

Cued Speech Association UK

FINANCIAL STATEMENTS

For the year ended 31st March 2007



Complete spoken language
through vision

Cued Speech is a simple sound-based system
which uses eight handshapes
in four positions near the mouth,
together with the lip patterns of normal speech
to make all the sounds of spoken language
fully comprehensible to deaf babies, children and adults

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

CUED SPEECH ASSOCIATION UK

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FOR THE YEAR ENDED 31 MARCH 2007**

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**CHARITY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2007**

DIRECTORS:

Ms C Cottam
Mrs J P Dixon-Millar
Mr A Garratt
Ms T Kirwin
Mrs L Mattison-Nottage
Mr C J Millar
Mr K Orpin

SECRETARY:

Mr C J Millar

REGISTERED OFFICE:

9 Jawbone Hill
Dartmouth
Devon
TQ6 9RW

COMPANY NUMBER:

1477997

CHARITY NUMBER:

279523

REGISTERED AUDITORS:

Peplows
Chartered Accountants
Moorgate House
King Street
Newton Abbot
Devon
TQ12 2LG

BANKERS:

Coutts & Co
440 Strand
London
WC2R 0QS

CafCash Ltd
PO Box 289
West Malling
Kent
ME19 4TA

CUED SPEECH ASSOCIATION UK

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2007

The directors present their report with the financial statements of the charity for the year ended 31 March 2007.

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:

Ms C Cottam	Ms T Kirwin
Mrs J P Dixon-Millar	Mrs L Mattison-Nottage (appointed 24 June 2006)
Mr A Garratt	Mr C J Millar
Mrs P Jebb (resigned 24 June 2006)	Mr K Orpin (appointed 24 June 2006)

All directors are members of the company.

The trustees of the charity are its directors.

ORGANISATIONAL STRUCTURE

The activities of the Association are governed by the Memorandum and Articles of Association. Members of the Association elect the Trustees and the Management Committee which meets quarterly to oversee the work of the paid staff.

There are two full-time paid employees: the Executive Director, Anne Worsfold and the Administrative Secretary, Kim Fricker; and four part-time employees: the Project Secretary, Sue Tweed, Information Officers, Stephen Culverhouse and Cate Calder, and Administrator, Marion China; with additional help from Peter Allen, a part-time self-employed accountant.

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 our exposure to the major risks.

FINANCIAL REVIEW

Income

Total incoming resources in 2006/7 amounted to £198,259, which was 11% more than in the previous year. £81,862 (41%) came from the Big Lottery Fund as the second of a three year contribution to the National Awareness Campaign, of which £2,380 is carried forward to 2007/8 for project evaluation. £101,820 (51%) was donated by charitable trusts, companies and individuals and £14,577 (8%) was from membership subscriptions, training course and presentation fees, profit from the sale of books and videos, investment income and fund raising activities.

CUED SPEECH ASSOCIATION UK

DIRECTORS' AND TRUSTEES' REPORT (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2007**

FINANCIAL REVIEW (CONTINUED)

Expenditure

The total amount of resources expended in 2006/7 was £191,545. This was £39,736 (26%) more than in 2005/6. 89% was spent on charitable activities - the 'Learn to Cue!' training project and the National Awareness Campaign 'Cued Speech Explained' project; 4% was spent on fundraising and 7% on governance. Net expenditure on charitable activities was £160,372 (£132,948 in 2005/6) of which £17,090 (11%) was met from general funds. £14,957 of this was designated to the National Awareness Campaign from a donation requested for the purpose but given by the funder as an unrestricted grant. Expenditure of £143,282 (89%) was met from grants and donations specifically raised to fund the projects.

Reserves

Income exceeded expenditure by £6,714 and total reserves rose from £76,378 to £83,092, of which £21,530 were restricted funds and £61,562 unrestricted funds. The Management Committee has designated £15,000 of unrestricted funds as a general contingency reserve. A further £18,912 was designated to Cued Speech Explained 2007/8 to release a Big Lottery Fund grant of £76,538 in the event that submitted funding applications are not successful. It is the policy of the Management Committee to hold general (unrestricted) reserves equivalent to not less than three months unrestricted expenditure. The balances in hand at 31 March 2007 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 trustees' report is consistent with the financial statements.

The directors are responsible for keeping proper accounting records which disclose the reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

AUDITORS

The auditors, Peplows, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the Management Committee:

Director – C.J. Millar

Dated:

CUED SPEECH ASSOCIATION UK
INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF CUED SPEECH ASSOCIATION UK

We have audited the financial statements of Cued Speech Association UK for the year ended 31 March 2007 which comprises the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out on page 7 and with the requirements of the Financial Reporting Standard for Smaller Entities.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described in the Statement of Directors' and Trustees' Responsibilities 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 Directors' and Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the (Companies Act 1985). We report to you whether in our opinion the information given in the Directors' and Trustees' Report is consistent with the financial statements and we consider the implications for our report if we become aware of any apparent misstatements within it. We also report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions is not disclosed.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31 March 2007, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the (Companies Act 1985); and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

PEPLOWS
Chartered Accountants and Registered Auditors
Moorgate House
King Street
Newton Abbot
Devon TQ12 2LG

Date:

CUED SPEECH ASSOCIATION UK

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2007

	Notes	2007 Restricted Funds £	2007 Unrestricted Funds £	2007 Total Funds £	2006 Restricted Funds £	2006 Unrestricted Funds £	2006 Total Funds £
Incoming resources							
- Voluntary income		161,812	21,870	183,682	126,080	44,097	170,177
- Activities for generating funds		-	1,159	1,159	-	1,002	1,002
- Investment income	2	-	3,010	3,010	-	2,495	2,495
Incoming resources from charitable activities		10,408	-	10,408	4,549	-	4,549
Total incoming resources		<u>172,220</u>	<u>26,039</u>	<u>198,259</u>	<u>130,629</u>	<u>47,594</u>	<u>178,223</u>
Resources expended							
Cost of generating charitable income	3	-	7,945	7,945	-	7,000	7,000
Charitable activities		170,780	-	170,780	137,497	-	137,497
Governance costs		-	12,820	12,820	-	7,312	7,312
Total resources expended		<u>170,780</u>	<u>20,765</u>	<u>191,545</u>	<u>137,497</u>	<u>14,312</u>	<u>151,809</u>
Net incoming/(outgoing) resources before transfers	4	1,440	5,274	6,714	(6,868)	33,282	26,414
Transfer between funds		17,090	(17,090)	-	(3,321)	3,321	-
Net incoming/(outgoing) resources after transfers		<u>18,530</u>	<u>(11,816)</u>	<u>6,714</u>	<u>(10,189)</u>	<u>36,603</u>	<u>26,414</u>
Reserves brought forward		3,000	73,378	76,378	13,189	36,775	49,964
Reserves carried forward at 31 March 2007		<u>21,530</u>	<u>61,562</u>	<u>83,092</u>	<u>3,000</u>	<u>73,378</u>	<u>76,378</u>

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

All incoming resources and resources expended derive from continuing activities.

CUED SPEECH ASSOCIATION UK

BALANCE SHEET
AS AT 31 MARCH 2007

	Notes	2007		2006	
		£	£	£	£
Fixed Assets					
Tangible assets	6		11,071		13,031
Current Assets					
Stock	7	2,713		3,241	
Debtors	8	12,578		560	
Cash at bank and in hand		63,195		75,652	
		<u>78,486</u>		<u>79,453</u>	
Creditors					
Amounts falling due within one year	9	(6,465)		16,106	
		<u></u>		<u></u>	
Net Current Assets			72,021		63,347
Total Assets less Current Liabilities			<u>83,092</u>		<u>76,378</u>
Funds					
Restricted funds	10		21,530		3,000
Unrestricted funds					
- General fund	11		42,652		53,778
- Designated funds - Fixed assets	11		3,910		4,600
- Contingency reserve	11		15,000		15,000
			<u>83,092</u>		<u>76,378</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2005).

Approved by the Management Committee on
and signed on its behalf by

C.J. Millar

CUED SPEECH ASSOCIATION UK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

1. 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 1985.

Incoming resources

Incoming resources are comprised entirely of donations, membership and course fees, sales of goods and literature and fund-raising income.

Donations and voluntary income

Donations and voluntary income are included gross in income on receipt.

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.

Grants payable

Grants payable are accounted for when the charity is committed to paying them.

Allocation of costs

Costs are allocated between those for the furtherance of the charities objectives and the management 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 the Executive Director's remuneration and these contributions are charged to the statement of financial activities as they occur.

Tangible fixed assets

Depreciation is provided at 15% of the written down value of the assets in order to write off each asset 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.

CUED SPEECH ASSOCIATION UK

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2007

2. Interest Receivable and Similar Income	2007	2006
	£	£
Deposit Account Interest	<u>3,010</u>	<u>2,495</u>

3. Resources Expended	2007	2006
	£	£
Cost of generating voluntary income		
Salaries	6,257	5,365
Apportioned unrestricted costs	<u>1,688</u>	<u>1,635</u>
	<u>7,945</u>	<u>7,000</u>

Charitable activities

The charity undertakes direct charitable activities only and does not make grant payments.

	2007		2006	
	£	£	£	£
Direct costs				
Producing information	22,489		9,880	
Conferences & exhibitions	7,283		8,257	
Educational expenses	22,882		12,062	
Publicity & advertising	5,014		5,257	
Project evaluation	2,663		5,492	
Salaries	80,981		71,078	
Office equipment & furniture	1,494		456	
Postages	3,863		1,878	
Subscriptions & licences	862		397	
Travel & subsistence (general)	537		305	
Sundries	<u>363</u>		<u>90</u>	
		148,431		115,152
Indirect (apportioned) costs		<u>22,349</u>		<u>22,345</u>
		<u>170,780</u>		<u>137,497</u>

	2007		2006	
	£	£	£	£
Governance costs				
Salaries	9,439		4,035	
Telephone and fax	53		61	
Accountancy	515		419	
Audit	113		97	
Rent, rates and water services	411		319	
Travel, subsistence & meeting expenses	158		106	
Office equipment and furniture	90		145	
Printing, stationery and postage	393		319	
Publicity & advertising	18		218	
Bank charges	32		30	
Subscriptions and licences	89		13	
Heating and lighting	97		45	
Insurance	61		61	
Office move	-		31	
Depreciation	1,307		1,537	
Other expenses	<u>44</u>		<u>(124)</u>	
		<u>12,820</u>		<u>7,312</u>
Total Resources Expended		<u>191,545</u>		<u>151,809</u>

CUED SPEECH ASSOCIATION UK

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2007

4. Net Movement In Funds	2007	2006
	£	£
This is stated after charging:		
Depreciation - owned assets	1,960	2,306
Auditors' remuneration	1,678	1,451
Employees' emoluments	<u>86,795</u>	<u>72,463</u>
5. Taxation		
No liability to UK Corporation tax arose on activities for the year ended 31 March 2007, nor for the year ended 31 March 2006.		
6. Tangible Fixed Assets		Equipment
		£
Cost:		
At 1 April 2006		77,004
Additions		-
At 31 March 2007		<u>77,004</u>
Depreciation:		
At 1 April 2006		63,973
Charge for year		1,960
At 31 March 2007		<u>65,933</u>
Net book value:		
At 31 March 2007		<u>11,071</u>
At 31 March 2006		<u>13,031</u>
7. Stocks	2007	2006
	£	£
Other stocks	<u>2,713</u>	<u>3,241</u>
8. Debtors: Amounts falling due within one year	2007	2006
	£	£
Debtors	<u>12,578</u>	<u>560</u>
9. Creditors: amounts falling due within one year	2007	2006
	£	£
Accrued expenses	1,550	1,400
Other creditors	4,915	14,706
	<u>6,465</u>	<u>16,106</u>

CUED SPEECH ASSOCIATION UK

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2007

10. Funds donated for restricted purposes

Donor	Balances 01.04.06 £	Donations £	Gen. Fund Transfers £	Net Expenditure £	Balances 31.03.07 £
Training Project 'Learn to Cue'					
The Henry Smith Charity	-	19,000	-	19,000	-
Charles Hayward Foundation	-	10,000	-	10,000	-
SFIA Educational Trust	-	10,000	-	5,000	5,000
BBC Children in Need	-	10,000	-	10,000	-
The Kobler Trust	-	5,000	-	5,000	-
Masterfoods	-	2,800	-	2,800	-
Thomson Corporation	-	2,000	-	2,000	-
Equitable Charitable Trust	-	10,000	-	-	10,000
General Fund transfer	-	-	2,133	2,133	-
	<u>-</u>	<u>68,800</u>	<u>2,133</u>	<u>55,933</u>	<u>15,000</u>
National Awareness Campaign 'Cued Speech Explained'					
Big Lottery Fund	-	81,862	-	79,482	2,380
The Foyle Foundation	-	10,000	-	10,000	-
General Fund transfer	-	-	14,957	14,957	-
	<u>-</u>	<u>91,862</u>	<u>14,957</u>	<u>104,439</u>	<u>2,380</u>
Cued Speech in Northumberland & Tyneside					
WA Handley Charity Trust	<u>3,000</u>	<u>750</u>	<u>-</u>	<u>-</u>	<u>3,750</u>
Cued Speech in Kent					
Raymond and Blanche Lawson Charitable Trust	-	250	-	-	250
Association of Men of Kent and Kentish Men	-	150	-	-	150
	<u>-</u>	<u>400</u>	<u>-</u>	<u>-</u>	<u>400</u>
Totals	<u><u>3,000</u></u>	<u><u>161,812</u></u>	<u><u>17,090</u></u>	<u><u>160,372</u></u>	<u><u>21,530</u></u>

Reconciliation with SOFA

Resources expended on charitable activities	170,780
Incoming resources from charitable activities	<u>10,408</u>
Net expenditure as above	<u><u>160,372</u></u>

Notes

The 'Learn to Cue!' training project aims to provide tuition in Cued Speech which meets demand and which is free to parents of deaf children and deaf people and affordable to others.

The National Awareness Campaign 'Cued Speech Explained' project seeks to dramatically increase awareness of Cued Speech throughout the UK because so many people have never heard of it, including most parents of deaf children.

CUED SPEECH ASSOCIATION UK

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2007

	2007	2007	2007	2006	2006	2006
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
INCOME						
Donations and grants	161,812	21,870	183,682	126,080	44,097	170,177
Fees and charges	10,408	-	10,408	4,549	-	4,549
Profit on sales	-	39	39	-	127	127
Members subscriptions	-	685	685	-	625	625
Sundry income	-	435	435	-	250	250
	<u>172,220</u>	<u>23,029</u>	<u>195,249</u>	<u>130,629</u>	<u>45,099</u>	<u>175,728</u>
Interest receivable	-	3,010	3,010	-	2,495	2,495
Total Income	<u>172,220</u>	<u>26,039</u>	<u>198,259</u>	<u>130,629</u>	<u>47,594</u>	<u>178,223</u>
EXPENDITURE						
Salaries, national insurance and pension contributions	80,981	15,696	96,677	71,078	9,400	80,478
Travel and subsistence	537	60	597	601	32	633
Telephone and fax	712	79	791	825	92	917
Postage	3,863	216	4,079	3,306	157	3,463
Printing, stationery and photocopying	3,121	373	3,494	2,887	321	3,208
Publicity and advertising	5,014	27	5,041	5,257	327	5,584
Expenses of meetings	1,612	177	1,789	1,144	127	1,271
Educational expenses	22,882	-	22,882	12,062	(39)	12,023
Insurance	831	92	923	825	91	916
Conferences and exhibitions	7,283	-	7,283	8,257	(182)	8,075
Office equipment, software, furniture	1,494	135	1,629	1,934	217	2,151
Sundry expenses	363	37	400	508	14	522
Auditors remuneration	1,509	169	1,678	1,306	145	1,451
Accountancy	6,953	773	7,726	5,657	629	6,286
Rent	5,549	616	6,165	4,315	479	4,794
Heating and lighting	1,299	145	1,444	600	67	667
Subscriptions and licences	862	134	996	587	20	607
Staff training	321	28	349	163	18	181
Office move	-	-	-	409	46	455
Project evaluation (CSE)	2,663	-	2,663	5,492	-	5,492
Provision of information	22,489	-	22,489	9,880	-	9,880
Finance costs:			-			
Bank charges	442	48	490	404	45	449
Depreciation:			-			
Donated computer equipment		690	690	-	812	812
Other equipment		1,270	1,270	-	1,494	1,494
			-			
Total Expenditure	<u>170,780</u>	<u>20,765</u>	<u>191,545</u>	<u>137,497</u>	<u>14,312</u>	<u>151,809</u>
Surplus/(deficit)	1,440	5,274	6,714	(6,868)	33,282	26,414
Transfers between funds	17,090	(17,090)	-	(3,321)	3,321	-
Adjusted surplus/(deficit)	18,530	(11,816)	6,714	(10,189)	36,603	26,414
Reserves brought forward	3,000	73,378	76,378	13,189	36,775	49,964
RESERVES CARRIED FORWARD	<u>21,530</u>	<u>61,562</u>	<u>83,092</u>	<u>3,000</u>	<u>73,378</u>	<u>76,378</u>

THIS PAGE DOES NOT FORM PART OF THE AUDITED FINANCIAL STATEMENTS.

Cued Speech

Giving access to spoken language
for
deaf babies, children and adults

For information,
advice and instruction in Cued Speech

please contact:

Cued Speech Association UK
9 Jawbone Hill
Dartmouth
Devon
TQ6 9RW

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