

**A VOICE FOR YOU LIMITED**  
**UNAUDITED**  
**TRUSTEES REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

  
**Whittingham Riddell**  
*chartered accountants*

WEDNESDAY



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**A VOICE FOR YOU LIMITED**  
**(A company limited by guarantee)**

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**A VOICE FOR YOU LIMITED**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2009**

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**Trustees**

Philip King<sup>1</sup>  
Emma Joseph<sup>1</sup>  
David Morgan<sup>1</sup>  
Jean Winchester  
Vivienne Green<sup>1</sup>  
John Davies<sup>1</sup>  
Andrew Hunnisett<sup>1</sup>  
Colin Minter (appointed 22/10/2008)<sup>1</sup>  
Enid Morgan (resigned 12/08/2008)<sup>1</sup>  
Mervyn Powell (resigned 12/09/2008)<sup>1</sup>  
Kevin Davies (resigned 12/09/2008)<sup>1</sup>

**Key**

<sup>1</sup> Also a director

**Company registered number**

2401090

**Charity registered number**

1000938

**Registered office**

Plas Dolerw  
Milford Road  
Newtown  
Powys  
SY16 2EH

**Company secretary**

J Winchester

**Accountants**

Whittingham Riddell LLP  
Chartered Accountants  
Hafren House  
5 St Giles Business Park  
Newtown  
Powys  
SY16 3AJ

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2009**

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**Advisers (continued)**

**Bankers**

Barclays Bank Plc  
The Cross  
Newtown  
Powys  
SY16 2AQ

Lloyds TSB  
Welshpool  
Powys  
SY21 7RT

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**A VOICE FOR YOU LIMITED**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of A Voice for You Limited (the company) for the year ended 31 March 2009. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**Structure, governance and management**

**a. CONSTITUTION**

The company is registered as a charitable company limited by guarantee and was set up by a Trust deed .

The company is constituted under a Trust deed and is a registered charity number 1000938.

The principal object of the company is to provide advice, assistance and welfare services to people with learning disabilities in the Montgomeryshire area, whether living in residential care or residing independently in their own home or with relatives.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

**c. RISK MANAGEMENT**

The Trustees have conducted a review of the major risks to which the charity is exposed and aim to minimise those risks by seeking wider and more diverse sources of funding. Internal policies and procedures are regularly reviewed to ensure close monitoring and control of the Charity's finances and reporting.

**Achievements and performance**

**a. REVIEW OF ACTIVITIES**

A major change during the year was the re-branding of the charity with the launch of our new name and logo together with a new bilingual website. The new name indicates more clearly the public benefit status of 'A Voice For You' in supporting advocacy services in Montgomeryshire.

During the year volunteers took part in various training courses run by ourselves and Social Services and new recruits completed a successful Induction Training course resulting in several potential new advocates. Future recruitment drives will be centred on the Trefeglwys and Llanbrynmair areas.

The Trustees have recently undertaken Risk Management Training, and received valuable guidance relating to future planning and are producing a Strategic Business Plan to ensure compliance.

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**A VOICE FOR YOU LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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**Financial review**

**a. RESERVES POLICY**

The trustees have established a policy whereby unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by A Voice for You Limited should be sufficient to enable the charity to continue the current level of activities for a period of three to six months in the event of a significant drop in funding. It would clearly be necessary to consider how the funding would be replaced or activities changed and although at present free reserves amount to £32,457 and meet the target level, the Trustees are considering ways in which unrestricted funds will be raised.

This report was approved by the Trustees on 9 September 2009 and signed on their behalf, by:

*Philip I King*  
*W P Morgan*

9.09.2009

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**A VOICE FOR YOU LIMITED**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF A VOICE FOR YOU LIMITED**

I report on the financial statements of the company for the year ended 31 March 2009 which are set out on pages 6 to 14.

This report is made solely to the company's Trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work, for this report, or for the opinions I have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 43 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the Act; and
- state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**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 221 of the Companies Act 1985; and
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 226A of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 9 September 2009

David Morris     ACA

**WHITTINGHAM RIDDELL LLP**

Chartered Accountants

Hafren House  
5 St Giles Business Park  
Newtown  
Powys  
SY16 3AJ

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**A VOICE FOR YOU LIMITED**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating income and expenditure account)  
**FOR THE YEAR ENDED 31 MARCH 2009**

	Note	Restricted Funds 2009 £	Unrestricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	8,752	45,762	54,514	56,841
Investment income	3	-	1,144	1,144	745
<b>TOTAL INCOMING RESOURCES</b>		<b>8,752</b>	<b>46,906</b>	<b>55,658</b>	<b>57,586</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities	4	13,025	39,325	52,350	48,472
<b>TOTAL RESOURCES EXPENDED</b>	5	<b>13,025</b>	<b>39,325</b>	<b>52,350</b>	<b>48,472</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>(4,273)</b>	<b>7,581</b>	<b>3,308</b>	<b>9,114</b>
<i>Total funds at 1 April 2008</i>		<i>4,273</i>	<i>27,323</i>	<i>31,596</i>	<i>22,482</i>
<b>TOTAL FUNDS AT 31 MARCH 2009</b>		<b>-</b>	<b>34,904</b>	<b>34,904</b>	<b>31,596</b>

The notes on pages 8 to 14 form part of these financial statements.



**A VOICE FOR YOU LIMITED**  
(A company limited by guarantee)

**BALANCE SHEET**  
**AS AT 31 MARCH 2009**


	Note	£	2009 £	£	2008 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	8		<b>2,447</b>		3,059
<b>CURRENT ASSETS</b>					
Debtors	9	<b>642</b>		647	
Cash at bank and in hand		<b>37,501</b>		41,248	
		<b>38,143</b>		41,895	
<b>CREDITORS:</b> amounts falling due within one year	10	<b>(5,686)</b>		(13,358)	
<b>NET CURRENT ASSETS</b>			<b>32,457</b>		28,537
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>34,904</b>		31,596
<b>CHARITY FUNDS</b>					
Restricted funds	11		-		4,273
Unrestricted funds	11		<b>34,904</b>		27,323
			<b>34,904</b>		31,596

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 249B(2) of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2009 and of its profit for the year then ended in accordance with the requirements of section 226 of the Act and which otherwise comply with the requirements of the Companies Act 1985 relating to the 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 applicable to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 9 September 2009 and signed on their behalf, by:

The notes on pages 8 to 14 form part of these financial statements

Philip I. King  
  
 9.09.2009

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**A VOICE FOR YOU LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985.

**1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

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**1. ACCOUNTING POLICIES (continued)**

**1.4 Incoming resources**

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & fittings	-	20% reducing balance
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**A VOICE FOR YOU LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**2. VOLUNTARY INCOME**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Donations	-	545	545	656
Grants	8,752	45,217	53,969	56,185
	<u>8,752</u>	<u>45,217</u>	<u>53,969</u>	<u>56,185</u>
Voluntary income	<u>8,752</u>	<u>45,762</u>	<u>54,514</u>	<u>56,841</u>

**GRANTS**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Powys County Council	-	20,000	20,000	20,000
The Big Lottery Fund	-	-	-	19,440
Welsh Assembly Government	-	15,000	15,000	8,815
BILD - Co-ordinator salary & training	4,826	-	4,826	7,240
Release of BILD Grant Income	-	552	552	690
BILD - Salaries	3,926	-	3,926	-
Lloyds TSB	-	9,665	9,665	-
	<u>8,752</u>	<u>45,217</u>	<u>53,969</u>	<u>56,185</u>
Total	<u>8,752</u>	<u>45,217</u>	<u>53,969</u>	<u>56,185</u>

**3. INVESTMENT INCOME**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Bank Interest Received (Gross)	-	1,144	1,144	745
	<u>-</u>	<u>1,144</u>	<u>1,144</u>	<u>745</u>

**A VOICE FOR YOU LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**4. DIRECT COSTS**

	<b>Total 2009 £</b>	<i>Total 2008 £</i>
Travel expenses	3,588	3,513
Meetings, conferences and refreshments	422	236
Telephone charges	1,152	495
Printing, postage, stationery and photocopying	1,790	1,274
Advertising	470	660
Training	2,844	3,558
Insurances	647	1,047
Rent and rates	1,793	1,680
Repairs	101	1,364
Sundry expenses, donations, publications & conferences	885	4
Annual return	10	30
Subscriptions	352	123
Accountancy	817	948
Professional fees	351	-
Accountancy - Payroll costs	115	-
Wages and salaries	33,887	32,775
National insurance	2,514	-
Depreciation	612	765
	<u><b>52,350</b></u>	<u><i>48,472</i></u>

**5. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	<b>Staff costs 2009 £</b>	<b>Depreciation 2009 £</b>	<b>Other costs 2009 £</b>	<b>Total 2009 £</b>	<i>Total 2008 £</i>
Direct costs	<u><b>36,401</b></u>	<u><b>612</b></u>	<u><b>15,337</b></u>	<u><b>52,350</b></u>	<u><i>48,472</i></u>

**6. NET INCOME / (EXPENDITURE)**

This is stated after charging:

	<b>2009 £</b>	<i>2008 £</i>
Depreciation of tangible fixed assets: - owned by the charity	<b>612</b>	765
Governance Internal audit costs	-	-
	<u><b>-</b></u>	<u><i>-</i></u>

During the year, no Trustees received any remuneration (2008 - £NIL).  
During the year, no Trustees received any benefits in kind (2008 - £NIL).  
During the year, no Trustees received any reimbursement of expenses (2008 - £NIL).

**A VOICE FOR YOU LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**7. STAFF COSTS**

Staff costs were as follows:

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>33,887</b>	32,775
Social security costs	<b>2,514</b>	-
	<u><b>36,401</b></u>	<u>32,775</u>

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

<b>2009</b>	<b>2008</b>
<b>No.</b>	<b>No.</b>
<u><b>3</b></u>	<u><b>3</b></u>

No employee received remuneration amounting to more than £60,000 in either year.

**8. TANGIBLE FIXED ASSETS**

	<b>Furniture, fittings and equipment £</b>
<b>Cost</b>	
At 1 April 2008 and 31 March 2009	<u><b>9,220</b></u>
<b>Depreciation</b>	
At 1 April 2008	<b>6,161</b>
Charge for the year	<b>612</b>
At 31 March 2009	<u><b>6,773</b></u>
<b>Net book value</b>	
At 31 March 2009	<u><b>2,447</b></u>
At 31 March 2008	<u><b>3,059</b></u>

**9. DEBTORS**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<u><b>642</b></u>	<u>647</u>

**A VOICE FOR YOU LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**10. CREDITORS:**  
**Amounts falling due within one year**

	2009 £	2008 £
Accruals and deferred income	5,686	13,358

**11. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Unrestricted funds</b>				
General	20,911	11,906	(3,814)	29,003
Powys County Council	6,412	20,000	(22,739)	3,673
Welsh Assembly Government	-	15,000	(12,772)	2,228
	<u>27,323</u>	<u>46,906</u>	<u>(39,325)</u>	<u>34,904</u>
<b>Restricted funds</b>				
Welsh Assembly Government	4,000	-	(4,000)	-
BILD	273	-	(273)	-
BILD	-	3,926	(3,926)	-
BILD	-	4,826	(4,826)	-
	<u>4,273</u>	<u>8,752</u>	<u>(13,025)</u>	<u>-</u>
Total of Funds	<u>31,596</u>	<u>55,658</u>	<u>(52,350)</u>	<u>34,904</u>

BILD - A grant of £3,926 was received for salary costs.

BILD - A grant of £4,826 was received towards the co-ordinators salary and training.

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	27,323	46,906	(39,325)	34,904
Restricted funds	4,273	8,752	(13,025)	-
	<u>31,596</u>	<u>55,658</u>	<u>(52,350)</u>	<u>34,904</u>

**A VOICE FOR YOU LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2009**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted Funds 2009 £</b>	<b>Unrestricted Funds 2009 £</b>	<b>Total Funds 2009 £</b>	<i>Total Funds 2008 £</i>
Tangible fixed assets	-	<b>2,447</b>	<b>2,447</b>	3,059
Current assets	-	<b>38,143</b>	<b>38,143</b>	41,895
Creditors due within one year	-	<b>(5,686)</b>	<b>(5,686)</b>	(13,358)
	<hr/>	<hr/>	<hr/>	<hr/>
	-	<b>34,904</b>	<b>34,904</b>	31,596
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**A VOICE FOR YOU LIMITED**  
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**DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2009**

	2009 £	2008 £
<b>INCOME</b>		
Grants	53,969	56,185
Donations	545	656
Bank interest received (Gross)	1,144	745
<b>TOTAL INCOME</b>	<b>55,658</b>	<b>57,586</b>
<b>LESS: EXPENDITURE</b>		
Wages and salaries	33,887	32,775
Employer's National Insurance	2,514	-
Travel expenses	3,588	3,513
Meetings, conferences and refreshments	422	236
Telephone charges	1,152	495
Printing, postage, stationery and photocopying	1,790	1,274
Advertising	470	660
Training	2,844	3,558
Insurances	647	1,047
Rent and rates	1,793	1,680
Repairs	101	1,364
Sundry expenses, donations, publications & conferences	885	4
Annual return	10	30
Subscriptions	352	123
Accountancy	817	948
Professional fees	351	-
Accountancy - Payroll costs	115	-
<b>TOTAL EXPENDITURE</b>	<b>51,738</b>	<b>47,707</b>
<b>NET INCOME FROM CHARITABLE SOURCES</b>	<b>3,920</b>	<b>9,879</b>
<b>OTHER EXPENDITURE</b>		
Depreciation	(612)	(765)
<b>NET INCOME FOR THE YEAR</b>	<b>3,308</b>	<b>9,114</b>