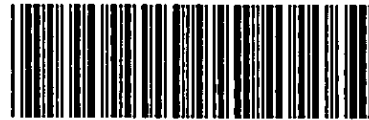


Charity Registration No. 1045617

Company Registration No 03036802 (England and Wales)

**AFASIC**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

WEDNESDAY



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# AFASIC

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	M Clifford A Canas B Walker D Knight M Scales M Sharp S White
<b>Corporate Management Team</b>	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)
<b>Secretary</b>	L Lascelles (Chief Executive)
<b>Charity number</b>	1045617
<b>OSCR number</b>	SC039170
<b>Company number</b>	03036802
<b>Principal address</b>	1st Floor 20 Bowling Green Lane London EC1R 0BD
<b>Registered office</b>	1st Floor 20 Bowling Green Lane London EC1R 0BD
<b>Auditors</b>	Lee, Dicketts & Co 3 East Point Seal Sevenoaks Kent TN15 0EG

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# **AFASIC**

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# **AFASIC**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2013**

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The trustees present their report and accounts for the year ended 31 March 2013

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.

At the last AGM in December 2012 members agreed to a number of amendments to the wording of the Memorandum and Articles to bring the terminology up to date. The main change was to the wording of the 'Objects Clause', which now reads: "The objects for which the company is established are to promote social inclusion for the public benefit of children and young people with speech, language and communication needs, with a focus on impaired speech and language, to relieve their needs and enable them to reach their potential, and to assist them to integrate fully within society."

The organisation was registered with the Office of the Scottish Charity Regulator on 17th January 2008 under number SC039170.

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

M Clifford	
M Parkinson	(Resigned 16 March 2013)
A Canas	
B Walker	
D Knight	(Appointed 16 March 2013)
M Scales	
M Sharp	
S White	
A Rannard	(Resigned 15 June 2013)

#### **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 2013**

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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 are 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. Over one million children and young people across the UK are affected by this hidden disability - that's an average of 2 in every classroom!

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 2013**

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### **Achievements and performance**

During the year Afasic has continued to provide and develop a 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, 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 unique Afasic UK wide helpline service continues to provide a vital source of information, help and support for parents, who are often at their wits end by the time they contact the service. The helpline aims to empower parents to advocate on behalf of their child and to access the services required to address their child's needs.

During the year parents had the opportunity to attend three large 'Voice for Life' information day events that were held in London, Bristol and Merseyside. Over 90 workshops were run by a variety of national and local agencies, providing a range of information, advice and training for a diverse audience of parents and professionals, with over 1,200 people attending the 3 events. The events aimed to increase the knowledge of parents and carers to help them advocate for their child, promote collaborative working between parents and professionals, and provide the opportunity to cultivate stronger local parent/carer networks to support parents and young people in their localities. The feedback we received was excellent, and we have added over 300 new members to our national e-mail network. Afasic also launched a new Volunteer Programme in England that aims to provide a range of volunteering opportunities that will increase our profile and build a library of information and support for parents at a local level across England.

For the first time in Wales, Afasic hosted 2 parent conferences in 2012, with 125 parents from across Wales attending. Both conferences offered a range of workshops and parents particularly enjoyed an inspiring keynote speech from a young person who shared her experiences of what it is like to live with SLCN. Thanks to funding from Conwy CBC we piloted a project employing a part time Family Support Worker in Conwy. This resulted in 4 parent support groups being established in the county, a range of training events for parents being organised, and a family fun day. Parents in South Wales also accessed a number of parent training workshops during the year.

In Scotland, Afasic had contact with over 300 families and carers throughout the year, a significant increase on previous years. Families enjoyed a range of opportunities and support within local community settings, including free activity days, play events, strategies to support children, skills building workshops, and family play days out. These have made a positive difference to the lives of many families who enjoyed sharing time, building networks of support and attending events together. The significance and benefit of play for children has been a highlight of the year. Volunteers (local parents and groups through to our dedicated Training Team) are a huge asset, helping us to respond to local needs and issues. Volunteer activity affords us direct contact with families helping to build a growing evidence base to influence and inform dialogue on how best to approach 'Inclusive Communication', with the parents and children as the key drivers.

In Northern Ireland, parents have been involved in the development of a new strategic plan to identify the gaps in service provision, chart the way forward for the next 4 years and plan for the end of the present funding.

# **AFASIC**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013**

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

During the year Afasic ran a total of 21 summer transition courses to support young people with persistent speech, language and communication problems as they move from primary to secondary school. Of these, there were 13 courses organised across England, and this is due to expand next year. We have also just secured a contract to run a series of summer schools with the ARK academy network in London for three years. 6 of the courses took place across Wales thanks to funding from Children in Need, with the other two courses being run in Northern Ireland thanks to Big Lottery funding.

The focus of our work in Northern Ireland is with young people in post primary education. The highlight of the year was the formal project launch in The Long Gallery at Stormont. There was an audience of 120 people of which 80 were parents or young people with SLCN, as well as a number of Members of the Legislative Assembly. Nine young people took to the stage to address the audience and describe what they were getting from the youth groups and activities that Afasic is running and the positive impact that these have had on their lives.

There are now 4 youth groups in Northern Ireland which, with the help of volunteers, have provided a range of activities that included photography, felting, cookery, music, pottery, art and craft workshops as well as outings. 42 young people now attend the youth groups. The original Afasic Youth Project based in Redbridge, London continues to thrive and this year took a group of young people from the project for a week's trip to France, the first overseas trip, and everyone had a very memorable experience. Wales now has 3 Youth Clubs, the oldest one is based in Conwy, with one in Flintshire and one recently established in Neath, South Wales. The Youth Clubs aim to provide a safe, friendly and stimulating environment, focusing on creating opportunities to understand and build friendships, develop communication and social skills and have fun at the same time, often providing the only social activity in these young people's lives.

Funding from the Big Lottery in Wales enabled 310 children and young people with SLCN to attend 8 Activity Days where they were able to meet with their peers and take part in activities that they may otherwise struggle to access due to their problems with communication. They had the opportunity to develop their social and communication skills, make new friends, and develop their self-confidence. In addition, 240 young people received additional support in improving their social skills, with groups working on different elements of social communication, including body language, the way we talk, conversation, assertiveness, making and keeping friends.

During the year 25 young people engaged with the Afasic Youth Forum in Wales, discussing various issues, with one group of youngsters in Flintshire participating in the first 'Virtual Youth Conference' facilitated by Flintshire Council. Overwhelmingly, the young people have expressed an interest in attending a Youth Club facility specifically for young people with SLCN, where they can simply hang out with like minded peers. One young person attended the 10th Anniversary Celebration for Afasic Cymru to present a short speech on how she feels her confidence and self-esteem have improved since attending the Conwy Youth Club.

As part of the 'Voice for Life' events we ran activities for local SLCN school groups during the days to support and develop the communication, social and life skills of children and young people with SLCN. As part of the Volunteer Programme in England, Afasic is developing specific roles for young people, with these being piloted in the North East and then rolling out England wide. We are encouraging young people to give voice to their experiences in whatever form that's 'right' for them (e.g. public speaking, drawing, artwork, poems etc.). We are also providing an opportunity for blogging or responding/instigating social media through the Afasic website. The Young Persons element of the website will be known as the 'Youth Link'. We also ran a local self-advocacy programme for young people in the North East, which we hope to expand more widely.

# **AFASIC**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013**

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

In Scotland, 162 trainees completed training with us during the year. Our objective to train professionals and support staff is achieved through our specialist CPD Training portfolio. Our Volunteer Training Team reaches out to a wide range of parents and community based agencies offering free awareness training. The range of online resources we offer continues to be in high demand and website hits and contacts through social media have increased by over 200%.

In Wales, Afasic delivered training on how to identify and better support children and young people with SLCN to 80 organisations, including foster carers, staff working in the leisure industry, other voluntary organisations, youth justice and youth offending teams, as well as 69 staff at 12 mainstream secondary schools.

In addition, specialist 'Boardmaker' software has been installed in Libraries across Conwy, Denbighshire, Wrexham & Flintshire, training delivered to staff on how to use it, and basic awareness training on SLCN. Boardmaker software contains thousands of picture communication symbols that support communication. The aim of this project is to offer the flexibility necessary to help personalise learning to meet the needs of all our children with communication and language difficulties, and support for families to communicate with their children effectively.

The Voice for Life events across England were very well attended by professionals and these aimed to support the early identification of children and young people with SLCN, raise awareness of how it impacts on the lives of children and young people, and to share best practice and resources to support and improve schools and practitioners work with parents, children and young people.

### **Influencing the decision makers**

During the year our attention was focused on the Children and Families Bill and the associated changes that will result. This has included feeding into representations made by umbrella organisations to relevant ministers and committees, writing briefings and website/newsletter articles for staff, parents and supporters, and organising and promoting lobbying campaigns.

Other consultation responses during the year included:

- Response to the consultation on the Personal Independence Payment
- Response to the consultation on School funding reform
- Response to the consultation - Revised Sure Start Children's Centres Statutory Guidance
- Response to the Consultation on Careers Guidance for Schools, Sixth Form Colleges and Further Education Institutions
- Submission to the House of Commons Education Select Committee on Pre-Legislative Scrutiny: Special Educational Needs

In Wales we have responded to the Welsh Government "Statements or something better" - attending ongoing meetings representing the views of parents of the children we represent. We are also a member of TSANA (Third Sector Additional Needs Alliance) to respond and inform the Welsh Assembly Government of pertinent issues.

In Scotland our strategic partnerships with Government Disability and Equality Networks, Improvement Service, local authority community and health partnerships, Communication Forum Scotland (national SLCN alliance) and Third Sector agencies allowed us to influence and inform policy promoting Inclusive Communication to statutory and key service providers.

In Northern Ireland we have representatives on a number of key groups, including the NEET Strategy Forum, Anti-Bullying Task Group, Joint Consultation Forum for Education, and Children with Disabilities Strategic Alliance. Contact is also maintained with both the education and health departments to raise awareness of the needs of young people with SLCN.



# **AFASIC**

## **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013**

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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.

### **Financial review**

Given the continuing difficult economic and funding conditions that were prevalent during this financial year, the trustees are satisfied with the overall performance that has been achieved during this period.

The trustees are pleased to report that total income for the organisation has increased to £952,344 for the year (an increase of £91,866 on the previous year) despite the very difficult funding climate. This total is the highest achieved since 2007 and is mainly due to success in obtaining a number of large restricted funded grants across the UK. Within this total, there has been a reduction in the level of unrestricted income. The overall position reflects both an increased emphasis on generating project funding during the year and growing competition for unrestricted funding.

Total expenditure for the year was £1,000,800 (an increase of £206,348 on the previous year). Within this there was a reduction in unrestricted expenditure of £13,509 and an increase in direct charitable expenditure on restricted funded projects of £219,857.

Overall net expenditure for the year was £48,456 (previous year net income of £66,026). There were gains in the value of investments of £27,221 (previous year reduction of £5,648). The net reduction in fund balances was £21,235 (previous year net increase of £60,378). Included within these figures is a reduction in unrestricted funds of £121,686 (previous year reduction of £7,724), which reduces total unrestricted funds to £292,370 at 31 March 2013 (£414,056 at 31 March 2012).

Other charitable funds are unrestricted funds that have not been designated for any specific purpose. These represent the free reserves and fell by 25% during the year from £246,743 to £185,095. This is an area of focus for trustees although free reserves remain in line with the stated reserves policy (see below). During the year trustees took the decision to reduce the amount held in investments and increase cash deposits to improve liquidity and reduce the risk of investment performance volatility. This will be kept under review by the trustees.

It is clear that the difficult economic 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. Particular emphasis is being given to addressing the reduction seen in unrestricted income.

During the year the trustees continued to invest 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. This investment is covered by monies set aside in the designated fund as shown in note 17 to the accounts.

## **AFASIC**

### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013**

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#### **Reserves policy**

The Board of Trustees has established a reserves policy 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 2013/2014 is £290,471 and the current level of unrestricted reserves provides 7.6 months cover (previous year 10 months). 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.

#### **Principal funding sources**

In addition to membership fees, individual donations and events, major funding contributions have been received from the Department for Education (via the Communication Trust), the Scottish Government, the Welsh Assembly Government, Conwy CBC, Denbighshire CC, Flintshire CC, and the London Borough of Redbridge.

We are also very grateful for significant grants that were also received during the year from the BAE Systems plc, BBC Children in Need, BGC Partners, Big Lottery Fund (in Northern Ireland, Wales and Scotland), Donald Forrester Trust, Equitable Charitable Trust, John Laing Charitable Trust, MariaMarina Foundation, the Mercers' Company, the Monument Trust, SFIA Educational Trust, Sobell Foundation, and the Zurich Community Trust.

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

# AFASIC

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

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### 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 accessible 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 have been made through the 'COIF Charities Investment Fund', a common investment fund managed by CCLA Investment Management Ltd, and the performance of this 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 children and young people with SLCN to participate in society and to have the opportunity 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

### 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 14/9/2013

# **AFASIC**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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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**

---

We have audited the financial statements of Afasic for the year ended 31 March 2013 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. 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).

#### **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 financial statements to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Act 2011 rather than also with 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 section 144 of the Charities Act 2011 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 charity'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. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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 2013 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 Charities Act 2011 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

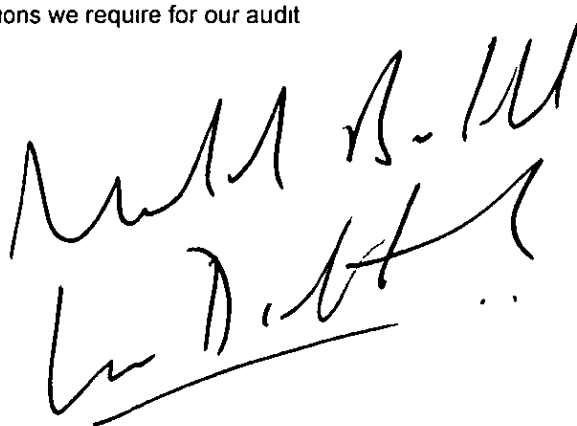
Michael Bushell (Senior Statutory Auditor)  
for and on behalf of Lee, Dicketts & Co

Chartered Certified Accountants  
Statutory Auditor  
3 East Point  
Seal  
Sevenoaks  
Kent  
TN15 0EG

Dated

20 June 2013

Lee, Dicketts & Co is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006



# AFASIC

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b>Incoming resources from generated funds</b>					
Donations and legacies	2	72,602	50,759	123,361	170,082
Investment income	3	19,731	-	19,731	23,126
		92,333	50,759	143,092	193,208
Activities in furtherance of the charity's objects	4	68,037	737,629	805,666	655,013
Other incoming resources	5	3,586	-	3,586	12,257
<b>Total incoming resources</b>		<b>163,956</b>	<b>788,388</b>	<b>952,344</b>	<b>860,478</b>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Fundraising and publicity costs	6	48,586	-	48,586	70,786
<b>Charitable activities</b>					
Direct charitable expenditure		100,227	687,937	788,164	541,234
Governance costs		164,050	-	164,050	182,432
<b>Total resources expended</b>		<b>312,863</b>	<b>687,937</b>	<b>1,000,800</b>	<b>794,452</b>
<b>Net (expenditure)/income for the year/ Net (outgoing)/incoming resources</b>		<b>(148,907)</b>	<b>100,451</b>	<b>(48,456)</b>	<b>66,026</b>
<b>Other recognised gains and losses</b>					
Gains/(losses) on investment assets		27,221	-	27,221	(5,648)
<b>Net movement in funds</b>		<b>(121,686)</b>	<b>100,451</b>	<b>(21,235)</b>	<b>60,378</b>
Fund balances at 1 April 2012		414,056	377,627	791,683	731,305
<b>Fund balances at 31 March 2013</b>		<b>292,370</b>	<b>478,078</b>	<b>770,448</b>	<b>791,683</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 2013

	Notes	2013 £	£	2012 £	£
<b>Fixed assets</b>					
Tangible assets	10	15,477		18,629	
Investments	11	266,775		644,580	
		<u>282,252</u>		<u>663,209</u>	
<b>Current assets</b>					
Debtors	12	71,855		131,040	
Cash at bank and in hand		519,543		114,689	
		<u>591,398</u>		<u>245,729</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(103,202)</u>		<u>(117,255)</u>	
<b>Net current assets</b>		<u>488,196</u>		<u>128,474</u>	
<b>Total assets less current liabilities</b>		<u>770,448</u>		<u>791,683</u>	
<b>Income funds</b>					
Restricted funds	16	478,078		377,627	
Unrestricted funds					
Designated funds	17	107,275		167,313	
Other charitable funds		185,095		246,743	
		<u>770,448</u>		<u>791,683</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 2013, although an audit has been carried out under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under section 144 of the Charities Act 2011. 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)

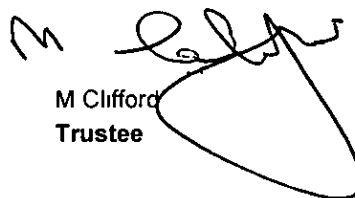
AS AT 31 MARCH 2013

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The accounts were approved by the Board on 14/9/2013



M Scales  
Trustee



M Clifford  
Trustee

Company Registration No 03036802

# AFASIC

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2013

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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 2013

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#### 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 2013 £	Total 2012 £
Donations and gifts	72,591	50,759	123,350	109,718
Legacies receivable	11	-	11	60,364
	<u>72,602</u>	<u>50,759</u>	<u>123,361</u>	<u>170,082</u>

#### 3 Investment income

	2013 £	2012 £
Income from listed investments	13,598	22,562
Interest receivable	6,133	564
	<u>19,731</u>	<u>23,126</u>

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

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

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Grants receivable for charitable activities	35,309	722,754	758,063	558,781
Literature	4,251	-	4,251	8,945
Events	28,405	3,603	32,008	69,111
Inservice training, conferences and activity weeks	72	11,272	11,344	18,176
	<u>68,037</u>	<u>737,629</u>	<u>805,666</u>	<u>655,013</u>

Income has been deferred at the year-end in relation to grants specific to the year-ended 31 March 2014 as detailed in note 14 to the accounts

#### 5 Other incoming resources

	2013 £	2012 £
Management and administration services	3,073	11,113
Royalties	513	1,144
	<u>3,586</u>	<u>12,257</u>

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

### 6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Rent and utilities £	Total 2013 £	Total 2012 £
<b>Costs of generating funds</b>						
Fundraising and publicity costs	40,016	-	8,570	-	<b>48,586</b>	70,786
<b>Charitable activities</b>						
Direct charitable expenditure	375,384	5,481	390,545	16,754	<b>788,164</b>	541,234
<b>Governance costs</b>						
Management and administration	77,934	976	39,514	45,626	<b>164,050</b>	182,432
	<b>493,334</b>	<b>6,457</b>	<b>438,629</b>	<b>62,380</b>	<b>1,000,800</b>	<b>794,452</b>

Management and administration costs include charges for audit fees of £7,096 (2012 - £7,840) and non-audit fees of £1,140 (2012 - £1,086). Costs also include trustees' and AGM expenses of £3,098 (2012 - £3,213) together with legal and professional fees of £- (2012 - £-).

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 £2,783 for travelling and other expenses (2012 - £2,227).

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 9 Employees

##### Number of employees

The average monthly number of employees during the year was

		2013 Number	2012 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	3
Website Assistant		1	1
Administration Assistants		2	2
Bookkeeper		1	1
Helpline Managers		1	2
Director of Wales	*	1	1
Wales Office Administrator		-	1
Director of Northern Ireland		1	1
Development Officer - North Wales	*	1	1
Corporate Fundraiser	*	1	1
Project Officers - Northern Ireland		2	-
Policy Officers - Wales		1	-
Family Support worker - Wales		1	-
PA to Chief Executive		1	-
		<u>21</u>	<u>18</u>

##### Employment costs

	2013 £	2012 £
Wages and salaries	444,740	349,358
Social security costs	40,915	31,550
Other staff costs	7,679	5,748
	<u>493,334</u>	<u>386,656</u>

Of the 21 staff employed by Afasic during the year, there are seven 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 2013

#### 10 Tangible fixed assets

	Leasehold imps	Computer equipment	Fixtures, fittings & equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 April 2012	8,448	32,498	36,610	77,556
Additions	-	2,734	620	3,354
Disposals	-	(2,832)	(125)	(2,957)
<b>At 31 March 2013</b>	<b>8,448</b>	<b>32,400</b>	<b>37,105</b>	<b>77,953</b>
<b>Depreciation</b>				
At 1 April 2012	4,225	23,606	31,096	58,927
On disposals	-	(2,508)	(73)	(2,581)
Charge for the year	845	3,765	1,520	6,130
<b>At 31 March 2013</b>	<b>5,070</b>	<b>24,863</b>	<b>32,543</b>	<b>62,476</b>
<b>Net book value</b>				
<b>At 31 March 2013</b>	<b>3,378</b>	<b>7,537</b>	<b>4,562</b>	<b>15,477</b>
At 31 March 2012	4,223	8,892	5,514	18,629
Net book value at 31 March 2013 represents fixed assets used for				
Direct charitable purposes				
Restricted funds	-	4,522	1,040	5,562
	-	4,522	1,040	5,562
Other purposes				
Corporate governance	-	1,499	1,044	2,543
Designated funds	3,378	1,516	2,478	7,372
	<b>3,378</b>	<b>7,537</b>	<b>4,562</b>	<b>15,477</b>

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 11 Fixed asset investments

	UK quoted investments £
Market value at 1 April 2012	644,580
Disposals at opening book value	(605,914)
Acquisitions at cost	200,888
Change in value in the year	27,221
<b>Market value at 31 March 2013</b>	<b>266,775</b>
Historical cost	
At 31 March 2013	212,469
At 31 March 2012	556,343
Analysis of investments	
Investment bank account	48,825
Listed investments	217,950
Unrestricted funds	-
	<b>266,775</b>

#### 12 Debtors

	2013 £	2012 £
Rent deposits	11,219	11,219
Income tax recoverable	5,567	7,182
Other debtors	1,838	4,286
Prepayments and accrued income	53,231	108,353
	<b>71,855</b>	<b>131,040</b>

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

	2013 £	2012 £
Rent deposits	11,219	11,219



## AFASIC

### NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2013

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<b>13 Creditors, amounts falling due within one year</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Trade creditors and provisions for outstanding charges	<b>37,901</b>	52,522
Taxes and social security costs	<b>11,371</b>	9,176
Other creditors	<b>1,930</b>	4,057
Deferred income	<b>52,000</b>	51,500
	<b>103,202</b>	<b>117,255</b>

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<b>14 Deferred income</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Total deferred income at 1 April 2012	<b>51,500</b>	5,493
Amounts received in year	<b>52,000</b>	51,500
Amounts credited to statement of financial activities	<b>(51,500)</b>	(5,493)
<b>Total deferred income at 31 March 2013</b>	<b>52,000</b>	<b>51,500</b>

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#### **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>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Contributions payable by the company for the year	<b>7,679</b>	<b>5,748</b>

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# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 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 2012	Incoming resources	Resources expended	Transfers	Balance at 31 March 2013
	£	£	£	£	£
<b>Work across the nations</b>					
England	3,019	92,110	(98,801)	3,672	-
Scotland	37,550	81,901	(57,246)	-	62,205
CYMRU	147,582	256,056	(228,493)	-	175,145
Northern Ireland	23,947	131,511	(93,069)	-	62,389
NDO	43,093	51	(3,415)	(3,672)	36,057
RALLI	16,752	1,900	(27,807)	-	(9,155)
Volunteer Network	-	103,000	(57,271)	-	45,729
<b>Supporting parents and professionals</b>					
Parent Support Service	22,041	27,432	(29,532)	-	19,941
Local Groups	37,420	18,871	(13,606)	-	42,685
Competition	1,974	-	(50)	-	1,924
<b>Supporting children and young people</b>					
Development Officer (N E London)	6,481	-	(5,489)	-	992
North East London Youth Club	14,528	18,019	(14,010)	3,813	22,350
Summer School	16,799	22,307	(23,834)	-	15,272
16+ Project	3,136	5,500	(9,004)	2,912	2,544
Aiming High	(2,021)	13,423	(8,490)	(2,912)	-
Friday Evening Club	5,326	16,307	(17,820)	(3,813)	-
	<u>377,627</u>	<u>788,388</u>	<u>(687,937)</u>	<u>-</u>	<u>478,078</u>



# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2013

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### 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, £7,975 from the Communities & Families Fund through the Big Lottery, 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 £77,600 along with a grant from the Big Lottery Fund, totalling £226k over 3 years, of which £65,781 was received during this financial year. Other income seen is that generated from within the region covered, including grants from Children in Need, Flintshire CC, Conwy CBC, Denbighshire CC, and the Millennium Stadium Trust

##### Northern Ireland

A 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, £123,411 was received during the financial year. There was also a grant of £8,100 under the Awards for All scheme to fund consultations and a strategic plan for future work in Northern Ireland

##### 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

##### RALLI

This is a new campaign being run by a group of leading academics to "Raise Awareness of Language Learning Impairments" (RALLI). This was launched with support from Afasic, the Waterloo Foundation, and the Economic and Social Research Council (ESRC). It is sharing video stories based on people's experiences of language impairments and what can be done to help those affected. The closing deficit was cleared by a further grant payment of £23,681 received from the Waterloo Foundation in April 2013

##### Volunteer Network

A new 3 year project fully funded by the Monument Trust that is looking to develop a team of volunteers across England to raise awareness, act as local points of contact, campaign / lobby, fundraise and generally increase the capacity and reach of the organisation



# **AFASIC**

## **NOTES TO THE ACCOUNTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2013**

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### **16 Restricted funds**

**(continued)**

#### **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 a £20,000 grant from the ManaManna Foundation, £5,000 from the Sobell Foundation, £2,000 from the Chapman Charitable Trust, 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.

#### **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 Jack Petchey Foundation, Mercers' Company, and Aberdeen Asset Management, 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 the Equitable Charitable Trust, Ironmongers' Company, BAE Systems plc, SFIA Educational Trust, and the Albert Hunt Trust, and a few smaller grants from other grant making trusts.

##### **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 a similar amount to follow next year.

## AFASIC

### NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2013

#### 16 Restricted funds

(continued)

##### 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. This specific project came to an end in March 2013, but the work with young people will continue through the 16+ project.

##### Friday Evening Club

Continuing and developing the work of the Afasic Youth Club that is fully funded by the London Borough of Redbridge to provide social activities for young people from Redbridge and to support their transition to adulthood. This specific project came to an end in March 2013, but the work with young people will continue through the North East London Youth Club.

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

#### 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.

	Movement in funds			Balance at 31 March 2013
	Balance at 1 April 2012	Incoming resources	Resources expended	
	£	£	£	£
Capital	7,755	-	(2,587)	5,168
Project development	21,677	-	(5,216)	16,461
Helpline	20,000	-	-	20,000
Strategic development	117,881	-	(52,235)	65,646
	<u>167,313</u>	<u>-</u>	<u>(60,038)</u>	<u>107,275</u>

# AFASIC

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2013

#### 18 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2013 are represented by			
Tangible fixed assets	9,915	5,562	15,477
Investments	266,775	-	266,775
Current assets	31,098	560,300	591,398
Creditors amounts falling due within one year	(15,418)	(87,784)	(103,202)
	<u>292,370</u>	<u>478,078</u>	<u>770,448</u>

#### 19 Commitments under operating leases

At 31 March 2013 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings		Other	
	2013 £	2012 £	2013 £	2012 £
Expiry date				
Within one year	12,027	12,027	-	-
Between two and five years	39,600	-	2,822	1,008
In over five years	-	39,600	233	-
	<u>51,627</u>	<u>51,627</u>	<u>3,055</u>	<u>1,008</u>

#### 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