

221332. Registrant

**VOICE DESIGN AND PRINT LTD**  
*(A Company Limited by guarantee and not having a share capital)*

**REPORT OF THE DIRECTORS AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2005**

**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 2005**

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**The following pages do not form part of the statutory financial statements.**

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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  
Doreen Walker  
Audrey Wallace  
Keith Watson  
Mary MacLeod  
Madalena Brown (Appointed 24.05.04)

**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**

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The directors submit their report and the financial statements for the year ended 31 March 2005.

**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 Crow  
John Jamieson  
George Ralton (Resigned 24.05.04)  
Doreen Walker  
Audrey Wallace  
Keith Watson  
Mary MacLeod  
Madalena Brown (Appointed 24.05.04)

**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

29 April 2005

**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 2005**

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	Notes	Year ended 31.03.05 £	Year ended 31.03.04 £
<b>Income</b>	2	41,890	43,326
Administration expenses		<u>43,193</u>	<u>45,962</u>
<b>Operating deficit</b>	3	(1,303)	(2,636)
Interest receivable and similar income		<u>405</u>	<u>188</u>
<b>Deficit on ordinary activities</b>		<u>( 898)</u>	<u>(2,448)</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 2005**

	Notes	£	2005 £	2004 £
<b>Fixed assets</b>				
Tangible assets	4		6,665	<u>12,379</u>
<b>Current assets</b>				
Stock		2,064		3,023
Debtors	5	850		985
Cash at bank and in hand		<u>19,568</u>		<u>13,793</u>
		22,482		17,801
<b>Creditors: amounts falling due within one year</b>	6	<u>541</u>		<u>676</u>
<b>Net current assets</b>			<u>21,941</u>	<u>17,125</u>
<b>Total assets less current liabilities</b>			<u>28,606</u>	<u>29,504</u>
<b>Reserves</b>				
Profit and loss account	7		(14,967)	(14,069)
Capital reserve	8		<u>43,573</u>	<u>43,573</u>
			<u>28,606</u>	<u>29,504</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 2005** *(Continued)*

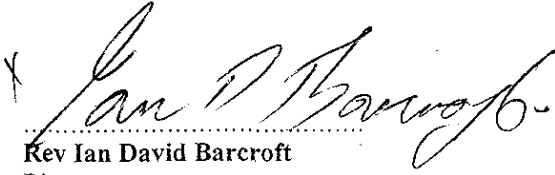
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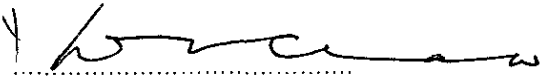
The directors have taken advantage of the exemption conferred by Section 249A(1) not to have these financial statements audited and confirm that no notice has been deposited under Section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that:

- 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 2005 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 29 April 2005 and signed by:

  
.....  
**Rev Ian David Barcroft**  
Director

  
.....  
**William Mackie Craw**  
Director

**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 2005****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
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**Stocks**

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

**2 Income**

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

**3 Operating deficit**

Is stated after charging:

	31.03.05	31.03.04
	£	£
Depreciation of fixed assets	<u>5,714</u>	<u>8,095</u>

**4 Tangible fixed assets**

	Equipment £
<b>Cost</b>	
At 1 April 2004	<u>28,569</u>
At 31 March 2005	<u>28,569</u>
<b>Depreciation</b>	
At 1 April 2004	16,190
Charge for year	<u>5,714</u>
At 31 March 2005	<u>21,904</u>
<b>Net book value</b>	
At 31 March 2005	<u>6,665</u>
At 1 April 2004	<u>12,379</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 2005****5 Debtors**

	31.03.05	31.03.04
	£	£
Debtors	<u>850</u>	<u>985</u>
	<u>850</u>	<u>985</u>

**6 Creditors: amounts falling due within one year**

	31.03.05	31.03.04
	£	£
PAYE	-	51
Trade creditors	-	173
Accrued charges	<u>541</u>	<u>452</u>
	<u>541</u>	<u>676</u>

**7 Profit and loss account**

	31.03.05	31.03.04
	£	£
Deficit brought forward	14,069	11,621
Deficit for the financial year	<u>898</u>	<u>2,448</u>
Deficit carried forward	<u>14,967</u>	<u>14,069</u>

**8 Capital reserve**

	31.03.05	31.03.04
	£	£
Opening balance brought forward	43,573	43,473
Movement in year	<u>-</u>	<u>-</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 2005**

		Year ended 31.03.05	Year ended 31.03.04
	£	£	£
Work done		28,090	29,606
SLC grant		13,800	13,720
Interest received		<u>405</u>	<u>188</u>
<b>Total incoming resources</b>		<b><u>42,295</u></b>	<b><u>43,514</u></b>
<b>Administration of the charity</b>			
Wages and national insurance	24,040		26,096
Insurance	859		503
Heat and light	427		137
Telephone	657		636
Materials	4,732		3,184
Photocopy charges	1,903		1,696
Subcontracting	3,097		3,356
Repairs and renewals	1,038		1,622
General expenses	185		185
Depreciation	<u>5,714</u>		<u>8,095</u>
		42,652	45,510
<b>Professional fees</b>			
Accountancy fees		<u>541</u>	<u>452</u>
<b>Total outgoing resources</b>		<b><u>43,193</u></b>	<b><u>45,962</u></b>
<b>Deficit for the year</b>		<b><u>(898)</u></b>	<b><u>(2,448)</u></b>

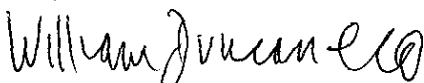
**VOICE DESIGN AND PRINT LTD**

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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 2005 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.



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

29 April 2005