



**...Our Advocacy Service**

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# Trustee's Report and Accounts 2010 - 2011

Charity Registration 1100545

Company Number 4701383

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# Trustee's Report

## Introduction

The charitable work of United Voices is carried out by the Members of the local Speaking-Up groups, supported by the development leaders. The three groups in Bracknell, Windsor and Maidenhead and Slough, work together where there is common ground and share experience and resources. The Members supported by the Development Leaders produce the accessible, easy-read, report of this work. It is provided as a companion document to this.

## Major Changes

The year was dominated by uncertainty about future funding as the local authorities worked to set budgets incorporating the savings required by the government. Slough Borough Council reduced the grant by 4% and later put advocacy services out to tender. We believe that similar changes may be on the way in Windsor and Maidenhead and Bracknell Forest. In spite of this, members continued to work hard to improve their lives in their communities.

## Joint Events

During the year all groups joined together for training workshops and events. We also got together for some fun events such as the Pub Quiz, and the Sports day. More information is provided in the members report.

## Projects

Our regular Autism drop-in sessions continued in Slough. In Be Heard we re-launched the Natural Network project to 'buddy' volunteers from Bracknell Forest Council with members. Members at Be Heard worked with students from Thames Valley University who are studying to do social work. Two social work students carried out their work experience at our office. Development on the network of member's meetings in Windsor and Maidenhead continued.

The "On the Bus" workshop and DVD continues to be helpful in delivering the message about the prevalence of "hate crime". We have sold several copies of the DVD around the country.

Members used the Internet Café for a variety of projects. Classes in Advocacy were given to the older students at Arbour Vale school.

## People

The Trust Board consists of representatives (usually three) from each group and three foundation trustees who are also directors of the company. The Trust Board meets every other month and the foundation trustees meet as necessary (approximately monthly).

There were three full-time development leaders, one for each group. Our Windsor and Maidenhead development leader resigned at the end of December. We had 3 part-time staff - a member with learning disabilities, a project leader and the office manager. A part-time project leader ran the Internet Café in Be Heard.

Volunteers provided help with member's meetings, the computers, the web site, the accounts and other activities. We are very grateful for their assistance.

## Sources of Funding

Our major funders were

Royal Borough of Windsor and Maidenhead  
Slough Borough Council  
Bracknell Forest Borough Council

The Internet Café project at Be Heard in Bracknell was funded by the Surrey European Social Fund and then Bracknell Forest Borough Council.

We also received donations (amounts from £500 to £100) from REACH, Langley Fair, Waitrose, Sinead Quinn, Berkshire Community Foundation, Windsor Morris Dancers and Berkshire Autistic Society.

**We would like to thank them all for their support.**

## Audit

For this year (2010 - 11) the accounts are exempt from audit but need to be independently examined in accordance with the requirements of the Charities Commission.

P.A.N. Smith      Director      15<sup>th</sup> December 2011

## Income and Expenditure Account as at 31<sup>st</sup> March 2011

	2010-11	Notes	2009-2010
	£		£
<b>Incoming Resources</b>			
Donations and Legacies	7790	2	8128
Grants for charitable activities	87112	3	120107
Investment income	306	4	484
Total incoming resources	<b>95208</b>		128719
<b>Resources Expended</b>			
Charitable expenditure			
Wages, salaries, training and purchases	98440	6	97396
Management and Administration	5346		6860
Project Costs	12035		28722
Total resources expended	<b>115821</b>		132978
<b>Net income for the year/net movement of funds</b>	<b>-20613</b>		-4259
Fund balances at 31 March 2010	88862		93121
Fund balances at 31 March 2011	<b><u>68249</u></b>		88862

## Balance Sheet Year to 31<sup>st</sup> March 2011

<b>Current assets</b>		
Cash at bank and in hand	71210	89437
<b>Creditors</b> - amounts due within 1 year	2961	575
<b>Total assets less current liabilities</b>	<b><u>68249</u></b>	<b><u>88862</u></b>
<b>Income (fund balance)</b>	68249	88862

## Audit Exemption Statement

For the year ending 31<sup>st</sup> March 2010 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed by directors on 15<sup>th</sup> December 2011

B.M. Huggett

P.A.N Smith

## Notes to the accounts for the period ended 31st March 2011

### 1. Basis of preparation

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice.

### 2. Includes sponsorship and raffles etc

3. Grants were received from the Royal Borough of Windsor and Maidenhead, Slough and Bracknell Borough Councils and Surrey Community Fund for the charity's purposes

### 4. Investment income from Co-operative Bank current/deposit account.

5. Resources - Charitable expenditure	£
Salaries	85,408
Travel	4,414
Purchases	2,141
Training	6,477
Direct Project costs	12,035

### Management and administration

comprising	
Rent	874
Insurance	482
Phone & Website	1,818
Legal & Professional	716
Education	0
Publicity & Advertising	0
Sundry Expenses	1,456
	0
	5,346

### 6. Trustees

None of the trustees (or any person connected with them) received any remuneration during the period

### 7. Employees

Average of 2.75 full-time and 2 half-time employees giving a full-time equivalent of 3.75 staff.

### 8. Creditors - amounts falling within 1 year

Trade creditors	£2,961
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# INDEPENDENT EXAMINER'S REPORT

Report to the trustees/members of on accounts for the year ended	<b>United Voices</b>
Charity Number	<b>31<sup>st</sup> March 2011</b>
<b>1100545</b>	Company Number <b>4701383</b>

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's statement** My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement** In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

which gives me reasonable cause to believe that in, any material respect, the requirements:

*\* Please delete the words in the brackets if they*

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the

*do not apply.*

- accounting records and comply with the accounting requirements of the 1993 Act
- 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.

Signed:

Date:

Name: JOHANNA LEDWIDGE

Address: 101 MONTAGU ROAD  
DATCHET  
BERKS  
SL3 9DX

Qualifications: FCMA/ACIS/MBCS/CITP/MBA