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

— AMENDED —

# REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 FOR VOICE DESIGN AND PRINT LIMITED

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

VOICE DESIGN AND PRINT LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

# REPORT OF THE TRUSTEES
# FOR THE YEAR ENDED 31 MARCH 2018

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 2018. 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 £15,612 from various printing activities.

## FINANCIAL REVIEW
### Principal funding sources
The sole grant provider of the charity is South Lanarkshire Council.

### Reserves policy
The net incoming resources of unrestricted funds, which are the operational reserves of the charity were £1,788.

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 £12,994, together with the relevant proportion of the 2017/18 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
SCO00672

### Registered office
74 Portland Place
Hamilton
ML3 7LA

**REPORT OF THE TRUSTEES**
**FOR THE YEAR ENDED 31 MARCH 2018**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

| | |
|---|---|
| Allan Falconer | |
| Eileen Calder | |
| James Dickson | |
| Ray Calder | - appointed 15.4.17 |
| Malcolm Cunningham | - appointed 10.4.17 |
| Gavin Robertson | - appointed 10.4.17 |

**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 27 December 2018 and signed on its behalf by:

Ray Calder - 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 2018 set out on pages four to eleven.

**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

27 December 2018

## STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 31 MARCH 2018

| | Notes | 31.3.18 Unrestricted fund £ | 31.3.17 Total funds £ |
|---|---|---|---|
| **INCOME AND ENDOWMENTS FROM** | | | |
| Donations and legacies | 3 | 13,524 | 14,024 |
| Other trading activities | 4 | 15,612 | 16,546 |
| **Total** | | 29,136 | 30,570 |
| **EXPENDITURE ON** | | | |
| Raising funds | 5 | 27,348 | 29,293 |
| **NET INCOME** | | 1,788 | 1,277 |
| **RECONCILIATION OF FUNDS** | | | |
| **Total funds brought forward** | | 11,206 | 9,929 |
| **TOTAL FUNDS CARRIED FORWARD** | | 12,994 | 11,206 |

The notes form part of these financial statements

## STATEMENT OF FINANCIAL POSITION
## AT 31 MARCH 2018

| | Notes | 31.3.18<br>Unrestricted<br>fund<br>£ | 31.3.17<br>Total<br>funds<br>£ |
|---|---|---|---|
| **FIXED ASSETS** | | | |
| Tangible assets | 9 | 495 | 685 |
| **CURRENT ASSETS** | | | |
| Stocks | 10 | 297 | 637 |
| Debtors | 11 | 2,004 | 704 |
| Cash at bank and in hand | | 11,467 | 11,341 |
| | | 13,768 | 12,682 |
| **CREDITORS** | | | |
| Amounts falling due within one year | 12 | (1,269) | (2,161) |
| **NET CURRENT ASSETS** | | 12,499 | 10,521 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | 12,994 | 11,206 |
| **NET ASSETS** | | 12,994 | 11,206 |
| **FUNDS** | 13 | | |
| Unrestricted funds | | 12,994 | 11,206 |
| **TOTAL FUNDS** | | 12,994 | 11,206 |

The notes form part of these financial statements



continued...

**STATEMENT OF FINANCIAL POSITION - CONTINUED**
**AT 31 MARCH 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 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 charitable small companies.

The financial statements were approved by the Board of Trustees on 27 December 2018 and were signed on its behalf by:

Ray Calder -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

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | £ | £ |
| Grants received | 13,524 | 14,024 |

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

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | £ | £ |
| SLC | 13,524 | 14,024 |

## 4. OTHER TRADING ACTIVITIES

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | £ | £ |
| Work done | 15,612 | 16,546 |

## 5. RAISING FUNDS

**Other trading activities**

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | £ | £ |
| Support costs | 27,348 | 29,293 |

## 6. NET INCOME/(EXPENDITURE)

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

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | £ | £ |
| Depreciation - owned assets | 190 | 190 |
| Independent examination fee | - | 720 |

## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**
There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

## 8. STAFF COSTS

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 18,588 | 17,175 |

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

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | 2 | 2 |

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

## 9. TANGIBLE FIXED ASSETS

| | Computer equipment £ |
|---|---|
| **COST** | |
| At 1 April 2017 and 31 March 2018 | 32,773 |
| **DEPRECIATION** | |
| At 1 April 2017 | 32,088 |
| Charge for year | 190 |
| At 31 March 2018 | 32,278 |
| **NET BOOK VALUE** | |
| At 31 March 2018 | 495 |
| At 31 March 2017 | 685 |

## 10. STOCKS

| | 31.3.18 £ | 31.3.17 £ |
|---|---|---|
| Stocks | 297 | 637 |

## 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.18 £ | 31.3.17 £ |
|---|---|---|
| Trade debtors | 1,356 | 704 |
| Other debtors | 648 | - |
| | 2,004 | 704 |

## 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.18 £ | 31.3.17 £ |
|---|---|---|
| Trade creditors | 182 | 1,189 |
| PAYE | 427 | 152 |
| Accruals and deferred income | 660 | 820 |
| | 1,269 | 2,161 |

## 13. 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 |

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 |

**Comparatives for movement in funds**

| | At 1.4.16 | Net movement in funds | At 31.3.17 |
|---|---|---|---|
| | £ | £ | £ |
| **Unrestricted Funds** | | | |
| General fund | 9,929 | 1,277 | 11,206 |
| **TOTAL FUNDS** | 9,929 | 1,277 | 11,206 |

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

| | Incoming resources | Resources expended | Movement in funds |
|---|---|---|---|
| | £ | £ | £ |
| **Unrestricted funds** | | | |
| General fund | 30,570 | (29,293) | 1,277 |
| **TOTAL FUNDS** | 30,570 | (29,293) | 1,277 |

## 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES
## FOR THE YEAR ENDED 31 MARCH 2018

| | 31.3.18 | 31.3.17 |
|---|---|---|
| | £ | £ |
| **INCOME AND ENDOWMENTS** | | |
| **Donations and legacies** | | |
| Grants received | 13,524 | 14,024 |
| **Other trading activities** | | |
| Work done | 15,612 | 16,546 |
| **Total incoming resources** | 29,136 | 30,570 |
| **EXPENDITURE** | | |
| **Support costs** | | |
| **Management** | | |
| Wages and national insurance | 18,588 | 17,175 |
| Water rates | 717 | 773 |
| Insurance | 978 | 949 |
| Heat and light | 1,572 | 2,017 |
| Telephone | 839 | 751 |
| Materials | 1,848 | 1,495 |
| Photocopier charges | 974 | 2,850 |
| Subcontracting | 445 | 1,844 |
| Repairs and renewals | 309 | 330 |
| General expenses | 84 | 199 |
| Depreciation | 190 | 190 |
| | 26,544 | 28,573 |
| **Governance costs** | | |
| Independent examination fee | 660 | 720 |
| Professional fees | 144 | - |
| | 804 | 720 |
| **Total resources expended** | 27,348 | 29,293 |
| **Net income** | 1,788 | 1,277 |