

Registrars

REGISTERED COMPANY NUMBER: SC224332 (Scotland)  
REGISTERED CHARITY NUMBER: SCO00672

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016  
FOR  
VOICE DESIGN AND PRINT LIMITED**

THURSDAY



\*S58R4L8A\*

SCT 09/06/2016 #176  
COMPANIES HOUSE

William Duncan (UK) Limited  
Chartered Accountants  
4d Auchingramont Road  
Hamilton  
ML3 6JT

**VOICE DESIGN AND PRINT LIMITED**

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FOR THE YEAR ENDED 31 MARCH 2016**

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# **VOICE DESIGN AND PRINT LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
SC224332 (Scotland)

**Registered Charity number**  
SCO00672

**Registered office**  
74 Portland Place  
Hamilton  
ML3 7LA

**Trustees**  
Ian David Barcroft  
John Jamieson  
Doreen Walker  
Keith Watson  
Madalena Brown  
John Brain  
Helen Walker  
Alan Falconer  
Thomas Forbes Provan - appointed 25.6.15

**Independent examiner**  
Alan McGarvie CA  
William Duncan (UK) Limited  
Chartered Accountants  
4d Auchingramont Road  
Hamilton  
ML3 6JT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Related parties**

None of the trustees were paid any remuneration or expenses by the charity during the year.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The company's objectives and aims in the year under review were that of promoting charitable purposes for the benefit of the inhabitants of Hamilton and the surrounding area.

## **VOICE DESIGN AND PRINT LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

During the year the charity generated gross income of £18,025 from various printing activities.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

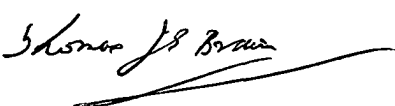
The net incoming resources of unrestricted funds, which are the operational reserves of the charity were £380.

The reserve fund represents the unrestricted funds arising from the past operating results. The trustees are satisfied that the balance of funds in the sum of £9,929, together with the relevant proportion of the 2015-16 South Lanarkshire Council Discretionary grant, approximates to the equivalent of 9 months operating expenditure.

##### **Principal funding sources**

The sole grant provider of the charity is South Lanarkshire Council.

Approved by order of the board of trustees on 16 April 2016 and signed on its behalf by:

† 

John Brain - Trustee

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VOICE DESIGN AND PRINT LIMITED**

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I report on the accounts for the year ended 31 March 2016 set out on pages four to ten.

## **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

## **Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alan McGarvie CA  
William Duncan (UK) Limited  
Chartered Accountants  
4d Auchingramont Road  
Hamilton  
ML3 6JT

16 April 2016

**VOICE DESIGN AND PRINT LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

		31.3.16 Unrestricted fund £	31.3.15 Total funds £
<b>INCOMING RESOURCES</b>	Notes		
<b>Incoming resources from generated funds</b>			
Voluntary income		13,524	13,524
Activities for generating funds	2	18,025	17,690
Investment income	3	54	117
<b>Total incoming resources</b>		<b>31,603</b>	<b>31,331</b>
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income	4	30,383	43,345
Governance costs		840	780
<b>Total resources expended</b>		<b>31,223</b>	<b>44,125</b>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>380</b>	<b>(12,794)</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>9,549</b>	<b>22,343</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>9,929</b>	<b>9,549</b>

The notes form part of these financial statements

**VOICE DESIGN AND PRINT LIMITED**

**BALANCE SHEET  
AT 31 MARCH 2016**

			31.3.16 Unrestricted fund £	31.3.15 Total funds £
	Notes	£		
<b>FIXED ASSETS</b>				
Tangible assets	8		326	49
<b>CURRENT ASSETS</b>				
Stocks			731	944
Debtors	9		1,382	513
Cash at bank and in hand			9,289	20,694
			<u>11,402</u>	<u>22,151</u>
<b>CREDITORS</b>				
Amounts falling due within one year	10		(1,799)	(12,651)
<b>NET CURRENT ASSETS</b>			<u>9,603</u>	<u>9,500</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>9,929</u>	<u>9,549</u>
<b>NET ASSETS</b>			<u>9,929</u>	<u>9,549</u>
<b>FUNDS</b>	11			
Unrestricted funds			9,929	9,549
<b>TOTAL FUNDS</b>			<u>9,929</u>	<u>9,549</u>

The notes form part of these financial statements

**VOICE DESIGN AND PRINT LIMITED**

**BALANCE SHEET - CONTINUED  
AT 31 MARCH 2016**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for


- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 16 April 2016 and were signed on its behalf by:

x 

John Brain -Trustee

x 

Keith Watson -Trustee



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016

	31.3.16	31.3.15
	£	£
Interest received	54	117

**VOICE DESIGN AND PRINT LIMITED****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016****4. COSTS OF GENERATING VOLUNTARY INCOME**

	31.3.16	31.3.15
	£	£
Support costs	<u>30,383</u>	<u>43,345</u>

**5. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Depreciation - owned assets	<u>123</u>	<u>43</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**7. STAFF COSTS**

	31.3.16	31.3.15
	£	£
Wages and salaries	<u>16,723</u>	<u>32,178</u>

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

31.3.16	31.3.15
<u>1</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**VOICE DESIGN AND PRINT LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**8. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1 April 2015	31,824
Additions	400
At 31 March 2016	<u>32,224</u>
<b>DEPRECIATION</b>	
At 1 April 2015	31,775
Charge for year	123
At 31 March 2016	<u>31,898</u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u>326</u>
At 31 March 2015	<u>49</u>

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16 £	31.3.15 £
Trade debtors	<u>1,382</u>	<u>513</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16 £	31.3.15 £
Trade creditors	959	687
PAYE	-	412
Accruals and deferred income	840	11,552
	<u>1,799</u>	<u>12,651</u>

**11. MOVEMENT IN FUNDS**

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
<b>Unrestricted funds</b>			
General fund	9,549	380	9,929
<b>TOTAL FUNDS</b>	<u>9,549</u>	<u>380</u>	<u>9,929</u>

**VOICE DESIGN AND PRINT LIMITED****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

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**11. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	31,603	(31,223)	380
<b>TOTAL FUNDS</b>	<u>31,603</u>	<u>(31,223)</u>	<u>380</u>