



CUED SPEECH ASSOCIATION UK

Financial Statements for the year ended
31 March 2016

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

THOMAS WESTCOTT

Chartered Accountants

Petitor House
Nicholson Road

Torquay

Devon

TQ2 7TD

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

CONTENTS	PAGE
• Trustees' annual report	3
• Independent examiner's report to the members	6
• Statement of financial activities (incorporating the income and expenditure account)	7
• Balance sheet	8
• Notes to the accounts	9
The following pages do not form part of the accounts	
• Detailed statement of financial activities	15

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2016

The trustees, who are also directors for the purposes of company law, present their report and the unaudited accounts of the charity for the year ended 31 March 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Cued Speech Association UK

Charity registration number 279523

Company registration number 01477997

Principal office The Forces
Forces Cross
Blackawton
Devon
TQ9 7DJ

Registered office The Forces
Forces Cross
Blackawton
Devon
TQ9 7DJ

The trustees

The trustees who served the charity during the period were as follows:

Mrs W Burton
Ms C Cottam
Mr T M Hailstone
Ms T Kirwin
Mr K Orpin
Ms J Craig
Miss C Hardy
Ms A F Soria (appointed on 20 February 2016)

Secretary Ms T Kirwin

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

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 6 employees, all part-time, totalling on average 3.5 full-time equivalent: Executive Director, Anne Worsfold; Educational Development Officer, Cate Calder; Education Officer, Kathy Kenny; IT and Project Officer, Louise Creed, and Projects Administrative Manager, Debbie Hawke; Administration Officer, Barney Sheppard. A freelance payroll professional was employed and additional accountancy advice was received from the charity's independent examiners. 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 Trustees have assessed the major risks to which the charity is exposed, in particular those 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 AND ACTIVITIES

To provide information about and training in Cued Speech.

To campaign to change policy and practice UK-wide leading to increase 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.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

ACHIEVEMENTS AND 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:

- regularly updated and comprehensive information materials, including filmed and printed resources (some with Information Standard certification)
- a comprehensive advisory and information website
- a UK-wide programme of teaching and support, 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.

FINANCIAL REVIEW

Income

Total income received in 2015/16 was £91,244, of which £66,872 was donated by charitable trusts, companies and individuals, or was membership subscriptions. The remaining £24,372 included tuition fees and charges, and investment income.

Expenditure

Total expenditure was £137,949, of which £117,478 was spent on charitable activities.

Reserves

Expenditure exceeded income by £46,705 resulting in a decrease in funds from £125,420 to £78,715, of which £16,694 is restricted to specific work.

The Association's policy is to hold a designated reserve of £20,000 and in addition, operating reserves equivalent to not less than three months' expenditure. The balances held at 31 March 2016 met that requirement.

NEW TRUSTEE APPOINTMENT

Anne Soria has been appointed as a new Trustee on 20 February 2016.

INDEPENDENT EXAMINER

Sean R Smith FCA of Thomas Westcott has been re-appointed as independent examiner for the ensuing year.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:

The Forces
Forces Cross
Blackawton
Devon
TQ9 7DJ

Signed on behalf of the trustees



Ms Christine Cottam
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF CUED
SPEECH ASSOCIATION UK FOR THE YEAR ENDED 31 MARCH 2016**

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 6 to 14.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Cued Speech Association UK for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 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 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Sean R Smith FCA of Thomas Westcott (Independent Examiner)

Petitor House
Nicholson Road
Torquay
Devon
TQ2 7TD

28 September 2016

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME & EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
INCOME & ENDOWMENTS					
Donations & Membership	2	40,272	26,600	66,872	107,424
Income from charitable activities	3	–	22,536	22,536	29,443
Other trading activities	4	–	48	48	240
Investment & rent income	5	1,788	–	1,788	2,471
Other income	6	–	–	–	70
TOTAL INCOME		<u>42,060</u>	<u>49,184</u>	<u>91,244</u>	<u>139,648</u>
EXPENDITURE					
Expenditure on charitable activities	7/8	(15,238)	(122,711)	(137,949)	(148,906)
TOTAL EXPENDITURE		<u>(15,238)</u>	<u>(122,711)</u>	<u>(137,949)</u>	<u>(148,906)</u>
NET INCOME/ (EXPENDITURE) BEFORE TRANSFER					
Transfer between funds	9 10	26,822 (30,549)	(73,527) 30,549	(46,705) –	(9,258) –
NET (EXPENDITURE) FOR THE YEAR		<u>(3,727)</u>	<u>(42,978)</u>	<u>(46,705)</u>	<u>(9,258)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>65,748</u>	<u>59,672</u>	<u>125,420</u>	<u>134,678</u>
TOTAL FUNDS CARRIED FORWARD		<u>62,021</u>	<u>16,694</u>	<u>78,715</u>	<u>125,420</u>

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

All of the above amounts relate to continuing activities.

The notes on pages 8 to 14 form part of these accounts.

CUED SPEECH ASSOCIATION UK

BALANCE SHEET

31 MARCH 2016

	Note	2016 £	£	2015 £
FIXED ASSETS				
Tangible assets	12		5,612	7,483
CURRENT ASSETS				
Debtors	13	1,060		5,207
Cash at bank and in hand		76,106		117,272
		77,166		122,479
CREDITORS: Amounts falling due within one year	14	(4,063)		(4,542)
NET CURRENT ASSETS			73,103	117,937
TOTAL ASSETS LESS CURRENT LIABILITIES			78,715	125,420
NET ASSETS			78,715	125,420
FUNDS OF THE CHARITY				
Restricted income funds	15		16,694	25,355
Unrestricted income funds	16		62,021	100,065
TOTAL CHARITY FUNDS			78,715	125,420

For the year ended 31 March 2016 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476 of the above Act; and
- The Trustees 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 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These accounts were approved by the Trustees and authorised for issue on the 16th September 2016 and are signed on their behalf by:



Ms Christine Cottam
Trustee

Company Registration Number: 01477997

The notes on pages 8 to 14 form part of these accounts.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES**Basis of accounting**

The accounts have been prepared under the historical cost convention. The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

The accounts are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations are received by way of cash donations, grants and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market.

Investment income is included when receivable.

Income from charitable trading activity is accounted for when earned.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of raising funds comprise the costs associated with attracting donations and grants.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, as set out in the notes to the accounts.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings	25% reducing balance.
---------------------	-----------------------

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

Debtors

Debtors are measured at transaction price including transaction costs.

Creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. Trade creditors are recognised initially at transaction price.

2. DONATIONS & MEMBERSHIP

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Unrestricted Funds	Restricted Funds	Total Funds 2015
	£	£	£	£	£	£
Donations	39,932	26,600	66,532	28,845	78,289	107,134
Membership subscriptions	340	–	340	290	–	290
	<u>40,272</u>	<u>26,600</u>	<u>66,872</u>	<u>29,135</u>	<u>78,289</u>	<u>107,424</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Unrestricted Funds	Restricted Funds	Total Funds 2015
	£	£	£	£	£	£
Contracted out staff	–	17,183	17,183	–	24,014	24,014
CS training income	–	2,627	2,627	–	3,198	3,198
Exam fees income	–	1,356	1,356	–	559	559
Info presentation income	–	266	266	–	250	250
Miscellaneous income	–	1,104	1,104	220	1,202	1,422
	<u>–</u>	<u>22,536</u>	<u>22,536</u>	<u>220</u>	<u>29,223</u>	<u>29,443</u>

4. OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Unrestricted Funds	Restricted Funds	Total Funds 2015
	£	£	£	£	£	£
Sales	–	48	48	240	–	240
	<u>–</u>	<u>48</u>	<u>48</u>	<u>240</u>	<u>–</u>	<u>240</u>

5. INVESTMENT & RENT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Unrestricted Funds	Restricted Funds	Total Funds 2015
	£	£	£	£	£	£
Subletting office space	1,500	–	1,500	1,550	450	2,000
Bank interest receivable	288	–	288	471	–	471
	<u>1,788</u>	<u>–</u>	<u>1,788</u>	<u>2,021</u>	<u>450</u>	<u>2,471</u>

6. OTHER INCOME

	Restricted Funds £	Total Funds 2016 £	Restricted Funds £	Total Funds 2015 £
Gains on disposal of tangible fixed assets for charity's own use	—	—	70	70

7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Charitable activity costs	10,751	106,727	117,478	17,707	114,091	131,798
Support costs*	4,487	15,984	20,471	7,757	9,351	17,108
	<u>15,238</u>	<u>122,711</u>	<u>137,949</u>	<u>25,464</u>	<u>123,442</u>	<u>148,906</u>

*Support costs are itemised on page 15

8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Total Funds 2016 £	Total Funds 2015 £
Charitable activity costs*	117,478	117,478	131,798
Support costs	—	20,471	17,108
	<u>117,478</u>	<u>137,949</u>	<u>148,906</u>

*Charitable activity costs include £11,499 for fundraising

9. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2016 £	2015 £
Staff pension contributions*	2,394	6,062
Depreciation	1,871	2,494

*Staff pension contributions: the 2016 figure covers only the contributions made by the Cued Speech Association UK. The 2015 figure includes, in addition, personal contributions by staff, and also Cued Speech Association UK contributions backdated to 2014.

10. FUND TRANSFERS

During the year £30,549 was transferred from Unrestricted Funds to Restricted Funds.

11. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2016	2015
	£	£
Wages and salaries	105,804	111,261
Social security costs	—	—
Other pension costs	2,394	6,062
	<u>108,198</u>	<u>117,323</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2016	2015
	No.	No.
Number of staff	<u>3.5</u>	<u>3.6</u>

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

During the year £207 (2015: £820) was reimbursed to 2 Trustees and 1 volunteer in respect of expenses incurred by them on behalf of the Association to attend Trustee meetings.

12. TANGIBLE FIXED ASSETS

	Plant and machinery etc. £
COST	
At 1 April 2015 and 31 March 2016	<u>9,977</u>
DEPRECIATION	
At 1 April 2015	2,494
Charge for the year	1,871
At 31 March 2016	<u>4,365</u>
NET BOOK VALUE	
At 31 March 2016	<u>5,612</u>
At 31 March 2015	<u>7,483</u>

13. DEBTORS

	2016	2015
	£	£
Other debtors	1,060	5,032
Prepayments	—	175
	<u>1,060</u>	<u>5,207</u>

14. CREDITORS:

Amounts falling due within one year

	2016	2015
	£	£
PAYE and social security	2,573	—
Other creditors	1,490	4,542
	<u>4,063</u>	<u>4,542</u>

15. RESTRICTED INCOME FUND

	Balances 01.04.15	Donations	Net Expenditure	Balances 01.04.16
IT donations and grants				
Balances b/fwd	8,301		8,301	-
	8,301	-	8,301	-
Regional Funding (Northumberland, Durham & Cumbria)				
Balances b/fwd	1,535		1,167	368
W A Handley Trust		1,000		1,000
	1,535	1,000	1,167	1,368
Regional Funding (Manchester)				
Balances b/fwd	-			
The Zochonis Charitable Trust		5,000	1,674	3,326
	-	5,000	1,674	3,326
Service Development				
Balances b/fwd	86		86	-
	86	-	86	-
Language for Life Project (for the provision of information)				
Balances b/fwd	33,000		33,000	-
The Weinstock Fund		3,000	3,000	-
Sourter Charitable Trust		1,000	1,000	-
	33,000	4,000	37,000	-
Transforming Lives Project (for the delivery of training 2015/16)				
Balances b/fwd	16,750		16,750	-
The Norman Family Charity		1,000	1,000	-
Sir Jules Thorn		600	600	-
Lord and Lady Lurgan Trust		2,000	2,000	-
	16,750	3,600	20,350	-
Training Delivery 2016/17				
Balances b/fwd	-			
Goldsmiths Company Charity		3,000		3,000
	-	3,000	-	3,000
Bursary Fund (for parents of deaf children)				
Balances b/fwd	-			
St James Place Foundation		10,000	1,000	9,000
	-	10,000	1,000	9,000
Total Funds for 2016/17				
Totals	59,672	26,600	69,578	16,694

16. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2015 £	Income £	Expenditure £	Balance at 31 Mar 2016 £
General Funds	<u>65,748</u>	<u>42,060</u>	<u>(45,787)</u>	<u>62,021</u>

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
Restricted Income Funds:			
Project Fund	-	4,694	4,694
Project Fund for 2016/17	5,612	6,388	12,000
	<u>5,612</u>	<u>11,082</u>	<u>16,694</u>
Unrestricted Income Funds:			
Designated Funds	-	20,000	20,000
General Funds	-	42,021	42,021
	<u>-</u>	<u>62,021</u>	<u>62,021</u>
Total Funds	<u>5,612</u>	<u>73,103</u>	<u>78,715</u>

18. COMPANY LIMITED BY GUARANTEE

Cued Speech Association UK is a company limited by guarantee and accordingly does not have a share capital.

The following page does not form part of the statutory accounts which are the subject of the independent examiner's report on pages 4 to 5.

CUED SPEECH ASSOCIATION UK

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

	2016 £	2015 £
INCOMING RESOURCES		
DONATIONS		
Donations	66,532	107,134
Membership subscriptions	340	290
	<u>66,872</u>	<u>107,424</u>
Sales	48	240
INVESTMENT INCOME		
Subletting office space	1,500	2,000
Bank interest receivable	288	471
	<u>1,788</u>	<u>2,471</u>
INCOME FROM CHARITABLE ACTIVITIES		
Contracted out staff	17,183	24,014
CS training income	2,627	3,198
Exam fees income	1,356	559
Info presentation income	266	250
Miscellaneous income	1,104	1,422
	<u>22,536</u>	<u>29,443</u>
OTHER INCOME		
Gains on disposal of tangible fixed assets for charity's own use	–	70
TOTAL INCOME	<u>91,244</u>	<u>139,648</u>
EXPENDITURE		
CHARITABLE ACTIVITIES		
Cost of sales - Purchases	182	–
Staff costs - Wages & Salaries	105,804	111,261
Staff costs - Pension costs	2,394	6,062
Motor vehicle expenses	488	386
Legal & professional - Other	3,107	4,652
Office expenses - Other	1,173	731
Info communication support	513	23
Info conference fees and charges	410	851
Info freelance staff	233	–
Cue camp	450	4,685
Publications and advertising	2,724	3,147
	<u>117,478</u>	<u>131,798</u>
SUPPORT COSTS		
Rent, Telephone & Broadband, Subscriptions	12,880	10,481
Accountancy fees	2,663	2,501
Legal fees	2,195	–
Costs of trustees' meetings	764	1,566
Other financial costs	98	66
Depreciation	1,871	2,494
	<u>20,471</u>	<u>17,108</u>
TOTAL EXPENDITURE	<u>137,949</u>	148,906
TOTAL EXPENDITURE	<u>137,949</u>	148,906
NET OUTGOING RESOURCES FOR THE YEAR	<u>(46,705)</u>	<u>(9,258)</u>