

Charity Registration No. 1045617

Company Registration No. 3036802 (England and Wales)

**AFASIC**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2012**

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# AFASIC

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	M Clifford M Parkinson A Canas B Walker M Scales M Sharp S White A Rannard
Corporate Management Team	L Lascelles (Chief Executive) A Curtis (Director England) J Carr (Director Cymru) M Thompson (Director Fundraising & Support Services) A Patterson (Director Scotland) M Wright (Director N Ireland)
Secretary	L Lascelles (Chief Executive)
Charity number	1045617
OSCR number	SCO39170
Company number	3036802
Principal address	1st Floor 20 Bowling Green Lane London EC1R 0BD
Registered office	1st Floor 20 Bowling Green Lane London EC1R 0BD
Auditors	Lee, Dicketts & Co York House, 37 High Street Seal, Sevenoaks Kent TN15 0AW

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# AFASIC

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# **AFASIC**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2012**

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The trustees present their report and accounts for the year ended 31 March 2012

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

### **Structure, governance and management**

#### **Governing Document:**

The organisation is a registered charity and a company limited by guarantee. The organisation was registered as a charity on 4 July 1968, and incorporated on 23 March 1995. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association, as amended to allow for current governance arrangements on 6 November 2004. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The organisation was registered with the Office of the Scottish Charity Regulator on 17th January 2008 under number SCO39170.

The trustees, who are also the directors for the purpose of company law, and who served during the year were

M Clifford	
M Parkinson	(Appointed 26 November 2011)
J Atkinson	(Resigned 16 June 2012)
A Canas	
B Walker	
M Scales	(Appointed 3 December 2011)
M Sharp	
S White	
A Rannard	

#### **Recruitment and appointment of trustees:**

The trustees are all volunteers. The Board of Trustees comprises both elected and co-opted members. In addition to the Honorary Officers, up to six board members can be elected at the AGM. To ensure representation from all areas of the UK these are allocated as being two from England and one each from Scotland, Wales, Northern Ireland and local groups.

To ensure that the work of the charity is informed by a mix of business, financial and technical advice, the Board of Trustees also has four co-opted places designated for individuals with an interest in and the potential to offer valuable contribution to the effectiveness of the organisation. The Chair and Vice Chair must be parents of a child with a speech and language impairment. All members are circulated with invitations to nominate trustees and Honorary Officers prior to the AGM, along with details and nomination forms.

# **AFASIC**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012**

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### **Trustee induction and training:**

Each new trustee receives induction from the Chair and / or Chief Executive as to their role and responsibilities and the work of the organisation. They are provided with a copy of "The Good Trustee Guide" published by NCVO, along with a copy of the Memorandum and Articles of Association, latest audited accounts and annual review, strategic and business plans, and details of major projects and services.

Trustees are encouraged to attend appropriate external training events where this will help them in their role, in addition to internal training provided by staff and trustees.

### **Organisational structure**

The Board of Trustees, which can have a maximum of 13 members, administers the charity and meets on at least a quarterly basis. The day-to-day management of the organisation is in the hands of the Chief Executive, supported by the Corporate Management Team (CMT). The CMT comprises the director of each of the 4 nations, along with the director of fundraising & support services and is chaired by the Chief Executive. This ensures a UK wide perspective is maintained in the work of the organisation.

### **Risk management:**

The Board of Trustees adopted a risk management policy in December 2004 and established a risk register, both of which are reviewed and updated as necessary on at least an annual basis. The policy and register have identified the major risks to which the organisation is exposed and outline strategies, systems and procedures to manage these.

Afasic has policies in place including a health and safety policy, child protection policy, equal opportunities policy, and data protection policy as well as procedures laid down in a staff handbook to ensure that all staff and volunteers comply with these.

Financial risk management is an integral part of the operational framework of the business and strategic planning, project management and financial reporting procedures that are already in place.

### **Objectives and activities**

Afasic is the UK wide charity, established in 1968, that helps and supports children and young people, up to the age of 25, with speech, language and communication needs (SLCN), with the focus being on children and young people with impaired speech and language, and their families.

Afasic's vision is of a society which embraces "communication" as a basic human right, and where all children and young people with speech, language and communication needs get the support they require to enable them to reach their potential and participate fully within it.

Afasic's mission is to work to

- empower parents and carers to advocate for their child
- support and develop the communication, social and life skills of children and young people with speech, language and communication needs
- enable children and young people with speech, language and communication needs to participate in society and reach their potential

The activities of the organisation during the year towards this are outlined overleaf

# AFASIC

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

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### **Achievements and performance**

During the year Afasic has continued to provide and develop a unique range of innovative and much needed projects and services for children and young people affected by SLCN and their families across the UK. Many thousands of children, young people, parents, and professionals have benefited from these services and projects.

Afasic is a parent led membership organisation and provides information, help and support to parents through its websites, unique helpline, publications and training events. Afasic works directly with children and young people to develop their communication, social, and life skills, support them at key points of transition in their lives, and reduce their isolation. Afasic seeks to develop the skills and knowledge of professionals to enable them to more effectively support and integrate these children and young people.

Highlights from the year include

### **Supporting Parents and Carers**

The UK wide helpline service continues to provide a unique and vital source of information, help and support for parents, who are often at their wits end by the time they contact the service. In addition to responding to telephone and email enquiries the helpline have an online blog, a query of the month and moderate the parent's forum, all of which are available through the main Afasic website.

Over the year there was a 2% increase in enquiries to the helpline, a 6% increase in orders for publications and information leaflets and a 28% increase in the number of unique visitors to our websites. This shows the increasing importance of the internet as a source of information to parents and we will continue to develop our resources available through this medium.

Parents had the opportunity to attend 3 large information day events across England (entitled 'Voice for Life') and 2 in Wales (entitled 'Communication Counts') during the year that saw over 1,800 parents, professionals, children & young people attending a variety of workshops pertaining to SLCN at these events.

In Scotland we saw a significant rise in the number of parents supported, including an increased number of website hits and contacts with our local office. We proactively campaigned to reach more families over a wider area, targeted our work more effectively and focused on being more accessible to families in rural areas and to those who have found it difficult to attend local groups. We utilised the internet in a more dynamic and interactive way and introduced social networking as a means of sharing information with more parents and children.

A new section has been added to the main Afasic website entitled "Planning for Life After 16". The helpline manager has written 10 new factsheets for this in a newly designed template. These factsheets provide information for parents of young people with speech and language impairments in their teens and twenties. They are designed to help them navigate a smooth path through their son or daughter's teenage years and into adulthood.

In November the annual AGM was held in London and we were pleased to have Brian Lamb OBE as the main speaker, who talked about the 'Achievement for All' programme that seeks to improve outcomes for children with special educational needs in schools.

Our local parent groups held regular peer support meetings and specific events in local communities. Thanks go to the support and commitment of local parent volunteers who worked hard to achieve as much as they did. We developed some new fledgling parent groups, in response to what families told us they wanted, sharing experiences and receiving support over virtual networks, larger activity based events for families to attend, and practical strategies to support families and children.

# **AFASIC**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012**

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### **Supporting Children and Young People**

Afasic has continued its innovative work through the year with children and young people. The 'transition summer schools programme' that supports children as they prepare to move from primary to secondary schools took place in nineteen locations across England, Wales and Northern Ireland.

The Afasic Youth Project in North East London continues to flourish and members of the Project, including staff, volunteers and the members themselves have been busy giving a range of presentations at conferences, seminars and training workshops to professional and parent audiences. In November, the project celebrated being recognised as "Highly Commended Runner-Up" in the Hello Campaign, Shine a Light Award for Team of the Year.

In November 2011 Afasic "launched" a new youth club in North Wales specifically for young people aged 11 - 19 with SLCN, which has since been well attended. The Youth Club aims to provide a safe, friendly and stimulating environment, focusing on creating opportunities to understand and build friendships, develop their communication and social skills and have fun at the same time. The Youth Club often provides the only social activity in these young people's lives.

Across Wales 120 young people attended social skills groups and over 300 attended activity days. The Social skills groups are supported by speech and language therapists and run in mainstream secondary working on different elements of social communication, including body language, the way we talk, conversation, assertiveness, making and keeping friends. Activity days enable the young people to meet with their peers in a fun, relaxed, and supportive atmosphere and develop social and communication skills. Animal Assisted Therapy (AAT) sessions were run with children aged 6 - 11 which worked on the children's listening and attention skills with the aim to improve their social skills.

Afasic held an Art Competition for children and young people in Scotland that was very successful and which is set to become an annual event. We also consulted with children and young people to gain their views and experiences and find out what it is they need from us, whilst in Wales over 20 young people fed into a youth forum - consulting with them on how we can better support them. We now have a group of youngsters ready to become our reference group to help us direct our work and keep our finger on the pulse. Also in Wales, funding from Vodafone seconded a Youth Worker to Afasic Cymru for 2 months to produce a study of the needs of children and young people and how Afasic can best address these needs. In N Wales we have funding for a part time speech and language therapist to receive referrals and carry out speech and language assessments of some young people held in secure units.

In Northern Ireland Afasic received three year funding from the Big Lottery in January 2012 that will enable us to build on the learning from the previous projects. The new project expands the work of Afasic across Northern Ireland, with the appointment of three Youth Development Project Officers, and will provide transfer summer schemes, youth groups, activity days, self-advocacy, project management and awareness raising. The overall aim of this project is to reduce isolation and encourage resilience and confidence for participants.

### **Increasing the skills and knowledge of professionals**

Afasic has continued to deliver high quality training throughout the year and across the UK to a range of professionals, including speech and language therapists, youth offending teams, Connexions staff, teachers, learning support assistants, youth workers, nursery staff and others. In March Afasic successfully ran three large conferences under the title 'Voice for Life' that attracted over 1,000 parents, professionals and young people. They took place in Southampton, Leicester and Stockton-on-Tees and offered a wide range of workshops, activities and information displays that offered something for everyone. These events were funded by the Department of Education via the Communication Trust.

Afasic collaborated with City University and ICAN in organising a major conference that was held at City University in June, titled "Lost for Words: Lost for Life?" Over 400 delegates from across the country and overseas attended the three-day conference, which was timed to coincide with the National Year of Communication.

# **AFASIC**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012**

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Afasic has been working in partnership with ELKLAN and the Open College Network, to offer schools in England accreditation for participating and completing a process to become "communication friendly schools" By the end of the year 96 primary and secondary schools had signed up to this

In Scotland our annual programme of CPD Training and workshops for both parents and professionals was very well received and realised on average a 93% satisfaction rate More than 500 people have received awareness training across Scotland largely due to the success of our Volunteer Training Team

In Wales training was delivered to 65 organisations in total which included anyone working with or supporting young people, foster carers, staff working in the leisure industry, other voluntary organisations, youth justice and youth offending teams Training was also delivered to 33 secondary schools across Wales in order to promote more effective identification and better support for children and young people with SLCN The training was planned by Afasic staff and delivered collaboratively with speech & language therapists & specialist teaching staff The training was delivered to both Welsh and English medium schools Bilingual "Communication Friendly" posters have been distributed to Secondary Mainstream schools across Wales to further promote identifying and supporting youngsters with SLCN

### **Influencing the decision makers**

During the year, Afasic responded to a number of Government consultations, including

- Consultation on Establishing a new Office of the Children's Commissioner for England
- Consultation on Qualifications for 14-16 year-olds and Performance Tables
- Consultation on a Revised Early Years Foundation Stage
- Consultation on Accessibility at Source for National Curriculum Tests and General and Vocational Qualifications
- Consultation on School Funding Reform

Joint working with a number of organisations throughout Scotland has given us considerable collaborative gains and opportunities to make service providers more aware of the needs of children and young people with SLCN Along with partners in Communication Forum Scotland we secured an ongoing commitment to Inclusive Communication from the Scottish Government We are building on existing achievements and shaping the way forward to help build a more communication friendly Scotland for our young people and families

Afasic is participating in a major new research study with Manchester Metropolitan University and the University of West England which aims to identify and evaluate the types of treatment available for pre-school children with speech and language difficulties The work is being funded by the National Institute for Health Research

Also during the year Afasic, Contact a Family and Newcastle University established a 'Parents Research Forum', with parents whose children have SLCN The aim is to identify, and where possible undertake research into areas that parents consider to be important One of the first outcomes is a small study into parent's experiences of accessing support services for their children The study has also looked at the views of parents in relation to recent and proposed changes to support services

In Northern Ireland, Afasic is an active member of the Northern Ireland Children with Disabilities Strategic Alliance (CDSA) and the Anti-Bullying Task Group We work with both Health and Education Departments to ensure that the needs of children and young people with speech language and communication impairments are met

For all of the work mentioned across the UK we would like to offer a very big 'thank you' to all our volunteers for their commitment and dedication Their huge enthusiasm and diverse range of talent and skills has helped us to greatly increase the capacity and enhance the richness of our small organisation and its important work The trustees and staff are truly grateful for their support



## **AFASIC**

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012**

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#### **Financial review**

Given the continuing difficult economic conditions that were prevalent during this financial year, the trustees are very pleased with the performance that has been achieved during this period

The total income for the organisation is £860,478 for the year. This is an increase of £78,913 compared to the previous year, despite the very difficult funding climate. Within this total, there has been a reduction in the level of unrestricted income and an increase in restricted funding, which reflects both an increased emphasis on generating project funding during the year and growing competition for unrestricted funding.

Total expenditure for the year was £794,452, an increase of £53,804 on the previous year. This reflects the fact that the organisation has had to work harder to generate the income seen in the difficult conditions and costs have risen as a result.

Overall there is an operating surplus for the year of £66,026 (2011 - £40,917), which is very welcome as the trustees had budgeted for a small deficit at the beginning of the year. There were unrealised losses on the value of investments of £5,648 that reduce the total overall net surplus for the year to £60,378 (2011 - £56,546). Within these figures is a small deficit in unrestricted funds of £2k.

This positive outcome for the year is very welcome and the trustees acknowledge all the hard work of the staff and volunteers involved with the organisation who have contributed towards achieving this.

It is clear that the difficult climate will remain with us for some time yet and the trustees and management team will continue to maintain tight control on expenditure, whilst seeking to develop existing and new streams of income to ensure that the vital work of the organisation can continue into the future. To this end, in 2011 the trustees agreed to invest a maximum of £135k over two financial years in the strategic development of the organisation to make sure that it is better placed to meet the challenges ahead and provide services that meet the needs of those who we continue to support. Of this, just over £17k was expended in 2011/12 and the balance is expected to be spent during the 2012/13 financial year. This sum was set aside in the designated fund as shown in note 17 to the accounts.

#### **Reserves policy**

The Board of Trustees has established a reserves policy informed by previous recent experiences and taking into account the main risks to the organisation highlighted through the risk management policy.

The policy of the trustees is to maintain free reserves at a level sufficient to support the core activities of the organisation for up to twelve months, with a minimum of six months. This level of reserves is deemed prudent by the trustees, taking into consideration the difficult funding climate that voluntary organisations are facing, to ensure that the work and services of the organisation can be planned with some certainty. This policy is reviewed on an annual basis.

The budgeted core expenditure of the organisation for 2012/2013 is £293,905 and the current level of unrestricted reserves provides 10 months cover. This is within the level of cover required by the trustees under this policy.

The trustees will continue to monitor the reserves position closely over the coming year, in line with the financial position generally, to ensure that an adequate level of reserves is maintained for the organisation.

# **AFASIC**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012**

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### **Principal funding sources**

In addition to membership fees, individual donations and events, major funding contributions have been received from the Department for Education, the Scottish Government, the Welsh Assembly Government, Conwy CBC, and the London Borough of Redbridge

We are also very grateful for significant grants that were also received during the year from the Big Lottery Fund (Northern Ireland & Wales), the Monument Trust, MariaManna Foundation, John Ellerman Foundation, BBC Children in Need, Adint Charitable Trust, Equitable Charitable Trust, Evan Cornish Foundation, G & M Davies Charity, John Laing Charitable Trust, Sobell Foundation, St James's Place Foundation, Waterloo Foundation, and the Zurch Community Trust

We also received legacy payments during the year from the estates of Elsie Spence, Michael Storey and Pamela Goodman, for which we are extremely grateful

The trustees would like to thank all of our supporters who have contributed towards our work during the year, this is greatly appreciated

### **Investments policy**

The Memorandum and Articles of Association give the charity the power to invest moneys not immediately required for its purposes as it sees fit. The Board of Trustees agreed an investment policy in December 2004 that states

- an amount of cash for working capital of up to £150k is to be maintained in the organisation's current and higher rate deposit accounts at any one time
- balances above this figure that are not required to cover short / medium term liabilities are to be available for investment
- investments are to be split between two common investment funds and the performance of these is to be reviewed on a six monthly basis by the Board of Trustees

### **Plans for the future**

During the coming year Afasic will continue to focus on involving parents and young people within the organisation, empowering parents to advocate for their child, developing the communication, social and life skills of children and young people, developing stronger local networks through the use of volunteers, and raising awareness

Afasic will continue to develop innovative projects and services to work directly with children and young people to help them develop their skills and reach their potential. We will also look to disseminate examples of good practice as widely as possible so that many more can benefit from them

We will continue to develop our web presence and the resources that are available for parents (and professionals) through our websites, and increase our use of 'social media' with the aim of reaching more parents and enabling them to support each other through the sharing of experiences, information and knowledge. We are looking to develop our local volunteer support network as a way of reaching out to more parents, providing local information and to engage with/ lobby local service providers for improved provision

The ultimate aim is to enable these children and young people to participate in society and to reach their full potential

### **Disclosure of information to auditors**

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information

## AFASIC

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

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#### Auditors

A resolution proposing that Lee, Dicketts & Co be reappointed as auditors of the company will be put to the members

On behalf of the Board of Trustees

M Clifford

Trustee

Dated

15/9/2012

A handwritten signature in black ink, appearing to be 'M Clifford', with a large, stylized loop at the end.

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## **AFASIC**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2012**

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The trustees, who are also the directors of Afasic for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year

In preparing these accounts, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions

# **AFASIC**

## **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF AFASIC**

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We have audited the accounts of Afasic for the year ended 31 March 2012 set out on pages 12 to 27. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and section 43 of the Charities Act 1993 and regulations made under section 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees 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 charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of Afasic for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under section 43 of the Charities Act 1993 and report in accordance with those Acts.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the accounts.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 20 to the accounts.

### **Opinion on accounts**

In our opinion the accounts

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

# AFASIC

## INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE TRUSTEES OF AFASIC

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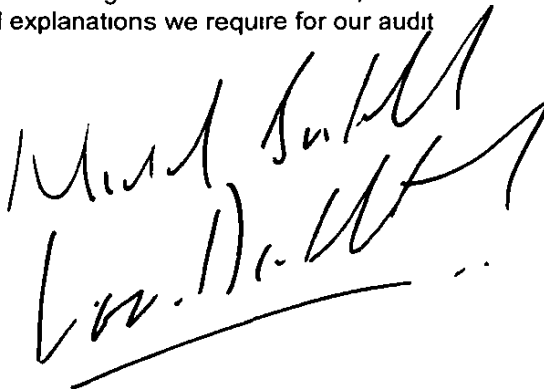
### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities Act 1993 requires us to report to you if, in our opinion

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts, or
- the charitable company has not kept adequate accounting records, or
- the accounts are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit

Michael Bushell (Senior Statutory Auditor)  
for and on behalf of Lee, Dicketts & Co

Chartered Certified Accountants  
Statutory Auditor  
York House, 37 High Street  
Seal, Sevenoaks  
Kent  
TN15 0AW

A large, stylized handwritten signature in black ink, appearing to read 'Michael Bushell', is written over the printed name and firm details.

Dated 18 September 2012

# AFASIC

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2012

	Notes	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and legacies	2	132,509	37,573	170,082	143,770
Investment income	3	23,121	5	23,126	23,809
		155,630	37,578	193,208	167,579
Activities in furtherance of the charity's objects	4	157,750	497,263	655,013	588,569
Other incoming resources	5	10,907	1,350	12,257	25,417
<b>Total incoming resources</b>		<b>324,287</b>	<b>536,191</b>	<b>860,478</b>	<b>781,565</b>
<b><u>Resources expended</u></b>					
	6				
<b>Costs of generating funds</b>					
Fundraising and publicity costs		70,786	-	70,786	58,424
<b>Charitable activities</b>					
Direct charitable expenditure		73,154	468,080	541,234	529,714
Governance costs		182,432	-	182,432	152,510
<b>Total resources expended</b>		<b>326,372</b>	<b>468,080</b>	<b>794,452</b>	<b>740,648</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(2,085)</b>	<b>68,111</b>	<b>66,026</b>	<b>40,917</b>
Gross transfers between funds		9	(9)	-	-
<b>Net (expenditure)/income for the year/ Net (outgoing)/incoming resources</b>		<b>(2,076)</b>	<b>68,102</b>	<b>66,026</b>	<b>40,917</b>
<b>Other recognised gains and losses</b>					
(Losses)/gains on investment assets		(5,648)	-	(5,648)	15,629
<b>Net movement in funds</b>		<b>(7,724)</b>	<b>68,102</b>	<b>60,378</b>	<b>56,546</b>
Fund balances at 1 April 2011		421,780	309,525	731,305	674,759
<b>Fund balances at 31 March 2012</b>		<b>414,056</b>	<b>377,627</b>	<b>791,683</b>	<b>731,305</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

# AFASIC

## BALANCE SHEET

AS AT 31 MARCH 2012

	Notes	2012 £	£	2011 £	£
<b>Fixed assets</b>					
Tangible assets	10	18,629		22,225	
Investments	11	644,580		578,185	
		<u>663,209</u>		<u>600,410</u>	
<b>Current assets</b>					
Debtors	12	131,040		34,986	
Cash at bank and in hand		114,689		149,727	
		<u>245,729</u>		<u>184,713</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(117,255)</u>		<u>(53,818)</u>	
<b>Net current assets</b>		<u>128,474</u>		<u>130,895</u>	
<b>Total assets less current liabilities</b>		<u>791,683</u>		<u>731,305</u>	
<b>Income funds</b>					
Restricted funds	16	377,627		309,525	
Unrestricted funds					
Designated funds	17	167,313		213,239	
Other charitable funds		246,743		208,541	
		<u>791,683</u>		<u>731,305</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2012, although an audit has been carried out under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under section 43 of the Charities Act 1993. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.



**AFASIC**

**BALANCE SHEET (CONTINUED)**

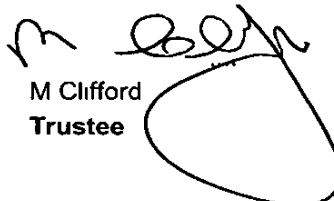
**AS AT 31 MARCH 2012**

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The accounts were approved by the Board on 15/9/2012



S White  
Trustee



M Clifford  
Trustee

Company Registration No. 3036802

# AFASIC

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2012

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#### 1 Accounting policies

##### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

##### 1.2 Incoming resources

Legacies are recognised as income where the donor is deceased before the year-end, the amount of the legacy is known, and known conditions of entitlement have been met

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor. The accruals basis is applied to all expenditure

Where it is clear that the donor has specified a grant to be related to a fixed period for a specified use, these funds will be treated as deferred income and released to the Statement of Financial Activities to match the related expenditure

Donations and subscriptions include income received together with the tax recoverable

##### 1.3 Resources expended

Expenditure has been allocated according to the Statement of Recommended Practice "Accounting and Reporting by Charities" and is shown under the appropriate sub-heading. Items of expenditure which involve more than one cost category, such as salaries and printing, are allocated appropriately between the cost categories involved on the basis of estimates made by the charity's management

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Leasehold property	10 years straight line
Computer equipment	33% reducing balance
Fixtures, fittings & equipment	25% reducing balance/33 3% reducing balance

##### 1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease

##### 1.6 Investments

Fixed asset investments are stated at market value

Realised gains and losses are recognised on the disposal of investments. Unrealised gains and losses are recognised on the market value of investments at the balance sheet date. All gains and losses are taken to the Statement of Financial Activities

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 1 Accounting Policies

(continued)

##### 1.7 Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

##### 1.8 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in note 16 to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in note 17 to the accounts.

#### 2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Donations and gifts	72,145	37,573	109,718	101,101
Legacies receivable	60,364	-	60,364	42,669
	<u>132,509</u>	<u>37,573</u>	<u>170,082</u>	<u>143,770</u>

#### 3 Investment income

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Income from listed investments	22,562	-	22,562	22,668
Interest receivable	559	5	564	1,141
	<u>23,121</u>	<u>5</u>	<u>23,126</u>	<u>23,809</u>

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

### 4 Activities in furtherance of the charity's objects

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Grants receivable for charitable activities	82,690	476,091	558,781	515,572
Literature	8,945	-	8,945	11,137
Events	66,115	2,996	69,111	43,557
Inservice training, conferences and activity weeks	-	18,176	18,176	18,303
	<u>157,750</u>	<u>497,263</u>	<u>655,013</u>	<u>588,569</u>

Income has been deferred at the year-end in relation to grants specific to the year-ended 31 March 2013 as detailed in note 14 to the accounts

### 5 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Management and administration services	9,763	1,350	11,113	23,938
Royalties	1,144	-	1,144	1,479
	<u>10,907</u>	<u>1,350</u>	<u>12,257</u>	<u>25,417</u>

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Rent and utilities £	Total 2012 £	Total 2011 £
<b>Costs of generating funds</b>						
Fundraising and publicity costs	34,538	-	36,248	-	70,786	58,424
<b>Charitable activities</b>						
Direct charitable expenditure	274,575	2,751	246,940	16,968	541,234	529,714
<b>Governance costs</b>						
Management and administration	77,543	5,676	54,118	45,095	182,432	152,510
	<b>386,656</b>	<b>8,427</b>	<b>337,306</b>	<b>62,063</b>	<b>794,452</b>	<b>740,648</b>

Management and administration costs include charges for audit fees of £7,840 (2011 - £7,344) and non-audit fees of £1,086 (2011 - £1,967). Costs also include trustees' and AGM expenses of £3,213 (2011 - £2,559) together with legal and professional fees of £- (2011 - £-).

Direct charitable expenditure comprises the costs of supporting and training professionals, parents, children and young people.

#### 7 Fundraising and publicity costs

Fundraising and publicity expenses comprise salary and printing costs.

#### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but they were reimbursed a total of £2,227 for travelling and other expenses (2011 - £2,279).

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was

		2012 Number	2011 Number
Chief Executive	*	1	1
Office Manager and Fundraiser	*	1	1
Director of England	*	1	1
Director of Scotland	*	1	1
Development Officers - England		3	4
Website Assistant		1	1
Administration Assistants		2	2
Bookkeeper		1	1
Helpline Managers		2	2
Director of Wales	*	1	1
Wales Office Administrator		1	1
Development Officer - Northern Ireland		1	1
Development Officer - North Wales	*	1	1
Corporate Fundraiser		1	1
		<b>18</b>	<b>19</b>

#### Employment costs

	2012 £	2011 £
Wages and salaries	349,358	358,227
Social security costs	31,550	31,838
Other staff costs	5,748	5,363
	<b>386,656</b>	<b>395,428</b>

Of the 18 staff employed by Afasic during the year, there are six full time (as marked \* in the above list), with the remainder being part time

There were no employees whose annual emoluments were £60,000 or more

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2012

#### 10 Tangible fixed assets

	Leasehold imps	Computer equipment	Fixtures, fittings & equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2011	8,448	41,882	38,244	88,574
Additions	-	4,827	-	4,827
Disposals	-	(14,211)	(1,634)	(15,845)
<b>At 31 March 2012</b>	<b>8,448</b>	<b>32,498</b>	<b>36,610</b>	<b>77,556</b>
<b>Depreciation</b>				
At 1 April 2011	3,380	32,263	30,706	66,349
On disposals	-	(13,096)	(1,447)	(14,543)
Charge for the year	845	4,439	1,837	7,121
<b>At 31 March 2012</b>	<b>4,225</b>	<b>23,606</b>	<b>31,096</b>	<b>58,927</b>
<b>Net book value</b>				
<b>At 31 March 2012</b>	<b>4,223</b>	<b>8,892</b>	<b>5,514</b>	<b>18,629</b>
At 31 March 2011	5,068	9,619	7,538	22,225
Net book value at 31 March 2012 represents fixed assets used for				
Direct charitable purposes				
Restricted funds	-	4,284	817	5,101
	-	4,284	817	5,101
Other purposes				
Corporate governance	-	2,587	983	3,570
Designated funds	4,223	2,021	3,714	9,958
	<b>4,223</b>	<b>8,892</b>	<b>5,514</b>	<b>18,629</b>

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

### 11 Fixed asset investments

	UK quoted investments £
Market value at 1 April 2011	578,185
Disposals at opening book value	(105,000)
Acquisitions at cost	177,043
Change in value in the year	(5,648)
<b>Market value at 31 March 2012</b>	<b>644,580</b>
Historical cost	
At 31 March 2012	556,343
At 31 March 2011	484,230
Analysis of investments	
Investment bank account	127,937
Unrestricted funds	516,643
	<b>644,580</b>

### 12 Debtors

	2012 £	2011 £
Rent deposits	11,219	10,619
Income tax recoverable	7,182	5,549
Other debtors	4,286	1,091
Prepayments and accrued income	108,353	17,727
	<b>131,040</b>	<b>34,986</b>

Amounts falling due after more than one year and included in the debtors above are

	2012 £	2011 £
Other debtors	<b>11,219</b>	<b>10,619</b>



# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

<b>13 Creditors: amounts falling due within one year</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade creditors and provisions for outstanding charges	<b>52,522</b>	39,149
Taxes and social security costs	<b>9,176</b>	8,305
Other creditors	<b>4,057</b>	871
Deferred income	<b>51,500</b>	5,493
	<b>117,255</b>	<b>53,818</b>

<b>14 Deferred income</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Total deferred income at 1 April 2011	<b>5,493</b>	-
Amounts received in year	<b>51,500</b>	5,493
Amounts credited to statement of financial activities	<b>(5,493)</b>	-
<b>Total deferred income at 31 March 2012</b>	<b>51,500</b>	<b>5,493</b>

### **15 Pension and other post-retirement benefit commitments**

#### **Defined contribution**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Contributions payable by the company for the year	<b>5,748</b>	5,363

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Movement in funds				
	Balance at 1 April 2011	Incoming resources	Resources expended	Transfers	Balance at 31 March 2012
	£	£	£	£	£
<b>Work across the nations</b>					
England	(1,802)	88,725	(83,904)	-	3,019
Scotland	38,952	50,582	(52,211)	227	37,550
CYMRU	81,861	233,680	(167,959)	-	147,582
Northern Ireland	5,200	30,870	(12,123)	-	23,947
NDO	56,356	4,265	(18,203)	675	43,093
<b>Supporting parents and professionals</b>					
Parent Support Service	34,261	19,750	(31,970)	-	22,041
Local Groups	35,234	12,581	(9,484)	(911)	37,420
Competition	1,074	900	-	-	1,974
<b>Supporting children and young people</b>					
Development Officer (N E London)	9,254	400	(3,173)	-	6,481
North East London Youth Club	11,451	14,558	(13,904)	2,423	14,528
Summer School	25,113	30,265	(38,579)	-	16,799
YOF	2,423	-	-	(2,423)	-
16+ Project	10,501	5,080	(12,445)	-	3,136
Aiming High	(353)	13,664	(15,332)	-	(2,021)
Friday Evening Club	-	10,871	(5,545)	-	5,326
RALLI	-	20,000	(3,248)	-	16,752
	<u>309,525</u>	<u>536,191</u>	<u>(468,080)</u>	<u>(9)</u>	<u>377,627</u>

## **AFASIC**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2012**

---

#### **16 Restricted funds**

**(continued)**

**Details of certain restricted funds, including income from grants and donations are as follows:**

##### **Work across the nations:**

##### **England**

The work of the Director for England and other work across England is fully funded by a strategic grant from the Department for Education, received via the Communication Trust, to run a series of information days across England

##### **Scotland**

The core and project work in Scotland was supported by grants received during the year of £41,924 from the Scottish Government Unified Voluntary Sector Grant Fund, with additional income seen being that generated within the region covered

##### **CYMRU**

The work in Wales has been funded by a grant from the Welsh Assembly Government of £78,384, along with a grant from the Big Lottery Fund, totalling £226k over 3 years, of which £72,846 was received during this financial year. Other income seen is that generated from within the region covered, including grants from Children in Need, St James's Place Foundation, Waterloo Foundation and the G & M Davies Charity

##### **Northern Ireland**

A new grant from the Big Lottery Fund totalling £382,021 over 3 years was agreed towards the end of 2011 to fund our work with young people in Northern Ireland. Of this, £30,735 was been recognised in this financial year

##### **NDO**

This fund relates to general development work across England, with income seen being generated from that work. The initiatives include additional activity days, young peoples participation, training for parents and new resources for the children's workforce

##### **Supporting parents and professionals:**

##### **Parent Support Service**

Provides support to parents through a telephone helpline, production and distribution of literature and publications and development of the Afasic website. This service has been funded from a number of sources. Main grants towards this service included £10,000 from the John Laing Charitable Trust, £5,000 from the Sobell Foundation, grants of £2,000 from each of the Chapman Charitable Trust and Boshier-Hinton Foundation, and a few smaller grants from other grant making trusts

##### **Local Groups**

Members who come together to form groups at local level to provide mutual support, organise activities for children and young people and work in partnership with local authorities

##### **Competition**

The competition invited applications to carry out a research project for children with speech and language impairments in the secondary age group. This has been completed and remaining funds are now being used to cover costs of the "Afasic Abstract" a research-into-practice newsletter, which keeps policy makers and practitioners up-to-date with the latest theory and practice in the field. Funding has come from proceeds of the Toyne Triathlon

# **AFASIC**

## **NOTES TO THE ACCOUNTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2012**

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### **16 Restricted funds**

**(continued)**

#### **Supporting children and young people:**

##### **Development Office (N E London)**

Afasic has a development officer in north east London who has developed a number of innovative projects for children and young people affected by this disability and who provides support for parents and carers

##### **North East London Youth Club**

A youth project for young people aged 11-19 with speech and language impairments, comprising a weekly youth club, with special outings, activities and residential trips during the year. This has been funded by grants from the London Borough of Redbridge, the Jack Petchey Foundation, Co-Op Community Foundation, The Economist and the Worshipful Company of Cutlers, with additional income seen being that generated via donations and sponsorship for the project

##### **Summer Schools**

This is a programme of innovative courses for children facing the move from primary to secondary school. These week long courses aim to prepare the children for this move, arm them with strategies for dealing with things like bullying, and develop their social and language skills. Major sources of income for the project during this year include BBC Children in Need (£20,046), the Evan Cornish Foundation (£4,600), and the Equitable Chantable Trust (£4,580), and a few smaller grants from other grant making trusts

##### **YOF**

A capital grant from the Youth Opportunities Fund, LB Redbridge, towards the costs of equipment and materials for the Afasic Youth Project based in Redbridge that helps young people to develop social, communication and life skills

##### **16+ Project**

A pilot project looking at how best we can support young people aged 16-25 as they face the transition to adulthood. The aims are to improve access to further education and employment and reduce the social isolation of the young people. A donation of £5,000 towards this work was received from the Zurich Community Trust, with similar amounts to follow in each of the next two years

##### **Aiming High**

Work with young people in Redbridge fully funded by a grant from the London Borough of Redbridge under the "Aiming High for Disabled Children" scheme, to enable the young people to develop their potential and support them as they move towards adulthood and independence

##### **Friday Evening Club**

This fund is for specific funding for the North East London Youth project that has been provided by the London Borough of Redbridge and needs to be accounted for separately from the main project fund above

##### **Raising Awareness of Language Learning Impairment**

This is a new campaign being run by a group of leading academics to "Raise Awareness of Language Learning Impairments" (RALLI). This has been launched with support from Afasic, the Waterloo Foundation, and the Economic and Social Research Council (ESRC). It will share video stories based on people's experiences of language impairments and what can be done to help those affected

**Afasic is very grateful to all the donors mentioned above for their support of our work during this period.**

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2012

### 17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes

	Balance at 1 April 2011	Movement in funds		Balance at 31 March 2012
		Incoming resources	Resources expended	
	£	£	£	£
Capital	10,964	-	(3,209)	7,755
Project development	47,275	-	(25,598)	21,677
Helpline	20,000	-	-	20,000
Strategic development	135,000	-	(17,119)	117,881
	<u>213,239</u>	<u>-</u>	<u>(45,926)</u>	<u>167,313</u>

### 18 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2012 are represented by			
Tangible fixed assets	13,528	5,101	18,629
Investments	644,580	-	644,580
Current assets	(230,507)	476,236	245,729
Creditors amounts falling due within one year	(13,545)	(103,710)	(117,255)
	<u>414,056</u>	<u>377,627</u>	<u>791,683</u>

### 19 Commitments under operating leases

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings		Other	
	2012	2011	2012	2011
	£	£	£	£
Expiry date				
Within one year	12,027	7,715	-	-
Between two and five years	-	-	1,008	987
In over five years	39,600	39,600	-	-
	<u>51,627</u>	<u>47,315</u>	<u>1,008</u>	<u>987</u>

## **AFASIC**

### **NOTES TO THE ACCOUNTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2012***

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#### **20 Auditors' Ethical Standards**

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts