	190	190

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

8. STAFF COSTS

	31.3.19	31.3.18
	£	£
Wages and salaries	17,111	18,588

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

	31.3.19	31.3.18
	-	2

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

9. TANGIBLE FIXED ASSETS

	Computer equipment
	£
COST	
At 1 April 2018 and 31 March 2019	32,773
DEPRECIATION	
At 1 April 2018	32,278
Charge for year	190
At 31 March 2019	32,468
NET BOOK VALUE	
At 31 March 2019	305
At 31 March 2018	495

10. STOCKS

	31.3.19	31.3.18
	£	£
Stocks	416	297

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Trade debtors	1,865	1,356
Other debtors	-	648
Prepayments	631	-
	2,496	2,004

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Trade creditors	140	182
PAYE	396	427
Accruals and deferred income	912	660
	1,448	1,269

13. MOVEMENT IN FUNDS

	At 1.4.18	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General fund	12,994	(1,112)	11,882
TOTAL FUNDS	12,994	(1,112)	11,882

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	25,987	(27,099)	(1,112)
TOTAL FUNDS	25,987	(27,099)	(1,112)

Comparatives for movement in funds

	At 1.4.17	Net movement in funds	At 31.3.18
	£	£	£
Unrestricted Funds			
General fund	11,206	1,788	12,994
TOTAL FUNDS	11,206	1,788	12,994

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	29,136	(27,348)	1,788
TOTAL FUNDS	29,136	(27,348)	1,788

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

	At 1.4.17	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General fund	11,206	676	11,882
TOTAL FUNDS	11,206	676	11,882

13. 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	55,123	(54,447)	676
TOTAL FUNDS	55,123	(54,447)	676

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.