

**REGISTERED COMPANY NUMBER: SC224332 (Scotland)**  
**REGISTERED CHARITY NUMBER: SCO0672**

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**  
**FOR**  
**VOICE DESIGN AND PRINT LTD.**

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

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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	<b>Page</b>
<b>Report of the Trustees</b>	1 to 2
<b>Independent Examiner's Report</b>	3
<b>Statement of Financial Activities</b>	4
<b>Statement of Financial Position</b>	5 to 6
<b>Notes to the Financial Statements</b>	7 to 12

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2021**

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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 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**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.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

During the year the charity generated gross income of £4,154 from various printing activities.

**FINANCIAL REVIEW**

**Principal funding sources**

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

**Reserves policy**

The net outgoing resources of unrestricted funds, which are the operational reserves of the charity were £3,712.

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 £5,437, together with the relevant proportion of the 2020/21 South Lanarkshire Council Discretionary grant, approximates to the equivalent of 9 months operating expenditure.

**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.

**Induction and training of new trustees**

Nominations are received and discussed by the trustees and a vote is taken.

All new trustees are given an induction including details of their role and responsibilities as a trustee.

**Related parties**

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

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

SC224332 (Scotland)

**Registered Charity number**

SCO0672

**Registered office**

74 Portland Place

Hamilton

ML3 7LA

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2021**

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**Trustees**

Marilyn Barbara Jack  
Allan Falconer  
Eileen Calder  
James Dickson  
Malcolm Cunningham  
Gavin Robertson  
Lesley MacDonald

**Independent Examiner**

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

Approved by order of the board of trustees on 17 December 2021 and signed on its behalf by:

Marilyn Barbara Jack - Trustee

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

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I report on the accounts for the year ended 31 March 2021 set out on pages four to twelve.

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.

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

17 December 2021

**VOICE DESIGN AND PRINT LTD.**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2021**

		31.3.21 Unrestricted fund £	31.3.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies	3	13,930	13,930
Other trading activities	4	4,154	10,309
<b>Total</b>		18,084	24,239
 <b>EXPENDITURE ON</b>			
Raising funds	5	21,796	26,972
<b>NET INCOME/(EXPENDITURE)</b>		(3,712)	(2,733)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		9,149	11,882
<b>TOTAL FUNDS CARRIED FORWARD</b>		5,437	9,149

The notes form part of these financial statements

STATEMENT OF FINANCIAL POSITION  
31 MARCH 2021

	Notes	31.3.21 Unrestricted fund £	31.3.20 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	9	8	116
<b>CURRENT ASSETS</b>			
Stocks	10	285	218
Cash at bank and in hand		<u>8,321</u>	<u>11,153</u>
		8,606	11,371
<b>CREDITORS</b>			
Amounts falling due within one year	11	(3,177)	(2,338)
<b>NET CURRENT ASSETS</b>		<u>5,429</u>	<u>9,033</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		5,437	9,149
<b>NET ASSETS</b>		<u>5,437</u>	<u>9,149</u>
<b>FUNDS</b>	12		
Unrestricted funds		<u>5,437</u>	<u>9,149</u>
<b>TOTAL FUNDS</b>		<u>5,437</u>	<u>9,149</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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.

**STATEMENT OF FINANCIAL POSITION - continued**  
**31 MARCH 2021**

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These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 17 December 2021 and were signed on its behalf by:

Marilyn Barbara Jack - Trustee



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**1. STATUTORY INFORMATION**

Voice Design and Print Limited is a private limited company, limited by guarantee, registered in Scotland. The company's registered number and registered office address can be found in the report of the trustees.

This company is a registered charity and the charity number is SCO0672.

The presentation currency of the financial statements is the Pound Sterling (£).

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Government grants are recognised once received. There are no specific performance requirements.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment                      - 20% on cost

**Impairment of assets**

At each reporting date fixed assets are reviewed to determine whether there is any indication that those assets have suffered an impairment loss. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared with its carrying amount. If estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in the Statement of Financial Activities.

If an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but not in excess of the amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of impairment loss is recognised immediately in the Statement of Financial Activities.

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**2. ACCOUNTING POLICIES - continued**

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Financial instruments**

Basic financial instruments are recognised as follows:

**(i) Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method less any impairment.

**(ii) Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand.

Cash and cash equivalents are shown net of bank overdrafts, which are included as current borrowings in liabilities on the statement of financial position.

**(iii) Creditors**

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**Provisions for liabilities**

The company recognises a provision for annual leave accrued by employees as a result of services rendered in the current period, and which employees are entitled to carry forward and use within the next 12 months. The provision is measured at the salary cost payable for the period of absence.

**3. DONATIONS AND LEGACIES**

	31.3.21	31.3.20
	£	£
Grants received	<u>13,930</u>	<u>13,930</u>

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
SLC	<u>13,930</u>	<u>13,930</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**4. OTHER TRADING ACTIVITIES**

	31.3.21	31.3.20
	£	£
Work done	<u>4,154</u>	<u>10,309</u>

**5. RAISING FUNDS**

**Raising donations and legacies**

	31.3.21	31.3.20
	£	£
Support costs	<u>21,688</u>	<u>26,972</u>

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

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Depreciation - owned assets	<u>108</u>	<u>189</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

**8. STAFF COSTS**

	31.3.21	31.3.20
	£	£
Wages and salaries	<u>15,600</u>	<u>15,600</u>
	<u>15,600</u>	<u>15,600</u>

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

	31.3.21	31.3.20
Average number of employees	<u>1</u>	<u>1</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**9. TANGIBLE FIXED ASSETS**

		Computer equipment £
<b>COST</b>		
At 1 April 2020 and 31 March 2021		<u>32,773</u>
<b>DEPRECIATION</b>		
At 1 April 2020		32,657
Charge for year		108
At 31 March 2021		<u>32,765</u>
<b>NET BOOK VALUE</b>		
At 31 March 2021		<u>8</u>
At 31 March 2020		<u>116</u>

**10. STOCKS**

	31.3.21	31.3.20
	£	£
Stocks	<u>285</u>	<u>218</u>

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

	31.3.21	31.3.20
	£	£
Trade creditors	85	149
PAYE	2,408	1,077
Accruals and deferred income	<u>684</u>	<u>1,112</u>
	<u>3,177</u>	<u>2,338</u>

**12. MOVEMENT IN FUNDS**

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
<b>Unrestricted funds</b>			
General fund	9,149	(3,712)	5,437
<b>TOTAL FUNDS</b>	<u>9,149</u>	<u>(3,712)</u>	<u>5,437</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**12. 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	18,084	(21,796)	(3,712)
<b>TOTAL FUNDS</b>	<u>18,084</u>	<u>(21,796)</u>	<u>(3,712)</u>

**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	11,882	(2,733)	9,149
<b>TOTAL FUNDS</b>	<u>11,882</u>	<u>(2,733)</u>	<u>9,149</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	24,239	(26,972)	(2,733)
<b>TOTAL FUNDS</b>	<u>24,239</u>	<u>(26,972)</u>	<u>(2,733)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
General fund	11,882	(6,445)	5,437
<b>TOTAL FUNDS</b>	<u>11,882</u>	<u>(6,445)</u>	<u>5,437</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**12. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	42,323	(48,768)	(6,445)
<b>TOTAL FUNDS</b>	<u>42,323</u>	<u>(48,768)</u>	<u>(6,445)</u>

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.