



CUED SPEECH ASSOCIATION UK

**Financial Statements for the year
ended 31/03/2015**

**Registered Charity Number 279523
Company Limited by Guarantee No 1477997
Registered in England and Wales**

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Charity Information

Directors:	Mrs W Burton Ms C Cottam Mr T M Hailstone Ms T Kirwin Mr K Orpin Ms J Craig			
Secretary:	Ms T Kirwin			
Executive Director:	Mrs A Worsfold			
Registered Office:	9 Jawbone Hill Dartmouth Devon TQ6 9RW			
Company Number:	01477997			
Charity Number:	279523			
Accountants:	MG Associates 36 Victoria Road Dartmouth Devon, TQ6 9SB			
Bankers:	<table> <tr> <td>Coutts & Co 440 Strand London, WC2R 0QS <i>(account closed 22 May, 2014)</i></td> <td>CAF Bank Ltd PO Box 289 West Malling Kent, ME19 4TA</td> <td>Scottish Widows 67 Morrison Street Edinburgh, EH3 8YJ</td> </tr> </table>	Coutts & Co 440 Strand London, WC2R 0QS <i>(account closed 22 May, 2014)</i>	CAF Bank Ltd PO Box 289 West Malling Kent, ME19 4TA	Scottish Widows 67 Morrison Street Edinburgh, EH3 8YJ
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Directors' and Trustees' Report for the year ended 31 March, 2015

The directors present their report with the financial statements of the charity for the year ended 31 March 2015.

NATURE OF THE CHARITY

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association.

PRINCIPAL ACTIVITY

The principal activity of the charity in the year under review was to provide information about and training in Cued Speech with the aim of improving the communication and literacy skills of deaf and hearing-impaired children and adults by giving full access to spoken language through vision.

DIRECTORS

The directors during the year under review were:

Mrs W Burton

Ms C Cottam

Mr A Garratt (resigned 2nd June, 2015)

Mr T M Hailstone

Ms T Kirwin

Mr K Orpin

Ms J Craig

Ms R Singerman-Knight (resigned 2nd June, 2015)

All directors are members of the company. The directors of the charity are also trustees.

ORGANISATIONAL STRUCTURE

The activities of the Association are governed by the Memorandum and Articles of Association. Association members elect the Trustees who meet quarterly to oversee the work of paid staff.

During the year there were 7 employees, all part-time, totalling on average 3.6 full-time equivalent: Executive Director, Anne Worsfold; Educational Development Officer, Cate Calder; Education Officer, Kathy Kenny; Charity and Project Manager, Graham Burton (April – July 2014); IT and Project Officer, Louise Creed, and Projects Administrative Manager, Debbie Hawke; Administration Officer, Barney Sheppard (started September 2014). A freelance payroll professional was employed and additional accountancy advice received from MG Associates. A number of freelance tutors were employed as required.

INVESTMENT POWERS

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the directors see fit.

RISK MANAGEMENT

The directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate the charity's exposure to the major risks.

OBJECTIVES & ACTIVITIES

To provide information about and training in Cued Speech.

To campaign to change policy and practice UK-wide leading to increased Cued Speech use and improved outcomes for deaf children and better family cohesion.

To create a virtuous circle of higher expectations for deaf children, hand in hand with a higher profile for Cued Speech, leading to increased demand for our services, more children benefiting and a consequential further increase in demand.

ACHIEVEMENTS & PERFORMANCE

In planning our activities for the year we followed Charity Commission guidance on public benefit.

Helped by past grants from Big Lottery Fund, grant-making trusts and individuals, the Cued Speech Association UK is now an established and well respected organisation with a proven track record in delivering high quality training and information throughout the UK. The Association has:

- comprehensive information materials, including filmed and printed resources (some with Information Standard certification) and a comprehensive advisory and information website
- a UK-wide programme of teaching, an acclaimed e-learning website and a growing distance learning package
- effective partnership working
- a body of dedicated, skilled and enthusiastic employees, freelance workers and volunteers. All personnel are totally committed to Cued Speech because they have all seen at first hand its life-changing effects
- in-house IT skills and hardware to enable quick and efficient working and distance-support for trainers and families.

Directors' and Trustees' Report (continued) for the year ended 31 March, 2015

FINANCIAL REVIEW

Income

Total income received in 2014/15 was £139,648, of which £107,134 was donated by charitable trusts, companies and individuals. The remaining £32,514 included tuition fees and charges, membership subscriptions and investment income.

Expenditure

Total expenditure was £148,906, of which £130,236 was spent on charitable activities, £8,024 on fundraising and £10,646 on governance.

Reserves

Expenditure exceeded income by £9,258 resulting in a decrease in funds from £134,678 to £125,420 of which £9,922 is restricted to specific work; £49,750 is restricted to specific expenditure in 2015/16; and £65,748 is un-restricted.

The Association's policy is to hold a designated contingency reserve of £20,000 and in addition, operating reserves equivalent to not less than three months' expenditure. The balances held at 31 March 2015 met that requirement.

STATEMENT OF DIRECTORS' AND TRUSTEES' RESPONSIBILITIES

Company and charity law require the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the profit and loss of the charity for that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue in business;
- ensure that the directors' and trustees' report is consistent with the financial statements.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy, at any time, the financial position of the charity, and which enable them to ensure that the financial statements 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.

In so far as the directors are aware:

- there is no relevant information of which the company's examiner is unaware; and;
- directors have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

On behalf of the Management Committee:



Tim Hailstone, **Trustee**

Independent Examiners' Report to the Trustees of the Cued Speech Association UK

I report on the accounts for the year ended 31 March 2015, which are set out on pages 5 to 10.

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 144(2) of the Charities Act 2011 (the 2013 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 the seeking of 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 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:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.



Michael Ghersie FCA
M G Associates Limited
Chartered Accountant
36 Victoria Road
Dartmouth
TQ6 9SB

Statement of Financial Activities for the year ended 31 March, 2015

	Notes	2015 Restricted Funds £	2015 Unrestricted Funds £	2015 Total Funds £	2014 Total Funds £
Incoming Resources					
- Voluntary Income		78,289	28,845	107,134	161,694
- Activities for generating funds		743	2,300	3,043	4,191
- Investment income		-	471	471	818
Incoming resources from charitable activities		29,000	-	29,000	15,519
Total incoming resources		108,032	31,616	139,648	182,222
Resources expended					
Charitable activities		113,267	16,969	130,236	131,640
Cost of generating charitable income		5,828	2,196	8,024	10,816
Management, Administration & Governance	2	4,347	6,299	10,646	10,711
Total resources expended		123,442	25,464	148,906	153,167
Net incoming/(outgoing) resources before transfers	3	-15,410	6,152	-9,258	29,056
Transfers between funds		36,317	-36,317	0	-
Net incoming/(outgoing) resources after transfers		20,907	-30,165	-9,258	29,056
Reserves brought forward		40,765	93,913	134,678	105,622
Prior year adjustment		-2,000	2,000		
Reserves carried forward at 31 March 2015		59,672	65,748	125,420	134,678

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

Balance Sheet for the
year ended 31 March, 2015

	Notes	£	2015 £	£	2014 £
Fixed Assets					
Tangible assets	5		7,482		1,675
Current Assets					
Pre-payments		175		164	
Debtors		5,032		1,955	
Cash at bank and in hand		117,272		137,828	
		<u>122,479</u>		<u>139,947</u>	
Creditors					
Accrued Expenses		-2,462			
Amounts falling due within one year	6	<u>-2,080</u>		<u>-6,944</u>	
		-4,542			
Net Current Assets			117,938		133,003
Total Assets less Current Liabilities			<u>125,420</u>		<u>134,678</u>
Funds					
Restricted funds					
	7				
- General fund				2,000	
- Project fund		9,922		<u>38,765</u>	40,765
- Project fund for 2015/16		49,750			
		<u>59,672</u>			
Unrestricted funds					
	8				
- General fund		45,748		73,913	
- Contingency reserve		20,000		<u>20,000</u>	93,913
		<u>65,748</u>			
			<u>125,420</u>		<u>134,678</u>

These financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Management Committee on 19th August, 2015 and signed on its behalf by:



Tim Hailstone, **Trustee**

Notes to the Accounts for the year ended 31 March, 2015

I. ACCOUNTING POLICIES

Basis of preparation of accounts

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice on Accounting and Reporting by Charities and with the Companies Act 2006 and in accord with the financial Reporting Standard for Smaller Entities (effective April 2008).

Incoming resources

Incoming resources are comprised of donations and grants, proceeds of fundraising activities, course fees, sales of goods and literature, membership fees and income from investments.

Donations and voluntary income

Donations and voluntary income are included gross in the income and expenditure.

Gifts in kind

Assets given for use by the charity are recognised as incoming resources when receivable. The basis of their valuation is at a reasonable estimate of their gross value to the charity.

Grants receivable

Grants receivable for immediate expenditure are accounted for when received. Grants and donations received for specific purposes are treated as restricted funds.

Allocation of costs

Costs are allocated between those for the furtherance of the charity's objectives and the management, development and administration of the charity. Where items involve more than one category they are apportioned between the categories according to the nature of the costs.

Pension costs

The charity has agreed to make defined contribution pension contributions as part of staff remuneration and these contributions are charged to the statement of financial activities as they occur.

Tangible fixed assets

Depreciation is provided at 25% of the written down value of the assets in order to write off each asset less its estimated residual value, over its estimated useful life.

Fund accounting

Unrestricted funds are donations and other income resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management costs.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes.

Notes to the Accounts for the year ended 31 March, 2015

2. MANAGEMENT, ADMINISTRATION AND GOVERNANCE

(This includes the cost of staff time spent on providing support and information to Trustees.)

Restricted funds	2015	2014
Direct costs	1,412	1,189
Apportioned salaries	2,935	3,053
Apportioned core costs		
	<u>4,347</u>	<u>4,242</u>

Unrestricted funds

Direct costs	154	132
Apportioned salaries	845	1,017
Apportioned core costs	5,300	5,320
	<u>6,299</u>	<u>6,469</u>

3. NET MOVEMENT IN FUNDS

	2015	2014
	£	£

This is stated after charging for the following:

Depreciation - owned assets	2,494	558
Auditors' remuneration		20
Employees' emoluments	117,322	102,250
	<u>117,322</u>	<u>102,250</u>

4. TAXATION

No liability to UK Corporation Tax arose on activities for the year ended 31 March 2015, nor for the year ended 31 March 2014.

5. TANGIBLE FIXED ASSETS

Net book value at 1 April 2014	1,675	2,223
Deduct: depreciation charge for year	2,494	558
Additions	8,301	
Net book value at 31 March 2015	<u>7,482</u>	<u>1,675</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accrued expenses	2,462	4,560
Other creditors	2,080	2,384
	<u>4,542</u>	<u>6,944</u>

Notes to the Accounts for the year ended 31 March, 2015

7. FUNDS DONATED FOR RESTRICTED PURPOSES

	Balances 01.04.14 £	Donations £	Transfers £	Net Expenditure £	Balances 31.03.15 £
Learn to Cue (LTC) Training Project					
Balances b/fwd	21,809			21,809	
Esmee Fairbairn Foundation Salaries		5,000		5,000	
Barbara Ward Children's Foundation		5,000		5,000	
Garfield Weston		10,000		10,000	
Kobler Trust		2,500		2,500	
Transfer from General Fund			390	390	
Anonymous		39		39	
	21,809	22,539	390	44,738	0
Achieve, Belong and Communicate (AB&C) Information Project					
Balances b/fwd	13,110			13,110	
Esmee Fairbairn Foundation Salaries		5,000		5,000	
Transfer from General Fund			39,832	39,832	
	13,110	5,000	39,832	57,942	0
IT Donations and Grants					
Balances b/fwd	383			383	
Transfer from General Fund			198	198	
Equipment bought - transfer to fixed assets			8,301		8,301
	383		8,499	581	8,301
Regional Funding					
Balances b/fwd	2,501				
The WA Handley Charity Trust		1,000		1,966	1,535
	2,501	1,000		1,966	1,535
Service Development					
Balances b/fwd	962			876	
SFIA					86
	962			876	86
General Fund - grant for core salaries					
Esmee Fairbairn Foundation Salaries	2,000			2,000	
	2,000			2,000	0
Language for Life Project (LFL) - for 2015 /16					
Esmee Fairbairn Foundation		5,000			
Freemasons' Grand Charity		3,000			
Sylvia Adams Charitable Trust		25,000			
		33,000		0	33,000
Transforming Lives Project (TL) - for 2015 / 16					
Esmee Fairbairn Foundation		5,000			
Adint Charitable Trust		10,000			
The Rank Foundation		750			
Edward and Dorothy Cadbury Trust		1,000			
		16,750		0	16,750
Total funds for 2015 /16					
Totals	40,765	78,289	48,721	108,103	59,672

Notes to the Accounts for the year ended 31 March, 2015

Training project - The 'Learn to Cue' project (April 2012 -2015) met its aims of delivering easily accessible and affordable Cued Speech training in a variety of formats to meet the needs of our users. It helped up to 300 deaf children each year use Cued Speech to acquire the language, communication and literacy skills they need to take part in family life and to achieve their full potential.

Information project – The Achieve, Belong and Communicate project (April 2012 – 2015) met its key aims to provide for parents of deaf children and the professionals who work with them, clear, accurate and pertinent information about what Cued Speech is and how it can transform the lives of deaf children by giving them complete access to the language of the home, school and beyond. It also challenged needlessly low expectations of deaf children which are widespread in government, in schools and amongst professionals.

Regional funding has been received for the provision of Cued Speech information and training specifically in Northumberland, Tyneside, Durham and Cumbria.

Funds for 2015 -16 - We also received restricted donations for two projects to build on and develop our core charitable activities in 2015 -16. These were our information project 'Language for Life' and the training project 'Transforming Lives'.

8. UNRESTRICTED FUNDS

	General Reserves	Designated Reserves	Total
	£	£	£
Balance at 1 April 2014	73,913	20,000	93,913
Prior year adjustments	2,000		2,000
Surplus for the year	6,152		6,152
Transfer to restricted reserves			
Balance at 31 March 2015	<u>45,748</u>	<u>20,000</u>	<u>65,748</u>

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Net Current Assets	Net Total
	£	£	£
Restricted funds	7,482	52,190	59,672
Unrestricted funds - general		45,748	45,748
Unrestricted funds - designated (contingency reserve)		20,000	20,000
Total funds	<u>7,482</u>	<u>117,938</u>	<u>125,420</u>

10. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2015, the charity had only one annual commitment under a non-cancellable operating lease which expires within a year. This was of £1,500.

11. RELATED PARTY TRANSACTIONS AND ULTIMATE CONTROLLING PARTY

The Charity has no controlling party.

During the year £820 (2014: £333) was reimbursed to six (2014: three) members of the Management Committee, being C Cottam, T Kirwin and K Orpin, A Garratt, R Singerman-Knight and W Burton in respect of various expenses incurred by them on behalf of the Association. The expenses relate mainly to travelling costs incurred when attending meetings of the Management Committee and when doing other voluntary work for the charity. This year it included a visit to the Cued Speech office by two trustees.

At the balance sheet date no monies were due to or from any related party.

12. EMPLOYEE DETAILS

	2015 - £	2014- £
Salaries and wages	105,184	90,410
Social security costs	6,076	8,685
Pension contributions	6,062	3,155
Total	<u>117,322</u>	<u>102,250</u>

Average number of employees = 6, all of whom were part-time. Based on full-time hours, this is the equivalent of 3.6 staff members. No employee received emoluments of more than £50,000

Detailed income and expenditure account for the year ended 31 March, 2015

	2015 Restricted Funds - £	2015 Unrestricted Funds - £	2015 Total Funds - £	2014 Total Funds - £
INCOME				
Contracted out staff	24,014		24,014	15,519
CS Training Income	3,198		3,198	
Cue Camp Accommodation and Food	912		912	
Donations and grants	78,289	28,845	107,134	161,694
Fees and charges	559		559	
Fundraising				873
Gift aid tax claimed		240	240	
Information presentation income	250		250	
Members subscriptions		290	290	449
Profit on sales	70		70	30
Rent income	450	1,550	2,000	2,500
Heat and light income	290	220	510	340
Interest receivable		471	471	818
Total income	108,032	31,616	139,648	182,223
EXPENDITURE				
Communication support	23		23	
Cued Camp expenses	4,481		4,418	3,600
Cue Camp tutor fees	204		204	
Depreciation		2,494	2,494	558
DBS Checks	88	44	132	
Fundraising				182
Freelance staff development work	629		629	2,374
Freelance tutor fees and expenses	3,891		3,891	
Info Conference fees and charges	851		851	2,769
Info general travel and subsistence	386		386	
Info Newsletter distribution	49	20	69	
Info Publications	390		390	788
Info Publicity and Advertising	2,688		2,688	594
Miscellaneous	322	199	521	
Pension Contributions	5,138	924	6,062	3,155
Re-branding	1,620	100	1,720	
Salaries	94,741	16,520	111,261	99,095
Staff training	35		35	604
Training Materials Development	31		31	
Training Publicity and Advertising	144		144	
Volunteer Expenses	212	4	216	
Accounting Services	842	1,659	2,501	8,894
Bank Charges	20	46	66	282
Heat and Light	1,325	158	1,483	606
Insurance	473	42	515	558
Office Equipment (transferred to assets)	-7,711		-7,711	9,068
Postage, printing, stationery and copy	1,592	1,060	2,652	3,669
Rent	5,400	600	6,000	7,500
Subscriptions and Licences	1,622	273	1,895	2,746
Sundry Expenses	92	11	103	926
Telephone and Broadband	611	76	737	573
Travel and Subsistence	1,791	1,080	2,871	3,307
Trustees Meetings	1,412	154	1,566	1,321
Total Expenditure	123,442	25,464	148,906	153,169
Surplus/(deficit)	-15,410	6,152	-9,258	29,056
Transfers between funds	36,317	-36,317		
Adjusted surplus/(deficit)	20,907	-30,165	-9,258	29,056
Reserves brought forward	40,765	93,913	134,678	105,622
Prior year adjustment	-2,000	2,000		
Reserves carried forward	59,672	65,748	125,420	134,678

THIS SECTION DOES NOT FORM PART OF THE AUDITED FINANCIAL STATEMENTS