

REGISTERED COMPANY NUMBER: 01965474 (England and Wales)
REGISTERED CHARITY NUMBER: 327500

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024
FOR
ISAAC (U.K.) T/A COMMUNICATION MATTERS**

Thomas Coombs Limited
Chartered Accountants
3365 The Pentagon
Century Way
Thorpe Park
Leeds
West Yorkshire
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ISAAC (U.K.) T/A COMMUNICATION MATTERS

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 17
Detailed Statement of Financial Activities	18 to 19

ISAAC (U.K.) T/A COMMUNICATION MATTERS

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

TRUSTEES

K E Broomfield
M P Fisher
A E Hanschell (resigned 8/9/24)
H M Hewson
S M Mcpoland
B Moulam
S E Murphy-Mann
M Paton
N S Sagoo
A C Sharples
C L Voizey
H C Whittle
Mrs J V Berckel (resigned 8/9/24)
Mrs J Greenwood (resigned 9/10/24)
J H Macrae-Pemberton (appointed 8/9/24)
C Moran (appointed 8/9/24)

COMPANY SECRETARY

E J Campbell

REGISTERED OFFICE

3365 The Pentagon
Century Way
Thorpe Park
Leeds
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REGISTERED COMPANY NUMBER

01965474 (England and Wales)

REGISTERED CHARITY NUMBER

327500

INDEPENDENT EXAMINER

Thomas Coombs Limited
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ISAAC (U.K.) T/A COMMUNICATION MATTERS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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) (effective 1 January 2019).

Introduction

In setting our mission, vision, aims and in planning our activities, the trustees have given consideration to the Charity Commission's general guidance on public benefit.

What is ISAAC UK?

ISAAC UK (also known as Communication Matters) is the UK Chapter of the International Society for Augmentative and Alternative Communication (ISAAC) - a membership organisation working to improve the lives of children and adults with complex communication needs. ISAAC's goal is to create worldwide awareness about how Augmentative and Alternative Communication (AAC) can help individuals without speech. ISAAC accomplishes this by sharing information and promoting innovative approaches to research, technology, and literacy through AAC. Activities include hosting the ISAAC Biennial Conference, sponsoring projects, and offering awards and scholarships. Worldwide, there are 16 other national/regional chapters of the international organisation: ISAAC in Australia, Brazil, Canada, Denmark, Spain, French Speaking Countries, India, Israel, Italy, Netherlands & Flanders, Norway, Poland, Singapore, Sweden, Taiwan and the USA. They are all co-ordinated by a Secretariat based in Canada.

AAC is the term used to describe various methods of communication that can augment or replace speech and are used to get around problems with ordinary speech. AAC includes simple systems such as pictures, gestures and pointing, as well as more complex techniques involving powerful computer technology.

Although ISAAC UK is a relatively small organisation, one of our main strengths is the multi-disciplinary nature of the membership. ISAAC UK members include AAC users, their family members and carers, speech and language therapists, teachers, social care workers, occupational therapists, physiotherapists, rehabilitation engineers, programmers, lecturers, researchers, manufacturers and suppliers, social workers, psychologists and doctors. Individuals or organisations become members of ISAAC UK by paying an annual membership fee; a number of first year free memberships are available to AAC users and their families.

As ISAAC UK, we pay a capitation fee to ISAAC for every member who joins ISAAC UK. A member of ISAAC UK is also automatically a member of ISAAC, and they receive a number of benefits including reduced rates for registration at the ISAAC Biennial International Conference and reduced subscription rates to ISAAC affiliated journals and publications.

What is our Vision?

A world where all individuals have a right to a voice through the provision of communication solutions and ongoing support services.

What is our Mission?

ISAAC UK exists to support people who use Augmentative and Alternative Communication (AAC) in their basic human right to communicate, be included and heard in an equitable society.

What are our Aims?

- To involve AAC users in all our activities
- To increase awareness, understanding and knowledge of good practice in the field of AAC
- To provide a forum for the exchange of information and ideas between professional workers, AAC users and their families
- To promote the positive role of AAC in the empowerment of people with complex communication needs in society
- To improve service standards and lobby government for change
- To encourage research

What are our main activities?

- International AAC Conference - We organise a two-and-a-half-day International Conference every year which embraces a wide range of issues relating to AAC and brings together AAC users, their families/carers, professionals from many disciplines and manufacturers/suppliers.
- Communication Matters Journal - We publish three issues of the Communication Matters Journal every year which are sent to all our members. The journal has a range of articles including case histories, evidence-based practice, debates on topics of current interest, articles by AAC users, information on new publications, products and research and details of courses, conferences and events.
- AAC Study Days - We organise Study Days on a range of topics relating to AAC and its application.

ISAAC (U.K.) T/A COMMUNICATION MATTERS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

- AAC Information Days - Product demonstration days from the UK's leading suppliers of communication aids, equipment, software, and symbol systems.
- Involving AAC Users in Activities - Whenever possible we have AAC users representing ISAAC UK across all our policy and other activities. We also host a bimonthly AAC User Focus Group online. Where appropriate we work with other stakeholders and organisations for increased impact.
- Publications - We produce information leaflets and related material on AAC.
- Advisory Bodies - We are represented on national advisory and policy making bodies concerned with AAC. We are also members of and represented at a range of relevant consortia such as The Speech, Language and Communication Trust, Council for Disabled Children, Specialised Healthcare Alliance and Embracing Complexity.
- Website - We provide information, including all NHS, local and independent services and suppliers, as well as training resources and publications.
- Advice - We provide an AAC helpline forum for members and the public.
- Research - We encourage research in the field of AAC by holding an Annual Conference and publishing a Communication Matters Journal. We also have a Research Involvement Network for people who are interested in taking part in research.
- Subscriptions to other Journals - We offer members reduced rate subscriptions to a number of academic and AAC user orientated journals published in North America, Australia and Israel.
- Attend Awareness Raising and Exhibition Events - We take part in a number of disability exhibition events and are promoting collaborative working with other charities.

How are we organised?

As well as being a registered charity, ISAAC UK was incorporated in 1985 as a company limited by guarantee, not having a share capital. The number of Directors of ISAAC UK, who are also its Trustees, is usually twelve, with up to three co-opted Trustees. In exceptional circumstances there can be up to a limit of twenty Trustees, including co-opted Trustees. The Trustees appoint the Chairperson(s), Treasurer and Secretary. Trustees' meetings are held at least three times a year. All enquiries, membership records, bookkeeping, desktop publishing, Conference / AAC Info Day / Study Day registrations, website editing/online presence and day-to-day organisation are usually handled by two paid staff (one full time and one part time) with support from the Trustees.

The Annual Meeting usually takes place during the International Conference in September. At that time, the third of the Trustees who have been longest in office must retire (a retiring Trustee is eligible for re-election for a second or third term of office). The Trustees, who are all also the Company Members, vote on the appointment of new Trustees to fill the vacancies. Custom and practice has resulted in the Associate Members ratifying these appointments.

Review of Main Activities in 2024

Trustees

The Board of Trustees meets four times each year and provides input to the strategy, business and operational activity of ISAAC UK. To ensure our focus remains clear, the Board regularly returns to the Vision and Mission Statements and Aims as it plans the strategy for the future and work on the day-to-day operational business of running ISAAC UK.

ISAAC UK aims to have a Board that reflects the diverse nature of its membership; therefore, it is great that the Board includes two AAC users, a parent of an AAC user, Speech & Language Therapists, Teachers, and a Company Supplier.

In 2024 we continued to hold online meetings for a focus group of AAC users. The group is a vehicle to hear the views of AAC users on ISAAC UK and its activities and actions. A Trustee takes part in the meetings and provides feedback to the Board. The focus group is always open to new members.

Governance

During the year all Trustees attended a training session around what is involved in being a Trustee of ISAAC UK. This covered the legal structure, governance and members, beneficiaries, the duty of Trustees, Board roles, employees, contract and project workers, the involvement of non-Trustees and safeguarding.

The Governance Group continue to work on updating all policies, Best Practice documents and the Terms of Reference.

Patrons

ISAAC UK has one patron - Lee Ridley. Over the last year he has raised awareness of AAC in the UK and beyond.

Links to Other Groups

ISAAC (U.K.) T/A COMMUNICATION MATTERS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

ISAAC UK continues to have strong links with other groups and organisations including: 1Voice, AAC Advisory Group, AAC Exam Access, Adult Cerebral Palsy Hub, All Party Parliamentary Group for Assistive Technology, Augmentative Communication in Practice: Scotland, British Assistive Technology Association (BATA), Communication Access UK, Council for Disabled Children, Diversity in AAC, Embracing Complexity, Specialised Healthcare Alliance, The Speech, Language and Communication Alliance, The National Council for Voluntary Organisations, and the West and South Yorkshire CANN (Children with Additional Needs Networks).

Staffing and ISAAC UK Office

Emily Campbell is the Charity Manager (full-time) and Helen Copeland is the Charity Administrator (part-time).

We continue to have our office at University House which is located centrally within the university campus and close to the University of Leeds Conference and Events team who provide ISAAC UK's International Conference management.

Research

FAQs and Factsheets can be found on our website under the dedicated Research section. The Research Involvement Network (RIN) is being reviewed and we continue to receive access requests to the database for research projects' recruitment and contacts. We also set up a new online group (called the Research Interest Network) who meet twice a year, they aim to share information about research with AAC users and connect AAC users to research opportunities. The ISAAC UK Journal continues to be published three times a year which hosts a variety of articles, including the latest research in AAC.

Grants

The National Lottery Community Fund (NLCF) 'Reaching Communities England' grant for developing and supporting mentoring by AAC users and disabled young people for other disabled young people came to end in January 2024. However, we were very fortunate to receive funding from the NLCF for a further 5-years (from February 2024 - 2029). This project is delivered in partnership with Creativity in Practice Ltd. We offer qualifications in Mentoring, Employability skills and Personal & Social Development, as well as supporting the development of local communication clubs to socialise and share learning, as well as mentoring schemes to share best practice. We are hoping to secure further funding to expand this project in Scotland, Wales and Northern Ireland in future.

We were also grateful to receive a grant from VisitBritain's 'Business Events Growth Programme 2024/25' to help increase the number of international delegates attending the ISAAC UK International Conference.

Membership

There were 230 associate members (including group memberships) of ISAAC UK in 2024 (compared with 231 in 2023), of which 32% of the associate membership comprised AAC users and family members.

The Board surveyed the membership and others in the AAC field in October 2024 to listen to the views, needs, and expectations of the wider AAC community to help guide the strategy and upcoming priorities of ISAAC UK.

The CM2024 International Conference

ISAAC UK's 2024 conference was our twelfth conference held at the University of Leeds.

A resounding success, the conference was attended by 440 delegates and presenters from 16 other countries including Australia, Belgium, Denmark, France, Germany, Ireland, Israel, Japan, Malta, Netherlands, Norway, Poland, Slovakia, South Korea, Sweden, and the USA (and all countries in the UK).

The conference Keynote Address "Empowerment: Taking Risks, Expanding Horizons, Realising Potential" was presented by Professor Annalu Waller from the University of Dundee. The conference platform, workshop, lightning talk, and poster presentations were selected from over 100 submissions. Conference 2024 also included an inspirational plenary session delivered by Helen Robinson on "Authentic AAC: Embracing diversity in communication".

The wheelchair accessible campus makes the University of Leeds an ideal location for an ISAAC UK conference. The delegates enjoyed a full academic programme, and an exhibition and range of supplier talks from 17 of the UK's leading suppliers of communication aids and services. Subsidised places were available for AAC users and family members to attend. Trustees allocated £24,498 to provide 88 subsidised places to AAC users, family members and personal support assistants.

Study Days

The Trustees chose not to hold any Study Days in 2024, instead focussing on delivering the conference and other events and opportunities. However, they are open to ideas for Study Day topics in the future.

AAC Information Days (formerly Roadshows) and Suppliers

ISAAC (U.K.) T/A COMMUNICATION MATTERS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

These events are designed for professionals who work in the field of AAC, communication aid users, parents/family and members of the public, to learn more about the range of communication equipment and software available for people who have complex communication needs. They take place once a year, alternatively in Northern Ireland and Scotland, and are free for delegates to attend. We held an AAC Information Day in Glasgow on 1st May 2024 and 108 people attended.

A successful meeting of ISAAC UK's supplier members was held in May 2024 online. This was to update our supplier members about ISAAC UK and discuss opportunities and future events.

Communication Matters Journal

Three issues of the Communication Matters Journal (ISSN 0969-9554) were published in print again for the first time since 2020. The Journal has a circulation of over 300 copies per issue (including 33 overseas subscribers).

Publications & Website

The 'Focus On...' series of introductory leaflets on AAC continue to be in demand. During 2025 the leaflets will be updated.

Back issues of the Communication Matters Journal are available online in an 'eLibrary' area of our website.

ISAAC UK continues to support a lively email discussion forum 'AAC Forum' which is open to anyone interested in AAC related issues (2183 members).

The website continues to be recognised as a source of useful information both within the membership and for general UK based enquiries and is regularly featured in a newsletter targeted at developing AAC countries highlighting our information, training materials and links to useful sources.

AAC Awards

In 2019 ISAAC UK held an inaugural AAC Awards Ceremony during AAC Awareness Month to support and celebrate all forms of communication - the people who use communication aids, the professionals and families that support them and the companies that provide them. We hoped this would become a biennial event, and in 2021 we held a virtual AAC Awards ceremony to close the International Conference. In March 2023 we were delighted to host the third AAC Awards at the University of Leeds and recognise the achievements of those in the field. It was a fantastic night with many AAC users both in attendance and deserving winners. We are hoping to hold this event again in 2025.

Fundraising

Income raised through fundraising and general donations in the year was £41,704 (2023: £12,665). ISAAC UK are very grateful for the generous donations we have received from so many supporters, whether members, non-members or commercial sponsors. In addition, our fundraising activities included:

- subscription to JustGiving for people to make donations online and create their own fundraising pages if they wish
- people can raise free funds for us when they shop online via Give as you Live

Our general approach is to raise funds ourselves and not to use third parties. We use techniques that are ethical, legal, do not inconvenience the public, and are not detrimental to our reputation. We do not use general solicitation techniques by telephone or door-to-door, and all fundraising activities undertaken follow the Fundraising Regulators Code of Fundraising Practice. We have received no complaints about fundraising during the year.

Financial review

ISAAC UK's finances are adequate given the ongoing pressures on our main funding streams and limited opportunities to diversify. The Treasurer, supported by the Charity Manager and the Finance Working Group, has made efforts to broaden the funding streams through the use of grants and fundraising to maintain the financial stability and are exploring alternative activities to meet the charities aims and to serve the membership. They also continue to work at reducing expenditure and to meet the rising costs of the charity's activities.

Income for the charity comprises mainly of funds generated from the International Conference, AAC Information Days, Study Days and membership fees. International Conference, AAC Information Days, Study Days, Advertising, donations and other income for the year totalled £268,746 (2023: £245,786) and membership fee income totalled £25,915 (2023: £24,961). This year successful bids have resulted in grants of £81,870 (2023: £14,756).

Total expenditure for the year was £257,490 (2023: £254,350), whilst the balance sheet at 31 December 2024 showed net assets of £410,302 compared to £291,261 at 31 December 2023.

ISAAC (U.K.) T/A COMMUNICATION MATTERS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2024

Reserves

ISAAC UK takes a risk-based approach in setting the levels of reserves. A minimum level (lower band) and a maximum level (upper band) is set and reserves are maintained between the lower and upper band limits.

The lower band is set with reference to the funds needed in order to conduct an orderly winding up of the charity in the face of unexpected closure. The number of months of expenditure which is held for these purposes was reviewed during the financial year and set at six months of operating costs, plus redundancy, costs associated with the cancellation of the conference, and other known committed expenditure, and equated to £150,000 at the time of review.

The upper level includes an allowance for any additional items to cover specific costs for an additional six months, a contingency for unexpected cash flows, and expected costs of planned projects. These amount to £110,000 and so the upper band has therefore been set to £260,000.

The charity's free reserves, excluding fixed assets at 31st December 2024 were £357,066 and therefore fell outside our banding levels (+£97,066). Our current forecast to 31st December 2025 anticipates year end reserves will fall below the upper band level of reserves defined in our policy.

Risk Assessment

ISAAC UK has a number of risks in relation to its operational and membership satisfaction that are focused on ineffectual delivery of the:

- (i) International Conference
- (ii) Study Days
- (iii) AAC Information Days
- (iv) Communication Matters Journal or in the case of:
 - (vi) winding down the charity as a consequence of extreme financial circumstances.

These deliverables have been evaluated and reviewed against our operational efficiency. We have stated profit margins on all activities and have separate accounts in regard to grants. Given our charitable activity, we retain a substantial reserve fund that would enable us to make good unforeseen situations, e.g., forced to cancel the International Conference. Such control systems are embedded in our articles and memorandum and more explicitly in our best practice documentation.

Plans for the Future

The Trustees continue to examine the work carried out by ISAAC UK, to explore the need for new services and practice and to improve and develop those already in existence.

The Trustees recognise the need to develop services which focus upon the needs of people with complex communication needs who may benefit from AAC systems to maximise their opportunities and enhance their life.

As ever, the Trustees will continue to convey the views and requirements of people with complex communication needs, to those responsible for providing other services and strive to find ways to improve the quality of life for these people in the community and support them and their families.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Key management personnel, recruitment & training of trustees etc all noted on page 3.

Approved by order of the board of trustees on 26th March 2025 and signed on its behalf by:

Helen C Whittle

H C Whittle - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ISAAC (U.K.) T/A COMMUNICATION MATTERS

Independent examiner's report to the trustees of ISAAC (U.K.) T/A Communication Matters ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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.

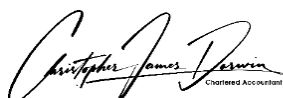
Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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.



Christopher Darwin
Chartered Accountant

Christopher Darwin FCA

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Chartered Accountants
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26th March 2025

ISAAC (U.K.) T/A COMMUNICATION MATTERS

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies		41,704	-	-	41,704	12,665
Charitable activities						
Membership	3	25,915	-	-	25,915	24,961
Conference		219,248	-	-	219,248	188,509
AAC information days		4,980	-	-	4,980	5,334
AAC study days		-	-	-	-	195
Advertising		1,199	-	-	1,199	2,954
Grants		-	-	81,870	81,870	14,756
Other income		847	-	-	847	1,121
AAC Awards		-	-	-	-	34,462
Investment income	2	768	-	-	768	546
Total		<u>294,661</u>	<u>-</u>	<u>81,870</u>	<u>376,531</u>	<u>285,503</u>
EXPENDITURE ON						
Raising funds	4	4,325	-	-	4,325	4,001
Charitable activities						
Membership	5	20,172	-	-	20,172	17,276
Conference		163,467	-	12,603	176,070	180,458
AAC information days		10,769	-	-	10,769	9,635
Projects		-	-	24,443	24,443	25,656
Governance		21,711	-	-	21,711	17,324
Total		<u>220,444</u>	<u>-</u>	<u>37,046</u>	<u>257,490</u>	<u>254,350</u>
NET INCOME		74,217	-	44,824	119,041	31,153
RECONCILIATION OF FUNDS						
Total funds brought forward		282,849	-	8,412	291,261	260,108
TOTAL FUNDS CARRIED FORWARD		<u>357,066</u>	<u>-</u>	<u>53,236</u>	<u>410,302</u>	<u>291,261</u>

The notes form part of these financial statements

ISAAC (U.K.) T/A COMMUNICATION MATTERS

**BALANCE SHEET
31ST DECEMBER 2024**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
CURRENT ASSETS						
Debtors	12	2,590	-	15,000	17,590	1,303
Cash at bank and in hand		<u>362,480</u>	<u>-</u>	<u>38,236</u>	<u>400,716</u>	<u>328,028</u>
		365,070	-	53,236	418,306	329,331
CREDITORS						
Amounts falling due within one year	13	<u>(8,004)</u>	<u>-</u>	<u>-</u>	<u>(8,004)</u>	<u>(38,070)</u>
NET CURRENT ASSETS		<u>357,066</u>	<u>-</u>	<u>53,236</u>	<u>410,302</u>	<u>291,261</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>357,066</u>	<u>-</u>	<u>53,236</u>	<u>410,302</u>	<u>291,261</u>
NET ASSETS						
		<u><u>357,066</u></u>	<u><u>-</u></u>	<u><u>53,236</u></u>	<u><u>410,302</u></u>	<u><u>291,261</u></u>
FUNDS						
Unrestricted funds	15				357,066	282,849
Restricted funds					<u>53,236</u>	<u>8,412</u>
TOTAL FUNDS					<u><u>410,302</u></u>	<u><u>291,261</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 26th March 2025 and were signed on its behalf by:

Helen C Whittle

H C Whittle - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the company and rounded to the nearest £.

The significant accounting policies applied in preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income from grants, whether 'capital' grants or 'revenue' grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Membership subscriptions are included in the SOFA for the period to which they relate, subscriptions in advance being deferred to future periods.

Investment income is included when receivable and the amount can be measured reliably by the charity.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Payments in respect of other post-retirement benefits are charged to the Statement of Financial Activities in the period to which they relate.

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

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, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

Employee benefits

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

2. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>768</u>	<u>546</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Membership	25,915	24,961
Conference income	219,248	188,509
AAC Information days	4,980	5,334
AAC study days	-	195
Advertising	1,199	2,954
Grants	81,870	14,756
Other income	847	1,121
AAC Awards - biennial	-	<u>34,462</u>
	<u>334,059</u>	<u>272,292</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
National Lottery Community Fund - Mentoring	64,195	14,756
Freemasonry and Lieutenancies Partnership Fund	2,675	-
VisitBritain Business Events Growth Programme 2024/25	<u>15,000</u>	-
	<u>81,870</u>	<u>14,756</u>

4. RAISING FUNDS

Raising donations and legacies

	2024	2023
	£	£
Staff costs	4,109	3,773
Fundraising	<u>216</u>	<u>228</u>
	<u>4,325</u>	<u>4,001</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Membership	9,706	10,466	20,172
Conference	140,559	35,511	176,070
AAC information days	3,766	7,003	10,769
Projects	24,443	-	24,443
Governance	<u>-</u>	<u>21,711</u>	<u>21,711</u>
	<u>178,474</u>	<u>74,691</u>	<u>253,165</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023
	£	£
Administration	19,455	27,117
Conference management, accomodation and hosting	122,935	121,486
Capitation	3,605	5,194
Printing & photography	5,573	1,800
Project Costs	24,443	25,656
Advertising	<u>2,463</u>	<u>645</u>
	<u>178,474</u>	<u>181,898</u>

7. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Membership	10,466	-	10,466
Conference	35,511	-	35,511
AAC information days	7,003	-	7,003
Governance	<u>-</u>	<u>21,711</u>	<u>21,711</u>
	<u>52,980</u>	<u>21,711</u>	<u>74,691</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Independent examination and preparation of statutory accounts	3,750	3,630
Rent	<u>1,300</u>	<u>1,300</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2024 nor for the year ended 31st December 2023.

Trustees' expenses

In the year the charity paid £8,533 (2023: £6,627) in respect of accommodation and food on behalf of the Trustees. Travel expenses and office costs totalling £4,858 (2023: £3,598) were reimbursed to 9 Trustees (2023: 11 Trustees).

10. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	39,608	36,321
Other pension costs	<u>1,476</u>	<u>1,426</u>
	<u>41,084</u>	<u>37,747</u>

Trustees consider themselves to be key management personnel. Trustees received no remuneration or benefits during the year (2023: £nil).

There were no employees whose annual remuneration was more than £60,000 in either year.

The average monthly number of employees during the year was as follows:

	2024	2023
Employees	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	12,665	-	-	12,665
Charitable activities				
Membership	24,961	-	-	24,961
Conference	188,509	-	-	188,509
AAC information days	5,334	-	-	5,334
AAC study days	195	-	-	195
Advertising	2,954	-	-	2,954
Grants	-	-	14,756	14,756
Other income	1,121	-	-	1,121
AAC Awards	34,462	-	-	34,462

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Investment income	<u>546</u>	-	-	<u>546</u>
Total	<u>270,747</u>	-	<u>14,756</u>	<u>285,503</u>
EXPENDITURE ON				
Raising funds	4,001	-	-	4,001
Charitable activities				
Membership	17,276	-	-	17,276
Conference	180,458	-	-	180,458
AAC information days	9,635	-	-	9,635
Projects	-	-	25,656	25,656
Governance	<u>17,324</u>	-	-	<u>17,324</u>
Total	<u>228,694</u>	-	<u>25,656</u>	<u>254,350</u>
NET INCOME/(EXPENDITURE)	42,053	-	(10,900)	31,153
RECONCILIATION OF FUNDS				
Total funds brought forward	<u>240,796</u>	-	<u>19,312</u>	<u>260,108</u>
TOTAL FUNDS CARRIED FORWARD	<u>282,849</u>	-	<u>8,412</u>	<u>291,261</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Prepayments and accrued income	<u>17,590</u>	<u>1,303</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	1,008	28
Other creditors	283	301
Accruals and deferred income	<u>6,713</u>	<u>37,741</u>
	<u>8,004</u>	<u>38,070</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024	2023
	£	£
Within one year	1,300	1,300
Between one and five years	-	<u>1,300</u>
	<u>1,300</u>	<u>2,600</u>

15. MOVEMENT IN FUNDS

	At 1/1/24	Net movement in funds	At 31/12/24
	£	£	£
Unrestricted funds			
General fund	282,849	74,217	357,066
Restricted funds			
National Lottery Community Fund - Mentoring VisitBritain Business Events Growth Programme 2024/25	8,412	34,315	42,727
	-	<u>10,509</u>	<u>10,509</u>
	<u>8,412</u>	<u>44,824</u>	<u>53,236</u>
TOTAL FUNDS	<u>291,261</u>	<u>119,041</u>	<u>410,302</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	294,661	(220,444)	74,217
Restricted funds			
National Lottery Community Fund - Mentoring Freemasonry and Lieutenancies Partnership Fund	64,195	(29,880)	34,315
VisitBritain Business Events Growth Programme 2024/25	2,675	(2,675)	-
	<u>15,000</u>	<u>(4,491)</u>	<u>10,509</u>
	<u>81,870</u>	<u>(37,046)</u>	<u>44,824</u>
TOTAL FUNDS	<u>376,531</u>	<u>(257,490)</u>	<u>119,041</u>

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/1/23 £	Net movement in funds £	At 31/12/23 £
Unrestricted funds			
General fund	240,796	42,053	282,849
Restricted funds			
National Lottery Community Fund - Mentoring	9,462	(1,050)	8,412
National Lottery Community Fund - Awards for All	<u>9,850</u>	<u>(9,850)</u>	<u>-</u>
	<u>19,312</u>	<u>(10,900)</u>	<u>8,412</u>
TOTAL FUNDS	<u>260,108</u>	<u>31,153</u>	<u>291,261</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	270,747	(228,694)	42,053
Restricted funds			
National Lottery Community Fund - Mentoring	14,756	(15,806)	(1,050)
National Lottery Community Fund - Awards for All	<u>-</u>	<u>(9,850)</u>	<u>(9,850)</u>
	<u>14,756</u>	<u>(25,656)</u>	<u>(10,900)</u>
TOTAL FUNDS	<u>285,503</u>	<u>(254,350)</u>	<u>31,153</u>

National Lottery Community Fund - Mentoring: The National Lottery Community Fund (England) awarded a further 5-years of funding from 2024 to continue our Mentoring and Peer Support project for AAC users in England.

Freemasonry and Lieutenancies Partnership Fund: They provided a grant to help fund our subsidised conference places to support AAC users, their personal assistants and family members to attend our conference in September 2024.

VisitBritain Business Events Growth Programme 2024/25: VisitBritain provided a grant to help increase the number of international delegates to our conference in September 2025.

ISAAC (U.K.) T/A COMMUNICATION MATTERS

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST DECEMBER 2024

16. EMPLOYEE BENEFIT OBLIGATIONS

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £1,476 (2023: £1,426).

17. RELATED PARTY DISCLOSURES

ISAAC UK is the UK chapter of the International Society for Augmentative and Alternative Communication (ISAAC). Capitation fees totalling £3,605 (2023: £5,194) were payable by the charity to ISAAC during the year. As at 31 December 2024, £nil was outstanding (2023: £5,582).

Journal subscription fees of £1,059 (2023: £1,303) were received from ISAAC during the year. As at 31 December 2024, £1,059 was outstanding (2023: £1,303).

All Trustees are members of ISAAC UK and pay a membership fee, total membership fees paid by the Trustees to the charity were £954 (2023: £1,015).

One trustee purchased a charity hoodie of £24 (2023: £168).

All Trustees are required to attend the Communication Matters Conference, total fees paid by the Trustees to the charity for attending the conference were £4,504 (2023: £3,481).

18. DEFERRED INCOME

	2024	2023
	£	£
Balance at 1st January 2024	3,720	2,654
Released in the year	(3,720)	(2,654)
Deferred in the year	2,963	3,720
	<u>2,963</u>	<u>3,720</u>

ISAAC (U.K.) T/A COMMUNICATION MATTERS

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	41,704	12,665
Investment income		
Deposit account interest	768	546
Charitable activities		
Grants	81,870	14,756
Membership	25,915	24,961
Advertising	1,199	2,954
Conference income	219,248	188,509
AAC study days	-	195
Other income	847	1,121
AAC Information days	4,980	5,334
AAC Awards - biennial	-	<u>34,462</u>
	<u>334,059</u>	<u>272,292</u>
Total incoming resources	376,531	285,503
EXPENDITURE		
Raising donations and legacies		
Wages	3,961	3,632
Pensions	148	141
Fundraising	216	<u>228</u>
	4,325	4,001
Charitable activities		
Administration	19,455	27,117
Conference management, accomodation and hosting	122,935	121,486
Capitation	3,605	5,194
Printing & photography	5,573	1,800
Project Costs	24,443	25,656
Advertising	2,463	<u>645</u>
	178,474	181,898
Support costs		
Management		
Wages	31,686	29,057
Pensions	1,180	1,142
Rent	910	910
Insurance	477	431
Telephone	33	33
Accommodation & venue catering	6,081	4,892
Travel expenses	4,800	3,094
Carried forward	45,167	39,559

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ISAAC (U.K.) T/A COMMUNICATION MATTERS**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024**

	2024	2023
	£	£
Management		
Brought forward	45,167	39,559
Computer costs	6,767	10,409
Legal	540	105
Sundry	394	687
Bank charges	112	115
Donations	-	<u>252</u>
	52,980	51,127
Governance costs		
Wages	3,961	3,632
Pensions	148	143
Independent examination and preparation of statutory accounts	3,750	3,630
Other expenses	9,773	9,327
Outsourced payroll, accounting and support services	4,079	<u>592</u>
	21,711	<u>17,324</u>
Total resources expended	257,490	<u>254,350</u>
Net income	119,041	<u>31,153</u>

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