

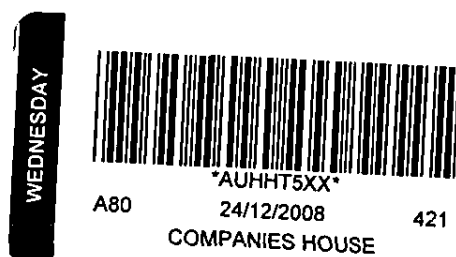
ACE CENTRE ADVISORY TRUST
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 AUGUST 2008

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Registered Company Number 2961300

Registered Charity Number 1040868



ACE CENTRE ADVISORY TRUST

Trustees' Report for the year ended 31 August 2008

1. The Trustees present their report and financial statements for the year ended 31 August 2008. This report has been prepared in accordance with the current statutory requirements, the Company's Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by charities and complies with applicable law.

2. **Governance**
 The full name of the charity is The ACE Centre Advisory Trust and the charity registration number is 1040868. The charity is also a company limited by guarantee and not having a share capital, registered in England under company number 2961300. The governing document is the Memorandum and Articles of Association incorporated 23 August 1994 and amended by special resolution at a General Meeting of the company on 18 September 1996. There are no specific restrictions on the Charity's operations that impact on the workings of the ACE Centre.

3. The registered address of the Trust is 92 Windmill Road, Headington, Oxford, OX3 7DR. The Secretary to the Trustees at the start of the year was Mr. M.B. Donegan. Mr Donegan resigned as Secretary in April 2008 and the post has been advertised.

4. Bankers: National Westminster Bank plc, London Road, Headington, Oxford.
 Auditor: Critchleys, Chartered Accountants, Greyfriars Court, Paradise Square, Oxford.
 Solicitors: Radcliffes, 5 Great College Street, Westminster, London SW1P 3SJ

5. **Council Members / Trustees.** The Trustees who served during the year were:-
 Ms C. E. Simmonds – Chairperson since Jan 2004
 Mr S. A. Andrews
 Mrs Anne Keating (OCC)
 Ms Ailsa Murdock
 Mr David Porter
 Mr C. Stevens (Becta) – Resigned August 08
 Mr. B.A. Davies – Honorary Treasurer (resigned December 2007)
 Mrs. A.E. Stead
 Mr P. Zein (appointed December 2007)

6. **Appointment of new Trustees**
 The skills mix of the Trustees is reviewed regularly. New Council Members are appointed by ordinary resolution at a general meeting of the Trust and are subject to confirmation by the members at the next annual general meeting.

7. **Induction of new Trustees**
 New members are invited to visit and observe the daily working of the Centre. An introductory package consisting of recent minutes of meetings, latest annual report and financial statements; a copy of the staff handbook; copies of the Trust's memorandum and articles of association, financial procedures and risk assessment table; and copies of the Charity Commission leaflet CC3 - The Essential Trustee: What you need to know are given to new Trustees. The Centre is drawing up its own Being a Trustee of the ACE Centre handbook.

8. **Organisation.** The Trustees normally meet three times each year and the annual general meeting is usually held immediately prior to the December meeting. Issues arising between meetings that require the consideration of all Trustees are dealt with by correspondence.

ACE CENTRE ADVISORY TRUST

Trustees' Report for the year ended 31 August 2008

9. Risk Assessment

The Trustees carry out a regular risk assessment during the spring term of each year. This is for the purpose for planning for the future and assessing and managing any major risks likely to affect the operations of the Trust. At the most recent risk assessment the risks remain the need to identify alternative funding to secure the long term financial viability of the Centre, and the appointment of a permanent Director to deliver the future strategy of the Centre. The Trustees are satisfied that there are systems in place to mitigate exposure to these risks.

- 10. Objects.** The objects of the Trust, which are laid down in the Memorandum of Association, are to advance, promote and encourage education and learning opportunities for people of all ages whose physical and communication difficulties are the primary cause of their disabilities and to provide a focus for the use of Assistive Technology as aids to communication and learning.

11. Structure and Management

The Trustees have overall responsibility for the ACE Centre Advisory Trust and keep a close eye on the financial stability of the Trust. The Trustees are responsible for appointing the Director of the Trust and the Fundraiser.

The day to day management of the Trust is the responsibility of the interim Director (Liz Tapper) who reports to the Trustees a minimum of three times a year at the Trustees' meetings. The Director of the Trust has one Deputy (Andrew Lysley) and one Manager (Stephen Druce) who share in the line management of the staff and meet regularly at senior management team meetings. The structure of the ACE Centre is currently under review and this may change in the next year.

The staff of 17 (11 full time and 6 part time) is comprised of teachers, therapists (speech and language, occupational and physio), technical advisor, technician, an information officer, project workers and manager, a fundraiser and finance officer and an administrator. Staff are members of different teams - assessment, training, information, R&D, finance and resources, projects, marketing, loan library and Chatterbox Club. There are interest groups of communication, technology control and education software and related issues.

The Trust is not dependent upon the services of unpaid volunteers, donations-in-kind or other intangible income, although it is keen to encourage volunteer involvement should that be offered. During the last year volunteers have helped at the Chatterbox Club for children who use AAC and their families and have helped with an event organised by the fund raiser.

- 12. Policy.** To achieve the objects of the Trust, the ACE Centre Advisory Trust undertakes the assessment of people with physical and communication difficulties; the training of carers, teachers, therapists and others concerned with communication impaired people in the use of their assistive technology; the provision of information about assistive technology to all who enquire and the furtherance of the field by involvement in research and development projects.

- 13. Activities and Achievements during the year up to the end of August 2008.** The main activities continue to be assessment, training, information provision, research and development and lobbying on behalf of those with communication difficulties. The Centre hosted a visit from John Bercow MP and achieved recognition in his review in to speech and language provision published in July 08.

In last year's annual report the following were stated as aims for this financial year:

1. Ensuring a more secure financial basis for the ACE Centre
2. Trying to widen the network of local authorities with whom the ACE Centre works
3. Continuing to provide multi-professional assessments for those with communication disabilities
4. Offering training in the appropriate use of assistive technology for communication and learning
5. Providing an information service on assistive technology for communication and learning
6. Developing accessibility solutions and approaches in key assistive technology research areas, alone and with partners.

ACE CENTRE ADVISORY TRUST

Trustees' Report for the year ended 31 August 2008

Staffing Following the retirement of Caroline Gray, an interim Director (Liz Tapper) was appointed to carry out a management restructure of the Centre and introduce more robust methods of financial management. The Trustees are currently seeking to appoint a permanent Director and an additional Occupational Therapist. One member of staff has retired during the year, and both Fundraisers have left, but have been replaced by one new appointment.

Service level agreements When central government removed its funding from the ACE Centre it recommended that this funding was replaced by service level agreements with Local Authorities. As a result all the local authorities in the south of England were approached and service level agreements were successfully established with 12 local authorities and 4 schools. The ACE Centre offered assessments of the most complex students, training to the local teams, free access to the loan library, free attendance at the networking day, remote video conferencing, pre-tribunal mediation and consultancy advice on BSF, AAC policies and audits.

Objective: Establish SLAs with a local authorities

Achievement: 16 SLAs established and services delivered including 31 assessments and 78 equipment loans.

Other Assessment Services

In addition to SLAs the centre has offered and delivered a number of other assessment services that fall within its remit. These include:

- Medico-legal expert assessments for people pursuing personal injury claims
- Independent assessments for individual pupils and students not covered by SLAs
- Disability Student Allowance (DSA) assessments for disabled students going to university

Objective: provide a range of alternative assessment services that complement those provided under SLAs

Achievement: The ACE Centre supported 5 medico-legal assessments, 17 independent assessments, & 2 DSA assessments

Training

Training has become an increasingly high-profiled component within the ACE Centre's galaxy of service products. Training during this last financial year has included:

Objective: Offering training in the appropriate use of assistive technology for communication and learning

Achievement:

- The launch of two new post-graduate accredited training courses in AT/AAC
- Eight day courses covering a wide range of AT/AAC themes
- Bespoke AT/AAC training for a number of schools and local authorities
- 120 people attended Training days held at the ACE Centre

Chatterbox Club (Formerly known as Saturday Group) These are offered twice a year and are useful to children and parents alike. Children who may not see other AAC users in their daily life have an opportunity to get together and parents gain support from the sessions they attend. This year the Chatterbox Group was funded by a grant from BBC Children in Need.

Objectives: To hold two groups a year

Achievements: Two groups were held numbers of attendees were over 30.

Information dissemination The Centre continues to maintain its links with and support multi-professional teams working on a day-to-day basis with young people with communication difficulties. Monthly information days are held when staff are available to discuss and advise on a range of issues, these are well attended. The Centre's web site has expanded and is proving to be a popular and useful tool for a range of people, some of the year was spent redesigning the web pages to match the different market approach.

Objectives: Provide information for parents and professionals

Achievements: 42 information day appointments involving one or two members of staff at each

Objectives: to carry out/update surveys and input data onto the website

Achievements:

An average of 6000 visits to the ACE Centre website /month

ACE CENTRE ADVISORY TRUST

Trustees' Report for the year ended 31 August 2008

A new project, 'SpeechBubble', has recently started building on our highly successful and much used Voice Output Communication Aid information database. SpeechBubble will provide a comprehensive and up-to-date searchable online guide to technology that help people with communication disabilities.

Research and development

Objectives: Develop accessibility solutions and approaches in key Assistive Technology research areas, alone and with partners.

Each of the following are **achievements**:

- 1) The Centre continued to be an active and highly valued member of the Communication by Eye Gaze (COGAIN) centre of excellence. This is a 5 year European Community funded project completing in August 2009. The ACE Centre leads the project on 'user involvement' and coordinating user trials. An international camp and several research workshops were organised and attended by people using eye-gaze technology, people from European university departments and manufacturers of eye-gaze systems. A number of deliverables either written or co-written with the ACE centre are available on the COGAIN website www.cogain.org.
- 2) In our Look 2 Talk project work continued with field trials to establish the effective ways to introduce young children who access symbol systems by eye-pointing. This has involved working closely with a small number of families and developing materials and strategies to help enable communication for this group of children. A unique communication guide, with supporting resources, have been developed from this project and are now available for purchase from the ACE Centre. The project was winner of Sternberg Award, as awarded by the Royal College of Speech and Language Therapists.
- 3) Working in partnership with an AAC user role model the ACE Centre has promoted disability awareness and volunteering support in Oxfordshire secondary schools as part of a national initiative to promote youth volunteering. This successful short project reached over 70 sixth formers and produced a guide to starting a volunteering scheme in schools.
- 4) With a 3 year grant from the DCSF the ACE Centre and ACE Centre North have continued working with four pathfinder Children's Trusts to look at how establishing a multi-professional team to support children with complex needs and needing to use AT and AAC can facilitate the joined up working integral to the Children's Trusts. The Centre has provided assessment, training and policy support to the local teams. The results of this project were featured in the recently published Bercow report on Speech Language and Communication services for 0-19 year olds. In the final year results from the project will be disseminated nationally.
- 5) In our Toys 2 Talk project, the ACE Centre has continued to link with Oxfordshire pre-school children, families and advisory teams developing engaging and enjoyable ways of introducing AAC and AT to children and their families. Following consultation with ACE Centre staff selected and specially adapted toys are made available on short term loans. The project was recently featured as a front cover article in the DCSF Early Years publication and has formed the basis of a further proposal to the Department of Health.
- 6) The ACE Centre has developed a new vocabulary package for use with commercially available voice output communication aids. 'Talk Together' is a new way for a child and their communication partner to work together and builds on our earlier successful Guide to Developing and Using a Communication book. 'Talk Together' will be promoted through communication aid suppliers.
- 7) The ACE Centre is continuing to work with ACE Centre North on a Department of Health project looking at what people who use AAC think of the services they experience as older young people and adults needing support with their Assistive Technology.
- 8) Staff have just started working on new European Project (AEGIS). This 42 month project involving 20 partners aims to fundamentally improve the accessibility of desk top computing, web based applications and mobile communication devices. The ACE Centre will be working to ensure user needs are fully represented in the project and that UK users are involved with development trials.
- 9) Staff from the Centre have disseminated their work through the ACE Centre website, at ISAAC 2008, at Communication Matters 2007, and via EU websites, TV and radio, conferences and articles in the national press.

ACE CENTRE ADVISORY TRUST

Trustees' Report for the year ended 31 August 2008

Consultation services

Objectives To supply ACE Centre expertise in the area of AT and AAC to local authorities, charities and companies.

Achievements

- 1) Consultancy has been provided to Becta during the year on scoping the additional costs for providing home access to learning for young people with disabilities. A further project is anticipated.
- 2) Consultancy has been provided to a school and local authority in developing and assessing accessibility needs in the Building Schools for the Future initiative
- 3) Consultancy support has been provided to a major developer and supplier of educational ICT.

14. **Administration of the Centre.** During the year the Centre staff have been recording their activities against certain objectives so that in future the Trustees' report can contain more in depth detail as to the time spent on different activities.
15. **Financial Position.** The balance sheet shows that the Trust has total assets of £1,205,660 (2007 - £1,255,510) The income and expenditure account shows a net deficit for the year of £49,850 (2007 – surplus of £10,140). The Trustees continue to be grateful to a number of donors for their support, in particular the Gatsby Charitable Foundation for their generous grant.
16. **Reserves and Distribution Policies.** As income from the present principal funding authority cannot be guaranteed the Trustees believe that it is essential to maintain a reserve to meet potential redundancy costs of the staff of the Centre. The Trustees have agreed to honour the terms of the Oxfordshire Local Education Authority redundancy scheme. At present this equates to a commitment of approximately £250,000. In addition the Trustees believe it prudent to maintain a reserve of £200,000 equating to approximately 3 months expenditure, making a total reserve of £450,000. The present free reserves are £614,136 and it is the Trustees' policy to distribute future income in accordance with the object of the Trust.
17. **Financial Responsibilities.** The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements the Trustees are required to;
 - Select suitable accounting policies and then apply them consistently;
 - make judgements and estimates that are reasonable and prudent;
 - state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
 - prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the Trustees are aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware; and

Each Trustee has taken all steps that he ought to have taken as a director in order to make himself aware of relevant audit information and to establish that the company's auditors are aware of that information.

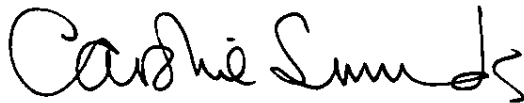
ACE CENTRE ADVISORY TRUST**Trustees' Report for the year ended 31 August 2008****18. Future Plans**

The Centre is taking stock and reviewing its way forwards, this will include

For the year 2008 – 2009 this includes:

1. Developing a business plan
2. Appointing the most suitable leader to take the Centre forwards in the chosen direction
3. Maintaining service level agreements with the local authorities and trying to extend these to new ones to ensure that children with complex physical and communication disabilities are better supported at a local level
4. Delivering the accredited training modules in the area of Assistive Technology and Augmentative and Alternative Communication so that there are more people with greater knowledge in this area.
5. Continuing to work on the projects already identified and to bring them to a satisfactory conclusion (ensuring they are of a high standard and that the information is disseminated when they end)
6. Making further applications to Government departments and agencies, grant giving Trusts, corporate funders, and the lottery for funding for service delivery activities and R&D projects.

This report was approved by the Board on 9 December 2008 and signed on their behalf by:



Caroline Simmonds
Chairperson

ACE CENTRE ADVISORY TRUST

INDEPENDENT AUDITORS' REPORT To the Members of the ACE Centre Advisory Trust

We have audited the financial statements of ACE Centre Advisory Trust for the year ended 31 August 2008 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The Trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

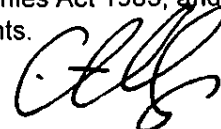
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31 August 2008 and of its incoming resources and application of resources in the year then ended; and
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Report is consistent with the financial statements.



Critchleys
Chartered Accountants
Registered Auditors

Oxford

19/12/2008

ACE CENTRE ADVISORY TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2008

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income					
Gatsby supporting ACE Centre		218,750	-	218,750	279,167
DfES post CAP		-	-	-	117,689
DfES CYPF project		-	90,000	90,000	110,000
CYPF Strategic Grant Access		-	31,000	31,000	-
BBC Children In Need		-	7,822	7,822	-
Donations & legacies		45,568	133,400	178,968	223,831
Other project income		16,056	115,483	131,539	124,019
Activities for generating funds					
Internet auctions		3,145	-	3,145	236
Investment income		31,043	-	31,043	26,744
Incoming resources from charitable activities					
Service level agreements		91,205	-	91,205	72,329
Assessment fees		28,875	-	28,875	26,495
Training fees		23,015	-	23,015	10,953
Consultancy fees		27,444	-	27,444	66,242
Sale of software and publications		9,534	-	9,534	14,989
Total incoming resources		494,635	377,705	872,340	1,072,694
Resources expended					
Cost of generating funds	3	55,445	-	55,445	66,774
Charitable activities	4	405,728	427,110	832,838	982,408
Governance costs	6	33,907	-	33,907	13,372
Total resources expended		495,080	427,110	922,190	1,062,554
Net incoming/(outgoing) resources before transfers	7	(445)	(49,405)	(49,850)	10,140
Transfers between funds	11	(8,900)	8,900	-	-
Net movement in funds		(9,345)	(40,505)	(49,850)	10,140
Balance brought forward at 1 September 2007		671,313	584,197	1,255,510	1,245,370
Balance carried forward at 31 August 2008		661,968	543,692	1,205,660	1,255,510

None of the Trust's activities were acquired or discontinued during the above two financial years.

There are no recognised gains and losses in 2008 or 2007 other than the deficit for the year.

ACE CENTRE ADVISORY TRUST

BALANCE SHEET
AS AT 31 AUGUST 2008

	Notes	£	2008 £	£	2007 £
FIXED ASSETS					
Tangible assets	8		516,202		590,296
CURRENT ASSETS					
Debtors	9	152,104		266,257	
Cash at bank and in hand		<u>642,412</u>		<u>475,420</u>	
		794,516		741,677	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	10	<u>(105,058)</u>		<u>(76,463)</u>	
NET CURRENT ASSETS			<u>689,458</u>		<u>665,214</u>
NET ASSETS			<u>1,205,660</u>		<u>1,255,510</u>
FINANCED BY:					
Unrestricted funds			661,968		671,313
Restricted funds	11		<u>543,692</u>		<u>584,197</u>
TOTAL RESERVES			<u>1,205,660</u>		<u>1,255,510</u>

The notes on pages 10 to 17 form part of the financial statements.

The financial statements were approved and authorised for issue by the Council Members/Trustees on 9 December 2008.

S. Andrews

ACE CENTRE ADVISORY TRUST**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008****1 ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

a) Basis of accounting

These financial statements have been prepared under the historical cost convention and in compliance with all applicable accounting standards and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005.

b) Income

Income represents the level of donations received, grants receivable, the results of fund-raising activities, insurance receipts relating to equipment loaned from the loan library and assessment/training fees. For service level agreements the income is recognised on a straight line over the period to which the agreement relates. Amounts invoiced for the period after the balance sheet date are included in deferred income and will be released to incoming resources in the following financial year.

Also included in income are receipts from the sale of computer software.

Income is stated net of valued added tax.

Grants received that relate specifically to a future accounting period are carried forward as deferred income.

Grants received that relate specifically to the building project are included within a separate restricted fund and will be transferred to the income and expenditure account to match the depreciation charge of the buildings and other assets.

Gifts in kind are recognised as income in the accounts based on the best estimate of market value of the asset/s at the date of the gift.

c) Expenditure

All expenditure is recognised on an accruals basis. Costs of generating funds are those costs incurred in attracting voluntary income. Charitable activities include costs in furtherance of the charity's objects and support costs relating to those activities. Governance costs include those incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements.

Direct charitable activity costs represent staff time charged to projects within that activity and any other direct operational costs relating to that activity.

Support costs include all costs not directly related to a specific activity or project of the charity. Support costs are allocated to the charitable activities based on percentages of staff time allocated to each activity.

ACE CENTRE ADVISORY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2008 (CONTINUED)

1 ACCOUNTING POLICIES (CONTINUED)

d) Depreciation

Depreciation has been provided on the following classes of fixed assets at rates calculated so as to write off the cost or valuation less residual value over the estimated useful life. The charge for depreciation has been apportioned where an asset has been purchased during the year.

Fixtures and fittings	Straight line basis of 20% per annum
Computer hardware and software	Straight line basis at 30% per annum
Office equipment	Straight line basis at 30% per annum
Construction costs	Straight line basis at 4% per annum

Construction costs of the new building occupied by the Centre will be written off over twenty five years, being the period in which the Trust will have the benefit of the use of the building.

Assets costing less than £200 are not capitalised and are included in expenditure.

e) Fund Accounting

Unrestricted funds are those funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are those funds over which the trustees do not have full discretion concerning their use.

f) Pensions

Some of the Trust's employees belong to the Teachers Pension Scheme. The scheme requires employee and employer contributions. Contributions are charged to the statement of financial activities in the year in which they are made.

Certain other members of staff belong to a local government pension scheme. The scheme requires employee and employer contribution. Contributions are charged to the statement of financial activities in the year in which they are made.

One employee belongs to the NHS pension scheme. Contributions are charged to the statement of financial activities when paid.

ACE CENTRE ADVISORY TRUST

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008 (CONTINUED)

2	STAFF COSTS	2008 £	2007 £
	Wages and salaries	488,980	515,139
	Social security costs	36,365	31,064
	Pension contributions (see note 14)	<u>74,383</u>	<u>66,407</u>
		<u>599,728</u>	<u>612,610</u>

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

	No.	No.
Fundraising	2	1
Charitable activities	12	16
Support costs	<u>3</u>	<u>2</u>
	<u>17</u>	<u>19</u>

No employee received more than £60,000 in the year.

No Trustee received any remuneration from the charity. During the year the charity reimbursed travel and subsistence payments totalling £1,717 (2007 nil) to two Trustees.

3	COSTS OF GENERATING FUNDS	Total 2008 £	Total 2007 £
	Salaries	42,365	28,780
	Support costs (Note 5)	10,730	8,537
	Other fundraising costs	<u>2,350</u>	<u>29,457</u>
		<u>55,445</u>	<u>66,774</u>

4	CHARITABLE ACTIVITIES	Direct costs £	(Note 5) Support costs £	2008 Total £	2007 Total £
	Post-CAP Project	-	-	-	97,468
	Research and Development	431,327	76,235	507,562	511,071
	Sales of software and publications	3,821	419	4,240	17,170
	Information and Dissemination	33,316	7,263	40,579	54,568
	Assessments and Training	<u>236,416</u>	<u>44,041</u>	<u>280,457</u>	<u>302,131</u>
		<u>704,880</u>	<u>127,958</u>	<u>832,838</u>	<u>982,408</u>

ACE CENTRE ADVISORY TRUST

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008 (CONTINUED)**

5 SUPPORT COSTS

	Fundraising £	R&D £	Sales £	Info & Dissem £	Assess & Training £	Total £
Admin expenses	5,430	34,203	188	3,259	19,759	62,839
Depreciation	3,283	20,677	114	1,970	11,945	37,989
Premises costs	<u>2,017</u>	<u>12,702</u>	<u>70</u>	<u>1,210</u>	<u>7,338</u>	<u>23,337</u>
	<u>10,730</u>	<u>67,582</u>	<u>372</u>	<u>6,439</u>	<u>39,042</u>	<u>124,165</u>

Support costs are allocated on the basis of staff costs.

6 GOVERNANCE COSTS

	2008 £	2007 £
Audit & accountancy	4,972	5,340
Staff time	17,049	4,429
Other costs	<u>11,886</u>	<u>3,603</u>
	<u>33,907</u>	<u>13,372</u>

7 NET OUTGOING RESOURCES is stated after charging:

	2008 £	2007 £
Auditors' remuneration	4,972	5,340
Depreciation on owned assets	<u>110,138</u>	<u>126,149</u>

ACE CENTRE ADVISORY TRUST

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008 (CONTINUED)**8 TANGIBLE ASSETS**

	Short leasehold land and buildings £	Hardware software and office equipment £	Total £
Cost or valuation			
At 1 September 2007	710,491	664,154	1,374,645
Additions	-	36,044	36,044
Disposals	-	(4,616)	(4,616)
At 31 August 2008	<u>710,491</u>	<u>695,582</u>	<u>1,406,073</u>
Depreciation			
At 1 September 2007	241,568	542,781	784,349
Provided during the year	28,419	81,719	110,138
Eliminated on disposals	-	(4,616)	(4,616)
At 31 August 2008	<u>269,987</u>	<u>619,884</u>	<u>889,871</u>
Net book value			
At 31 August 2008	<u>440,504</u>	<u>75,698</u>	<u>516,202</u>
At 31 August 2007	<u>468,923</u>	<u>121,373</u>	<u>590,296</u>

Fixed assets are used for direct charitable purposes.

9 DEBTORS

	2008 £	2007 £
Grants and project income receivable	123,842	247,761
Trade debtors	11,501	8,337
Prepayments and accrued income	11,559	9,551
Other debtors	<u>5,202</u>	<u>608</u>
	<u>152,104</u>	<u>266,257</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2008 £	2007 £
Trade creditors	8,365	32,319
Other tax and social security	11,826	13,926
Accruals	7,937	5,470
Deferred income	71,117	24,412
Other creditors	<u>5,813</u>	<u>336</u>
	<u>105,058</u>	<u>76,463</u>

All deferred income will be released to income in the forthcoming year.

ACE CENTRE ADVISORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008 (CONTINUED)

11 RESTRICTED FUNDS

	Balance at 1 September 2007 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 August 2008 £
New Building Fund	468,923	-	(28,419)	-	440,504
Loan Library	38,517	-	(22,422)	-	16,095
Chatterbox Club (previously Saturday Group)	1,088	13,872	(7,932)	-	7,028
CYPF Strategic Access	-	31,000	(16,084)	-	14,916
V project	-	8,250	(8,250)	-	-
Other donations	1,240	-	(1,240)	-	-
COGAIN project	-	113,775	(112,675)	(1,100)	-
CYPF Pathfinders	10,971	90,000	(96,072)	-	4,899
OATS project	7,136	-	(1,275)	-	5,861
SpeechBubble	-	40,977	-	-	40,977
Look 2 Talk	34,456	-	(44,456)	10,000	-
Toys 2 Talk	1,672	34,229	(34,596)	-	1,305
Accredited Training Module	14,896	25,000	(39,896)	-	-
No speech but lots to say	<u>5,298</u>	<u>20,602</u>	<u>(13,793)</u>	<u>-</u>	<u>12,107</u>
	<u>584,197</u>	<u>377,705</u>	<u>(427,110)</u>	<u>8,900</u>	<u>543,692</u>

**ACE CENTRE ADVISORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008 (CONTINUED)**

12 NOTES ON RESTRICTED FUNDS

- a) The new building fund represents funds raised for the new headquarters of the charity.
- b) The loan library fund represents funds raised to maintain a library of electronic communication aids, computers and peripheral devices to enable disabled students to communicate.
- c) The Chatterbox Club (formerly Saturday Group) fund represents funds raised to facilitate users of the library resources.
- d) CYPF Strategic Access . This grant, awarded by the Dept. for Children, Schools and Families (DCSF), is to promote access to Alternative and Augmentative Communication (AAC) and Assistive Technology (AT) in targeted Children's Trusts where there is little specialist provision. The grant supports both the ACE Centre Advisory Trust and the ACE Centre North.
- e) V Project. This short project, funded with support from GCap Media Charities, promoted disability awareness and volunteering in Oxford secondary schools
- f) Other donations represented monies received for specific purposes.
- g) COGAIN is an EU network of excellence investigating eye control technology. Currently in its fifth year of five.
- h) CYPF Pathfinders Grant - This grant is for working with newly emerging Children's Trusts and finding models for teams of health and education professionals to work to support pupils with complex physical and communication disabilities. There will be meetings to attend, training to deliver and joint assessments to be carried out. The grant is for both the ACE Centre Advisory Trust and the ACE Centre North to encompass authorities in both the north and south of the country.
- i) OATS is developing an open source website where assistive technology can be stored and accessed and users and developers can exchange ideas.
- j) SpeechBubble is an ACE Centre to develop a comprehensive and up-to-date searchable online guide to technology that help people with communication disabilities. It is funded from several donors.
- k) Look 2 Talk is a project looking at developing an eye-gaze system that can be used with young children and that can grow with them. This was largely funded by Esmee Fairbairn Foundation.
- l) Toys 2 Talk is a project working with pre-school children with complex physical and communication disabilities and their families in Oxfordshire and using the medium of play to establish early communication.
- m) Accredited Training Module. Support has been received for a second year from the John Ellerman Foundation to help develop training modules to be delivered by the two ACE Centres.
- n) No speech but lots to say – this is a DoH Section 64 project co-ordinated by ACE Centre North working with adults with communication disabilities and monitoring their feelings about the services they have received.

**ACE CENTRE ADVISORY TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2008 (CONTINUED)**

13 ANALYSIS OF ASSETS BY FUND

Restricted Funds	Fixed Assets £	Net current Assets £	Total £
New Building Fund	440,504	-	440,504
Loan Library	16,095	-	16,095
Chatterbox Club (previously Saturday Group)	-	7,028	7,028
CYPF Strategic Access	-	14,916	14,916
COGAIN project	11,771	(11,771)	-
CYPF Pathfinders	-	4,899	4,899
OATS project	-	5,861	5,861
SpeechBubble	-	40,977	40,977
Toys 2 Talk	-	1,305	1,305
No speech but lots to say	-	12,107	12,107
	468,370	75,322	543,692
Unrestricted Funds	<u>47,832</u>	<u>614,136</u>	<u>661,968</u>
Total	<u>516,202</u>	<u>689,458</u>	<u>1,205,660</u>

14 PENSIONS

The employees of the charity are generally on one of two pension schemes.

Oxfordshire County Council Scheme

This is the Local Government Pension Scheme administered by Oxfordshire County Council which is a defined benefit scheme. It is not possible to identify separately the assets and liabilities attributable to scheme members employed by ACE Centre Advisory Trust. For the purpose of Financial Reporting Standard Retirement Benefits (FRS 17) this is treated as a defined contribution scheme.

Contributions to the scheme by the employer and charged to the accounts in the year ending 31 August 2008 totalled £49,980 (2007: £39,204).

As at 31 March 2007 (which is the date of the last actuarial valuation) the actuary has estimated that the Scheme is 77% funded in respect of ACE Centre Advisory Trust. Employer contribution rates were 14.7% in the period up to 31 March 2008 and 21% for the period from 1 April 2008.

Should there cease to be any active members within this pension scheme then any liability in respect of the pension scheme deficit attributable to ACE Centre Advisory Trust may crystallise. It is not possible to quantify the amount of the liability as it will depend upon the value of the investments underlying the fund and the actuarial assumptions as at that date.

Teachers' Superannuation Scheme

The Teachers' Superannuation Scheme (TSS) is a contributory scheme run by the Teachers Pension Agency. The Scheme pays guaranteed benefits protected against inflation and gives an annual pension and tax free sum on retirement. The scheme is periodically reviewed by the Government Actuary who determines the appropriate level of contribution. The present contributions are: employees 6.4% of salary and employer 14.1%.

Contributions to the scheme by the employer and charged to the accounts in the year ending 31 August 2008 totalled £20,367 (2007: £22,299).

Other pension contributions in the year totaled £4,036 (2007: £4,904)