

COMPANY REGISTRATION NUMBER: 02553487

CHARITY REGISTRATION NUMBER: 1001271

Your Voice Advocacy Project  
Company Limited by Guarantee  
Unaudited Financial Statements  
31 March 2021

**GORDON DOWN & COMPANY LIMITED**

Accountants and Business Advisors

144 Walter Road

Swansea

SA1 5RW

# **Your Voice Advocacy Project**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2021**

	<b>Page</b>
Trustees' annual report (incorporating the director's report)	1
Independent examiner's report to the trustees	10
Statement of financial activities (including income and expenditure account)	11
Statement of financial position	12
Notes to the financial statements	13
<b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	23
Notes to the detailed statement of financial activities	25

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

#### Reference and administrative details

Registered charity name Your Voice Advocacy Project

Charity registration number 1001271

Company registration number 02553487

Principal office and registered office  
22 Craddock Street  
Swansea  
West Glam  
SA1 3HE

#### The trustees

Mr C West  
Mr M Cohen  
Miss B Jacobs  
Mrs E Jenkins  
Mr R Wilson (Appointed 1 September 2021)  
Mr R Williams (Appointed 1 September 2021)  
Mrs A Moragn (Appointed 1 September 2021)

Company secretary Mr M Cohen

Independent examiner Philip Harris ACA  
144 Walter Road  
Swansea  
SA1 5RW

#### Structure, governance and management

##### Structure

The Management Committee confirms that the annual report and financial statements of the charity comply with the requirements of the charity's governing documents and the provisions of the Statement of Recommended Practice 2005 (SORP 2005).

##### Legal Status

The Charity is a company, limited by guarantee, registration number 2553487. It is registered with the Charity Commission, number 1001271.

##### Method of Appointment

The Management of the Charity is the responsibility of the management Committee and its officers who are elected and co-opted under the terms of the Charity Commission Scheme.

# **Your Voice Advocacy Project**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Structure, governance and management *(continued)***

##### **Related Parties**

There were no related party transactions to report.

##### **Trustee induction and training**

Most trustees are already familiar with the practical work of the charity as most were previously involved in Your Voice Advocacy Project in some way. They are also regularly invited to take part in team-building and staff development days and other Your Voice Advocacy Project events.

Additionally, new trustees are given various documentation to familiarise themselves with the charity and the context within which it operates. These cover:

- The obligations of Management Committee members

- The main documents which set out the operational framework for the charity including the Memorandum and Articles

- Resourcing and the current financial position as set out in the latest published accounts

- Future plans and objectives.

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

#### Structure, governance and management *(continued)*

##### Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

The trustees have conducted their own review of the major risks to which the charity is exposed, where at unacceptable levels, haven taken steps to mitigate those risks. The procedures are periodically reviewed to ensure that they still meet the needs of the charity. The principle risks facing the charity and a summary of the key mitigation actions, are noted below.

**Risk:** Political opposition from competitors

**Mitigating Actions:**

Focus on building one-to-one relationships with key organisations and individuals identifying mutual beneficial ways of working and supporting other organisations to achieve their objectives

Recognising expertise and seeking to harness and bring together strengths of competitors in a coalition style network

**Risk:** Loss of focus/ mission drift

**Mitigating Actions:**

Regular meetings involving range of stakeholders including staff and volunteers.

Regular and effective consultation with key client group Having engaged, skilled and trained trustees who provide challenge and support for Your Voice Advocacy Project leadership.

**Risk:** Staff malpractice/ a safeguarding failure

**Mitigating Actions:**

Implementing recruitment policies and controls for staff, volunteers with appropriate DBS checks  
Regular provision of safeguarding training for all staff and volunteers Effective supervision procedures  
Effective risk assessment systems in place

**Risk:** A major property incident

**Mitigating Actions:**

Implementation of ongoing property checks

**Risk:** Loss of key personnel

**Mitigating Actions:**

Regular appraisals & team meetings  
Team development activities

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

#### Structure, governance and management *(continued)*

Quality continuing professional development opportunities

**Risk:** Reduction in clients / service users

**Mitigating Actions:**

Development of activities and community projects to attract new members

**Risk:** Loss of funding for projects

**Mitigating Actions:**

Diversify funding streams  
Generate own income

#### Key management remuneration

The board of Trustees together with key staff members are considered to be the key management personnel of the charity. Details of payments to / from Trustees are disclosed in note 15 to the accounts. Payments made to other key management personnel are given in note 14. The level of payment made to all key management personnel is reviewed annually by Trustees.

#### Organisational structure

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Manager. The Manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met and also has responsibility for the day to day operational management of staff, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

# **Your Voice Advocacy Project**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Objectives and activities**

Control over the financial affairs is effected by the Trustees.

The objectives of the Your Voice Advocacy Project are the relief of persons with learning difficulties who by reasons of mental handicap have need of such relief within the former County of West Glamorgan ("the beneficiaries") and in particular, but not exclusively:

- a) to advance the education and training of the beneficiaries;
- b) to relieve the poverty of beneficiaries who are in need;
- c) to advance the education of the public in the experiences and needs of the beneficiaries
- d) to assist families of beneficiaries in any way calculated to provide such a relief as aforesaid.

Your Voice seeks to promote the rights of people with learning disabilities to make choices and to understand those choices. The charity aims to:

- Enable and empower people to make informed choices and express their views.- Support people to access appropriate information and services.
- Defend and promote the rights and responsibilities of our clients in the community.- Work in partnership with vulnerable individuals and give them a voice in the decisions that affect their daily lives.

To achieve these aims and objectives Your Voice facilitates several projects and services supporting people with learning disabilities with a wide range of issues and problems, empowering them to have a voice in the decisions that matter. These include:

- Peer Advocacy (empowering service users to support themselves and their peers)- Professional Advocacy (representing someone who is facing a particular problem or issue in their life)- Crisis Advocacy (representing someone who is at a serious crisis point)- Participation Group/Social Groups (Supporting people with learning disabilities to take a fuller role in their communities and enjoy social interaction )

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

#### Objectives and activities *(continued)*

##### Volunteers

The advent of the Covid 19 Pandemic and 'lockdown' in March, severely restricted the activities of our volunteers, which only returned to normal levels towards the end of 2020. In the period since, 3 member volunteers provided in the region of 70 valuable working hours. They brought with them a variety of skills which have been extremely important for the smooth running of the projects: -

- \* Providing assistance to other members
- \* Running online group meetings activities
- \* Organising events
- \* Providing administrative assistance
- \* Providing assistance with publicity

17 sessions of informal training included:-

- \* Using Zoom
- \* Safeguarding - staying safe on the Internet
- \* Dealing with bereavement

# **Your Voice Advocacy Project**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Achievements and performance**

The charity has continued to support individuals with learning disabilities through independent advocacy, social activities and events.

Your Voice maintains excellent links and works in partnership with Local Authority and Learning Disability Services yet remain independent and able to challenge at high levels. It also has close working relationships with other organisations in the community that provide care and support such as the Health Board, Carers Centre, Community Lives Consortium, Mencap, Mirus and Walsingham, as well as the South Wales Police.

Your Voice are members of the Learning Disability Provider Forums in both Neath Port Talbot and Swansea which brings together organisations including those above, residential care providers and Social Services that provide services for people with learning disabilities and vulnerable adults to promote and share best practice. Your Voice is a key partner in the delivery of Swansea's Co-production Strategy. YVA remains a member of national organisations All Wales People First and WOVA and locally of the Councils for Voluntary Services in Neath and Swansea.

The Covid 19 pandemic and the 'locking down' of society from the end of March 2020 forced Your Voice to move its activities entirely online. Staff adapted rapidly to the transformed environment communicating with members through weekly online meetings and regular activity sheets. An average 80 activity packs per month were posted during the year. 242 sessions were delivered online, i.e. 508 hours on Zoom. The overriding focus of the organisation became safeguarding the mental and physical wellbeing of its members by providing reliable information on the Covid safety measures and regular activities. Grant funding was secured to improve members 'connectivity' through the provision of computer tablets and broadband connections. Other funding was made available to offer a 'listening service' to our most vulnerable members whose mental health was severely impacted by the isolation imposed by lockdown. 30 members were helped to access food and provided with Xmas dinner or Xmas Wellness boxes. YVA raised awareness of learning disability issues by providing training and easy-read conversions, as well as taking part in consultations and surveys. The new virtual world prompted Your Voice to completely redevelop its Website to reflect the range of new activities and to publicly encourage people to join, volunteer for and donate to the organisation.

Being locked out of its premises and delivering services from home also forced Your Voice to re-evaluate the usefulness of retaining an office building. The period of lockdown had proved that an expensive office building was not essential to achieving its aims, which could be done with greater versatility and flexibility working from home and basing activities in the community. The decision was therefore made to clear the Craddock Street office and relinquish the tenancy by April 2021.

As the year ended, YVA was successful in securing a development partnership and unrestricted funding of £25,000 from the Lloyds Bank Foundation, which offered expert support and the opportunity to work with 16 other development partner organisations, including three other People First's in Wales.

# **Your Voice Advocacy Project**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Financial review**

The Charity's net incomings for the year amounted to £22,041 (compared to net incoing resources in 2020 of £24,118). There were various restricted funds received during the year. These funds were expended on salaries and agreed overheads. Any unspent revenue income is carried forward to next year. The total unrestricted funds at the end of the year represent the Charity's free reserves and amounted to £29,109 (2020 - £26,412).

#### **RESERVES POLICY**

The Trustees recognise the need for reserves to ensure the principal objectives of the Charity are met. In addition, if one of the main funders were to cease funding the Charity, time would be needed to find an alternative. The loss of funding may result in the need to fund statutory redundancy and other costs which would have to be funded out of accumulated reserves. The trustees seek to achieve a target level of free reserves equal to three months direct charitable costs. At the balance sheet date, the target level of unrestricted funds amounted to £28,572 (2019: £29,095).

#### **POLICY OF RISK**

The Charity Commission has recommended that all Trustees review the risks facing their charity and formulate a policy to mitigate those risks. The main risk is that of loss of funding. To mitigate this, the Trustees have put in place a reserves policy.

#### **Going concern**

Having considered budgets for the next twelve months, the Trustees are confident that the Charity will continue to meet its liabilities as they fall due for the foreseeable future and consider that there are no material uncertainties about Your Voice Advocacy Project ability to continue as a going concern. It is therefore considered appropriate by the Trustees to prepare the financial statements on a going concern basis.

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

#### Plans for future periods

Price structures are being set up with a view to charging for independent advocacy provision and related services such as training, workshops and easy-read conversion in addition to current services.

A business plan and funding strategy have been drawn up with the support of Lloyds Bank Foundation with the aim of developing Your Voice Advocacy's services into new areas such as working with geographical locations and people that they have not targeted previously. Changes in funders priorities also requires that greater emphasis is given to community-based activity such as peer advocacy groups and providing opportunities for social interaction. For the same reason, a concerted effort will be made to collaborate with similar organisations with the aim of sharing costs and workspace and making joint applications for funding.

Covid 19 allowing, the charity will organise fundraising events, street collections, and will continue to apply for funding through grants, trusts, contracts and tenders.

The Covid 19 pandemic has meant that the charity has had to cancel or postpone a number of events and has restricted the ability to meet with service users. The charity has taken steps to ensure that it is able to continue to safely offer support and advice to any service user that need assistance.

#### Small company provisions

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

The trustees' annual report was approved on 22 November 2021 and signed on behalf of the board of trustees by:



Mr M Cohen  
Charity Secretary

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of Your Voice Advocacy Project

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Your Voice Advocacy Project ('the charity') for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Philip Harris ACA  
Independent Examiner

144 Water Road  
Swansea  
SA1 5RW

**Your Voice Advocacy Project**  
**Company Limited by Guarantee**  
**Statement of Financial Activities**  
**(including income and expenditure account)**  
**Year ended 31 March 2021**

	Note	Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	25,660	70,208	<b>95,868</b>	22,697
Charitable activities	6	—	—	—	111,478
Other trading activities	7	—	—	—	2,398
Other income	8	2,300	—	<b>2,300</b>	1,835
<b>Total income</b>		<u>27,960</u>	<u>70,208</u>	<u><b>98,168</b></u>	<u>138,408</u>
<b>Expenditure</b>					
Expenditure on charitable activities	9,10	25,261	50,849	<b>76,110</b>	114,290
Other expenditure	12	17	—	<b>17</b>	—
<b>Total expenditure</b>		<u>25,278</u>	<u>50,849</u>	<u><b>76,127</b></u>	<u>114,290</u>
<b>Net income</b>		<u>2,682</u>	<u>19,359</u>	<u><b>22,041</b></u>	<u>24,118</u>
Transfers between funds		15	(15)	—	—
<b>Net movement in funds</b>		<u>2,697</u>	<u>19,344</u>	<u><b>22,041</b></u>	<u>24,118</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>26,412</u>	<u>1,057</u>	<u><b>27,469</b></u>	<u>3,351</u>
<b>Total funds carried forward</b>		<u>29,109</u>	<u>20,401</u>	<u><b>49,510</b></u>	<u>27,469</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 13 to 21 form part of these financial statements.

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2021

	Note	2021 £	£	2020 £
<b>Fixed assets</b>				
Tangible fixed assets	18		2,458	355
<b>Current assets</b>				
Cash at bank and in hand		49,539		30,092
<b>Creditors: amounts falling due within one year</b>	19	<u>2,487</u>		<u>2,978</u>
<b>Net current assets</b>			<b>47,052</b>	<b>27,114</b>
<b>Total assets less current liabilities</b>			<b>49,510</b>	<b>27,469</b>
<b>Net assets</b>			<b>49,510</b>	<b>27,469</b>
<b>Funds of the charity</b>				
Restricted funds			20,401	1,057
Unrestricted funds			29,109	26,412
<b>Total charity funds</b>	21		<b>49,510</b>	<b>27,469</b>

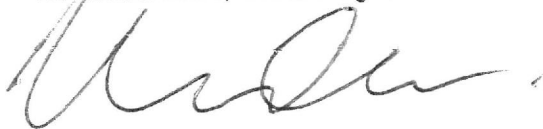
For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 22 November 2021, and are signed on behalf of the board by:



Mr M Cohen  
Trustee

The notes on pages 13 to 21 form part of these financial statements.

# **Your Voice Advocacy Project**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Year ended 31 March 2021**

#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 22 Craddock Street, Swansea, West Glam, SA1 3HE.

#### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

There are no material uncertainties about the charity's ability to continue.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 3. Accounting policies *(continued)*

##### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- 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 to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

All fixed assets are initially recorded at cost.

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 3. Accounting policies *(continued)*

##### Depreciation

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

Equipment - 20% straight line

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

The Charity is a company limited by guarantee and therefore has no share capital.

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Donations	660	–	660
<b>Grants</b>			
Lloyds Foundation	25,000	–	25,000
CC Swansea Co-Production Grant	–	25,000	25,000
Moondance Foundation	–	15,000	15,000
Neath Port Talbot Covid Resilience (Health)	–	3,676	3,676
Wales Community Foundation	–	5,000	5,000
Integrated Community Fund	–	21,532	21,532
	<u>25,660</u>	<u>70,208</u>	<u>95,868</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	697	–	697

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Grants</b>			
Lloyds Foundation	–	–	–
CC Swansea Co-Production Grant	–	–	–
Moondance Foundation	–	–	–
Neath Port Talbot Covid Resilience (Health)	–	–	–
Wales Community Foundation	–	–	–
Integrated Community Fund	–	22,000	22,000
	<u>697</u>	<u>22,000</u>	<u>22,697</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
SLA Income	<u>–</u>	<u>–</u>	<u>111,478</u>	<u>111,478</u>

7. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Other operating income	<u>–</u>	<u>–</u>	<u>2,398</u>	<u>2,398</u>

8. Other income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Other income	<u>2,300</u>	<u>2,300</u>	<u>1,835</u>	<u>1,835</u>

**Your Voice Advocacy Project**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements (continued)**  
**Year ended 31 March 2021**

**9. Expenditure on charitable activities by fund type**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Activity type 1	22,797	50,849	73,648
Support costs	2,464	–	2,462
	<u>25,261</u>	<u>50,849</u>	<u>76,110</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Activity type 1	89,190	22,617	111,808
Support costs	2,482	1	2,482
	<u>91,672</u>	<u>22,618</u>	<u>114,290</u>

**10. Expenditure on charitable activities by activity type**

	Activities undertaken directly	Support costs	Total funds 2021 £	Total fund 2020 £
Activity type 1	73,648	–	73,648	111,808
Governance costs	–	2,462	2,462	2,482
	<u>73,648</u>	<u>2,462</u>	<u>76,110</u>	<u>114,290</u>

**11. Analysis of support costs**

	Analysis of support costs activity 1 £	Total 2021 £	Total 2020 £
Finance costs	57	57	143
Support costs - Accountancy	2,406	2,406	2,340
	<u>2,463</u>	<u>2,463</u>	<u>2,483</u>

**12. Other expenditure**

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Other interest and charges	17	17	–	–

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 13. Net income

Net income is stated after charging (crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	<u>970</u>	<u>356</u>

#### 14. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,272</u>	<u>1,260</u>

#### 15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	49,363	82,146
Employer contributions to pension plans	<u>810</u>	<u>1,573</u>
	<u>50,173</u>	<u>83,719</u>

The average head count of employees during the year was 4 (2020: 5). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of Staff	<u>4</u>	<u>5</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

#### 16. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

#### 17. Transfers between funds

The transfer from unrestricted reserves to restricted reserves is in relation to money spent over and above the grants received from the grant providers.

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 18. Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
At 1 April 2020	11,757	11,757
Additions	3,073	3,073
<b>At 31 March 2021</b>	<u>14,830</u>	<u>14,830</u>
<b>Depreciation</b>		
At 1 April 2020	11,402	11,402
Charge for the year	970	970
<b>At 31 March 2021</b>	<u>12,372</u>	<u>12,372</u>
<b>Carrying amount</b>		
<b>At 31 March 2021</b>	<u>2,458</u>	<u>2,458</u>
At 31 March 2020	355	355

#### 19. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	1,267	1,524
Social security and other taxes	1,074	1,454
Other creditors	146	–
	<u>2,487</u>	<u>2,978</u>

#### 20. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £810 (2020: £1,573).

#### 21. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
General funds	<u>26,412</u>	<u>27,960</u>	<u>(25,278)</u>	<u>15</u>	<u>29,109</u>

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
General funds	<u>1,676</u>	<u>116,408</u>	<u>(91,672)</u>	<u>–</u>	<u>26,412</u>

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 21. Analysis of charitable funds *(continued)*

##### Restricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Restricted Fund 1 - Big Lottery	197	-	(197)	-	-
Restricted Fund 2 - Lloyds Foundation	46	-	(46)	-	-
Restricted Fund 3 - SCVS	10	-	(10)	-	-
Restricted fund 7 - Awards For All	67	-	(67)	-	-
ABMU - Integrated Community Fund	737	21,532	(20,662)	-	1,607
Moondance Foundation	-	15,000	-	-	15,000
Neath Port Talbot Covid Resilience	-	3,676	(3,668)	(8)	-
CC Swansea Co-Production Grant	-	25,000	(23,665)	-	1,335
Wales Community Foundation	-	5,000	(2,534)	(7)	2,459
	<u>1,057</u>	<u>70,208</u>	<u>(50,849)</u>	<u>(15)</u>	<u>20,401</u>

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Restricted Fund 1 - Big Lottery	393	-	(198)	-	195
Restricted Fund 2 - Lloyds Foundation	93	-	(46)	-	47
Restricted Fund 3 - SCVS	21	-	(11)	-	10
Restricted fund 7 - Awards For All	135	-	(67)	-	68
ABMU - Integrated Community Fund	1,033	22,000	(22,296)	-	737
Moondance Foundation	-	-	-	-	-
Neath Port Talbot Covid Resilience	-	-	-	-	-
CC Swansea Co-Production Grant	-	-	-	-	-
Wales Community Foundation	-	-	-	-	-
	<u>1,675</u>	<u>22,000</u>	<u>(22,618)</u>	<u>-</u>	<u>1,057</u>

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

22. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	–	2,458	2,458
Current assets	31,597	17,942	49,539
Creditors less than 1 year	(2,487)	–	(2,487)
<b>Net assets</b>	<u>29,110</u>	<u>20,400</u>	<u>49,510</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	35	320	355
Current assets	29,355	737	30,092
Creditors less than 1 year	(2,978)	–	(2,978)
<b>Net assets</b>	<u>26,412</u>	<u>1,057</u>	<u>27,469</u>

# **Your Voice Advocacy Project**

**Company Limited by Guarantee**

**Management Information**

**Year ended 31 March 2021**

The following pages do not form part of the financial statements.

**Your Voice Advocacy Project**  
**Company Limited by Guarantee**  
**Detailed Statement of Financial Activities**  
**Year ended 31 March 2021**

	2021 £	2020 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	660	697
Lloyds Foundation	25,000	-
CC Swansea Co-Production Grant	25,000	-
Moondance Foundation	15,000	-
Neath Port Talbot Covid Resilience (Health)	3,676	-
Wales Community Foundation	5,000	-
Integrated Community Fund	<u>21,532</u>	<u>22,000</u>
	<u>95,868</u>	<u>22,697</u>
<b>Charitable activities</b>		
SLA Income	-	<u>111,478</u>
<b>Other trading activities</b>		
Other operating income	-	<u>2,398</u>
<b>Other income</b>		
Other income	<u>2,300</u>	<u>1,835</u>
<b>Total income</b>	<u><u>98,168</u></u>	<u><u>138,408</u></u>

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2021

	2021 £	2020 £
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Wages and salaries	49,363	82,146
Pension costs	810	1,573
Rent	7,960	6,368
Rates and water	616	539
Light and heat	494	487
Repairs and maintenance	228	1,169
Insurance	388	1,083
Other motor travel costs	326	3,098
Legal and professional fees	2,526	2,417
Telephone	6,285	5,866
Other office costs	4,528	2,960
Depreciation	970	356
Other interest payable and similar charges	56	142
Sundry expenses	87	135
Staff training	96	1,081
Advertising	838	838
Event costs	539	4,032
	<u>76,110</u>	<u>114,290</u>
<b>Other expenditure</b>		
Other interest and charges	17	—
	<u>76,127</u>	<u>114,290</u>
<b>Total expenditure</b>		
	<u>76,127</u>	<u>114,290</u>
<b>Net income</b>	<u>22,041</u>	<u>24,118</u>

# Your Voice Advocacy Project

## Company Limited by Guarantee

### Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2021

	2021 £	2020 £
<b>Expenditure on charitable activities</b>		
<b>Activity type 1</b>		
<b><i>Activities undertaken directly</i></b>		
Direct charitable activity 1 - wages salaries	49,363	82,146
Direct charitable activity 1 - pension costs	810	1,573
Direct charitable activity 1 - rent	7,960	6,368
Direct charitable activity 1 - rates & water	616	539
Direct charitable activity 1 - light & heat	494	487
Direct charitable activity 1 - repairs & maintenance	228	1,169
Direct charitable activity 1 - insurance	388	1,083
Direct charitable activity 1 - other motor/travel costs	326	3,098
Direct charitable activity 1 - legal and professional fees	120	77
Direct charitable activity 1 - telephone	6,285	5,866
Direct charitable activity 1 - other office costs	4,528	2,960
Direct charitable activity 1 - depreciation	970	356
Sundry expenses	87	135
Staff training	96	1,081
Advertising	838	838
Event costs	539	4,032
	<u>73,648</u>	<u>111,808</u>
<b>Governance costs</b>		
Governance costs - accountancy fees	2,406	2,340
Bank Charges	56	142
	<u>2,462</u>	<u>2,482</u>
	<u>76,110</u>	<u>114,290</u>