

ASSOCIATION FOR REHABILITATION OF COMMUNICATION AND ORAL SKILLS

England & Wales · Charity number 1007416

Details

Other names ARCOS

Status Registered

Legal form Charitable company

Company number 02675004

Registered 1992-01-14

Register [View on the Charity Commission register](#)

Contact

Address Hatherton Lodge
Avenue Road
Malvern
Worcestershire
WR14 3AG

Phone 01684576795

Email admin@arcos.org.uk

Website www.arcos.org.uk

Activities

Objects: TO PRESERVE AND PROTECT THE HEALTH AND TO ADVANCE THE EDUCATION AND DEVELOPMENT OF CHILDREN AND ADULTS WHO HAVE COMMUNICATION DIFFICULTIES PARTICULARLY THROUGH THE PROVISION OF TREATMENT EDUCATION AND SUPPORT.

Activities: ARCOS' overall objective is to improve the quality of life for people who have communication and/or swallowing difficulties, and of their carers and families. This involves the promotion and provision of specialist training, comprehensive therapy and suitable research.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- **Area of benefit:** UNITED KINGDOM AND ELSEWHERE IN THE WORLD
- Germany
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£314,591	£307,516	-	-
2023-12-31	£329,271	£350,184	-	-
2022-12-31	£351,341	£388,855	-	-
2021-12-31	£370,515	£281,740	-	-
2020-12-31	£238,815	£279,301	-	-

Trustees

Name	Role	Appointed
Ann Gillian Courtney		2026-04-09
Diana Ruth Maiden MBE		2021-09-01
Helen Clare Webb		2021-09-01
Jonathan Andrew Kelway Gurney		2015-12-17
Kara Berry		2024-04-08
Maurice Stanley		2015-12-17

Accounts



The Association for Rehabilitation of Communication and Oral Skills (ARCOS)

A Company Limited by Guarantee and a Registered Charity

Trustees Report and Financial Statements for the Year Ended 31 December 2024

ARCOS works to help improve life for children and adults who have impairment of communication and/or eating, drinking and swallowing.



A number of ARCOS clients have been told that nothing or nothing more, can be done. To date, we have found that there is always something that can be done to make life more comfortable and even fun!

Contents

CEO's Foreword	3
Report from the Trustees & Director	3
Who we are	5
What we do	7
Who we work with	7
Highlights of 2024	8
Grants and Donations	11
Thank you to all Staff, Volunteers & Supporters	11
Accountant's Report	13
Statement of Financial Activities	14
Balance Sheets	15
Notes to the Financial Statements	16 - 22

CEO's Foreword

2024 has been an important year for ARCOS. It has included the continuing transition to the new leadership of Nick Reid, further development, in coordination with our beneficiaries and partners, of our strategic approach to prioritising and meeting the needs of our client groups. The year has seen the ARCOS management team being able to take an increasingly analytical and effective approach to recording intervention and support provided to individuals and their families, consolidating partnerships and measuring outcomes.

Ongoing staff training has enabled us to respond effectively to the changing needs of clients and adapt to the local and national environment in which we work.

I was honoured to be awarded an OBE in King's Birthday Honours and delighted at the recognition of ARCOS' work in providing services to people with communication and/or swallowing difficulties. It is a tribute to everyone who has contributed to the formation and continuation of this organisation. ARCOS remains dedicated to supporting and promoting communication and eating, drinking and swallowing. These intrinsically human activities that are so frequently central to our social interaction with others.

Life for this and many other charities continues to be a struggle. We are stretched but pleased to celebrate successes achieved by our clients along the way.

Report from the Trustees & Director

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31st December 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and reporting by Charities" published in March 2005, in preparing the annual report and financial statements of the charity.

Constitution

ARCOS is a company limited by guarantee and registered with The Charity Commission and Companies House.

The charity registration number is 1007416 and company number is 02675004.

Governance and Organisation

The Association for Rehabilitation of Communication and Oral Skills is controlled by its Trustees who have regular meetings to review the implementation of its policies. Any new Trustees are appointed at a properly constituted Trustees' meeting. It operates under the acronym ARCOS, under the day-to-day management of CEO and Clinical Director, Mrs Kathleen (Kay) Coombes.

All therapists employed by ARCOS are members of their respective professional bodies and registrants of the regulator, The Health & Care Professions Council. Trustees, staff and volunteers are required to have enhanced Disclosure and Barring Service (DBS) certification.

Reserves Policy: In line with a number of other voluntary organisations, ARCOS takes the view that safeguarding the ability to fulfil our charitable aims takes precedence over seeking to accrue investment. This policy requires careful financial planning and cash flow monitoring. Our deliberately varied income streams help ensure accurate forecasting throughout the year and the continuing viability of the charity; ARCOS contracts some therapy, education and training services to statutory bodies and commercial entities. We recognise that some of our activities are not, and never will be, amenable to full cost recovery through charging. Thus, these activities are the focus for financial support from grant funding and donations.

Aims and Objectives

ARCOS' overall aim is to improve the quality of life of people who have communication problems and/or eating (swallowing) difficulties, and the lives of their families and carers. This involves the provision and promotion of comprehensive therapy, appropriate research, specialist training and support for individuals with communication and/or swallowing problems. This population includes those with multiple disabilities resulting from developmental or acquired brain injury. Such provision is not readily or adequately available through the NHS or any other organisation.

Review of activities and further developments

Impact: Founded in 1992, ARCOS has survived and grown over the past 33 years. Demand for our services continues to increase, unmet and increasing need is evident, particularly since financial pressures and a shortage of specialist therapists restrict provision available from statutory services.

In the year 2023-2024, more than 200 people contacted ARCOS for information and advice and our therapy and training services reached an estimated 800 beneficiaries. The ARCOS SMILE Project that had been drastically reduced since March 2020 due to the COVID-19 pandemic, flourished under its new leader, Simon Smith. During the year, SMILE has been able to support children from over 20 families. The children and young people attended holiday clubs and then afterschool activities that were trialled in autumn 2024 and proved a resounding success. The SMILE Project is attended by individuals aged 5-26 years and provides support, including respite, for their families and carers.

Over the past 5 years, an increasing number of those attending SMILE holiday and afternoon clubs have symptoms of neurodiversity, primarily Autism Spectrum Conditions (ASC) and some have been formally diagnosed with ASC. In 2023 SMILE partnered with Sky Autism Malvern to develop increased support for neurodiverse children after school and during school holidays.

There is a continuing and apparently increasing need to support children with anxiety who are unable to attend conventional school. ARCOS has some experience of providing educational support to such children and to those in care. We are considering ways in which it may be possible to expand provision for children who need access to education other than at school (EOTAS).

More than ever, the challenge is to ensure continuation of ARCOS' services in the most effective way. This entails maintaining our ability to be proactive in anticipating priorities in areas of need and planning effective ways in which to meet them.

Our experience to date demonstrates the value of forging appropriate partnerships that exploit our strengths and enable ARCOS to adapt to the changing climate in national health, education and social care.

ARCOS continues to rely to a great extent on grants and donations. The current financial climate makes it particularly difficult to raise funds to meet the needs of ARCOS' beneficiaries who include adults with developmental conditions, such as cerebral palsy as well as those with strokes, acquired traumatic brain injury and progressive diseases such as Parkinson's Disease and Motor Neurone Disease.

Funding core costs of any charity tends to be difficult and we are grateful to donors who contribute unrestricted financial help. They include local businesses such as Igence Radar, whose generosity has enabled water-based activities to be enjoyed by disabled children and a number of individuals who have donated one-off gifts or regular giving via direct debit. We are always pleased to welcome our supporters and were delighted to meet Sue Overton-Smith in August 2024.

We strive to progress and to maintain the open, transparent, interdisciplinary and comprehensive approach which is the hallmark of ARCOS.

Background: The Association for Rehabilitation of Communication and Oral Skills registered as a Charity in January 1992. Our goal is to enable clients, many of whom have complex life-long disabilities, to benefit from the latest advances in knowledge, understanding, skills and technology.

Situated in Malvern, Worcestershire, the ARCOS Centre provides resources, training, therapy and a base for operating a nationwide outreach service. ARCOS is a collaborative organisation working in partnership with other agencies in the independent sector as well as statutory health, education, social, and employment services.

The Need: ARCOS services address the unmet needs of individuals with physical, sensory and perceptual impairments caused by developmental and acquired neurological conditions such as cerebral palsy, stroke, head injury and brain tumours and progressive diseases for example Parkinson's Disease, Motor Neurone Disease and Huntington's Disease.

The number of those afflicted is increasing due to a combination of advances in ante/peri-natal care, acute medicine and also longer life expectancy. There is insufficient specialised rehabilitation and inadequate long-term skilled support for members of our client groups. Beneficiaries may experience increasing disability, deformity and pain over time due to the accumulation of secondary symptoms. Their quality of life and that of their families is reduced, and at the same time there is an increasing burden on statutory health and social services with higher financial cost to the community.

A number of those accessing ARCOS services have been told that nothing more can be done to help them. In our experience this has never been the case and there is always a way to make life more comfortable or even fun. This is true even in the case of someone with a progressive condition or terminal illness. The slogan *Never Say Never*, applies to this group as well as our other clients. ARCOS is committed to contributing to effective support for individuals, their families and others involved, including in education and employment.

Who we are

ARCOS employs speech and language therapists and occupational therapists. Other specialists including physiotherapists and teachers are contracted. However, the ARCOS family comprises not only our staff team and highly valued volunteers but also everyone involved with the charity.

The ARCOS Trustee Board:

We are fortunate in having a Board whose members are representative of relevant professions and always includes at least one member of our client group.

Dr Maurice Stanley – appointed 2017



I am an independent physics and engineering consultant, providing technical support to local and national businesses. I first encountered ARCOS when I was contacted to provide technical AAC support for one of their clients. ARCOS and its activities was something new and different to my other work. I was impressed by their enthusiasm and commitment to their clients and I continued to stay in touch, providing technical support on a contractual, and then voluntary basis. After several years of working with ARCOS, in 2017 I was invited to be a Trustee to help support and manage the charity.

Mr Jonathon Gurney – appointed 2017

ARCOS helped me when I was in need, recovering from a brutal assault which left me unable to walk or talk. I recovered some mobility and when I moved back to the area; ARCOS was the only choice for me to continue my rehabilitation. I was provided with world class therapy without the need to wait months on the NHS for what may have been less specialist and intensive treatment. I received speech and language therapy, physio and hydro therapy and without the input of ARCOS' therapists, I would not be the fully functioning member of society that I am today. It is for that reason that I am a Trustee of ARCOS, as I feel that is a very small way, I can help enable the charity to continue and help others.

Diana Maiden, M.B.E. – appointed 2021

I founded Kaleidoscope in Malvern, which provided respite care to hundreds of children with special needs over 24 years. During that time, I had a close working relationship with ARCOS and collaborated with Kay Coombes for many years through several mutual clients. When Kaleidoscope closed, ARCOS took on the clients under the SMILE project. It was then a natural step to take on the role of ARCOS Trustee. I am happy to be now supporting ARCOS in the valuable work they do making a difference to the lives of those in need and their families.

Mrs Helen Webb – appointed 2021

I am a retired Head Teacher who has not quite managed to retire! I am passionate about inclusion and first became aware of ARCOS through making provision for a very complex young man in our mainstream Primary School setting. The support and advice we received from ARCOS was invaluable, especially as we navigated our way through learning about eye-gaze communication technology. It was an honour to be invited to become a Trustee and support the work of ARCOS as an educationalist. I am incredibly proud to be able to assist ARCOS to “**Never Say Never**”.

Kara Berry – appointed 2024

I have known ARCOS since my son transferred from Diana Maiden's Kaleidoscope group to the SMILE project at ARCOS. ARCOS and SMILE have been invaluable in supporting my son's communication and in the development of his social skills. I am thrilled to be involved as a Trustee, feeding into and shaping the crucial work that ARCOS does in the community. The SMILE clubs offer much-needed respite for families and I am happy to be able to share my experiences as a parent to help direct ARCOS' future and improve lives for others.

Kay Coombes, O.B.E. – ARCOS CEO & Clinical Director



Kay is a Speech and Language Therapist. She works with children and adults who have developmental or acquired brain injury. Together with colleagues she developed the holistic therapy approach known as Facial Oral Tract Therapy (F.O.T.T.). In 2004, Kay was awarded Honours of the Royal College of Speech and Language Therapists and in 2014, Honorary membership of the German Association: Deutscher Bundesverband für Logopädie (DBL). An experienced expert witness, she no longer accepts new instructions but remains a mentor to her colleagues who provide expert opinion to the Court.

What we do:

ARCOS is a UK national charity, working to improve life for children and adults who have communication or eating, drinking and swallowing difficulties. These conditions are often complex, persist throughout life and require specialist, long-term treatment.

ARCOS is not a private clinic. We depend upon charitable grants and donations to maintain a high quality of service.

We provide information and advice, therapy for people of all ages, training for professionals and carers, small group activities for children and young people, equipment loan, plus an Expert Witness service. Enquiries to our free of charge information and advice service have risen year on year and increased by 10% from 2023 to 2024.

While contracts negotiated with NHS trusts and local authorities currently fund a small number of ARCOS clients, the majority of our work is supported by grants, many of them dedicated to specific projects. It continues to be difficult to fund therapy for adults despite the recognised and extreme shortages of therapeutic intervention available in the community for those in need of speech and language therapy, occupational therapy and mental health support.

Fees are charged for assessment, therapy, training services and some equipment loan. Our children's groups, information, advice and some of our therapy is subsidised by donations and grants and is provided free of charge to clients.

ARCOS collaborates with the NHS, local authorities and other organisations, working directly with clients and their families in order to promote comprehensive help and support. We expect to liaise with the client's GP and other professionals involved.

Our SMILE project fully resumed in 2024 following a pause on small group work with children and young people necessary due to the COVID-19 pandemic. This year we recruited a new project leader, Simon Smith, who is refreshing and expanding SMILE in response to clear local need. Simon is collaborating with our therapy team in designing one-to-one and small group activities focused on communication and social interaction.

ARCOS provides training for professionals including doctors, therapists, nurses and teachers. The NHS, throughout the UK purchases the majority of ARCOS training courses for professional staff.

ARCOS also provides training for relatives and other carers.

Who we work with:

ARCOS has an open referral system; clients may refer themselves or be signposted from other services and organisations including The Stroke Association, Motor Neurone Disease Association (MNDA) and Parkinson's UK. We also contribute to supporting looked after children.

Building partnerships and collaboration: We are pleased to work with a variety of statutory, independent and commercial agencies.

During 2024 ARCOS therapists have contributed to a number of Education, Health & Care Plans (EHCPs), attended tribunals and worked in nurseries, special and mainstream schools.

ARCOS Expert Witness Service: This entails providing expert opinion to the Court, working with solicitors, case managers and other professionals.

Highlights of 2024 have included:

January-March

Worcester Operatic and Dramatic Society – Youth Section (WODYS): It was a great start to the year when ARCOS was honoured to be chosen as the WODYS Charity of the Year! ARCOS Ambassador and client, Poppy Cormack, attended a rehearsal for The Addams Family Musical and spoke to the cast before the opening night in August.



Research and innovation: 2024 saw ARCOS CEO and Clinical Director, Kay Coombes, collaborate with researchers and experts in the further development of several long-term projects including a specialised seat for a child with profound disabilities; a voice output device to provide a voice for those without the physical ability to create speech sounds; and a spoon that enables carers to measure the amount of pressure exerted on the tongue when feeding clients. Thanks to all involved, especially Tony Rokins of Interface Force Measurement Solutions, Dr Zac Hickman and the team at Bath University, Dr Tim Adlam and Trevor Hudson.



Hatchlings: We welcomed several new clutches to the ARCOS aviary this year. Our flock of fancy pigeons and bantam chickens always prove popular with clients young and old.



Little Malvern Priory: ARCOS was thrilled to be selected as the Priory's charity for the month of March 2024. The congregation raised a remarkable total of £166.67!

Collection boxes: Thank you to the many local business that hosted an ARCOS collection box and to our volunteers running the scheme. Our generous community raised over £900.00 in 2024! We have collection boxes in many locations – shops big and small, cafes, bakeries, restaurants, pubs, hotels, solicitors, a local dentist and even the Great Malvern station booking office!



Cranfield Trust: ARCOS is grateful to the Cranfield Trust for their valuable support with two projects in 2024. Bob Lane became a regular face at the ARCOS Centre sharing his knowledge on business planning and helping to document our ongoing strategy. Clive Mitchell provided mentoring to Services Coordinator, Nick Reid, in preparation for taking on the CEO role from Kay in 2025.



April-June

Board of Trustees: We welcomed a new member to our Board of Trustees in 2024. Kara Berry offers an important client perspective as the mum of a child who has attended our SMILE groups. Kara has a breadth of experience and community knowledge that will make a significant contribution to ARCOS moving forward. We are immensely grateful to David Kitcat, a dedicated and long-time Observer of our Board Meetings who sadly retired in 2024. He continues to be an ambassador for ARCOS and raise money to help fund our services. Thank you to David for his time and expertise over the years.



Facial Oral Tract Therapy (F.O.T.T.): Kay Coombes, senior F.O.T.T. trainer and Claire Fuller, assistant F.O.T.T. trainer delivered the first four days of training to colleagues from four Liverpool hospitals. Delegates included Speech and Language Therapists, Occupational Therapists and Physios working in critical care. The F.O.T.T. approach taught to the group of 17 will aid patients with their recovery following neurological trauma.



Head First Conference: Kate Badger, Occupational Therapist and Nick Reid, Services Coordinator attended the ABI Solutions 2024 Head First Conference: *Connecting the Dots* held at the Royal College of Physicians in London. A series of in depth talks explored the intricate relationships between brain, mind, body and the environment and their effect on brain injury rehabilitation.



May Holiday Groups: ARCOS in conjunction with Sky Autism Malvern, held a hugely successful series of May half term holiday clubs for children with Autism Spectrum Conditions (ASC). Groups were kept small to allow for a 2:1 ratio of children to staff and activities were provided with the input of therapists to foster social interaction.

WODYS Bag Packing: Members of the fantastic WODYS group packed bags for customers in Tesco, St Peters in Worcester. Thank you to the group for giving up their Saturday morning and the generous Tesco customers for raising £120.00 in aid of ARCOS!



Equipment Loan: Kay Coombes and Nick Reid delivered a Chromebook to an adult with ASC in Bridgnorth who had been in touch seeking a device to aid his communication. Our equipment loan service has proved to be a lifeline for those who want to trial specialist pieces of equipment before purchasing and those who would be unable to afford equipment themselves.

July-September

Malvern Theatres Changing Places Awareness Day: In celebration of the Changing Place installed at Malvern Theatres in 2023, ARCOS ran a stall at the anniversary event, talking to the community about what we do. We demonstrated some of our equipment including our therapeutic saddle-seated stools which



promote a stable base of support and a Smartbox communication device enabling alternative and augmentative access to communication.

Holiday Camps and Play Days: Our ever popular summer scheme was back for a second year and expanded to include days for younger children. Focusing on children with ASC these camps were run in conjunction with Sky Autism Malvern and offered small group activities promoting interaction and providing some much-needed respite for parents and carers. The children played team games, danced, baked, crafted and had a lot of fun in a safe and understanding environment.



Malvern Skittles League: We were excited to be charity of the year for a local Skittles League based at Madresfield Club. Local champion Andy Ledington organises the League and altogether the teams and spectators raised a fantastic £1,150.00 for ARCOS, including £500.00 from the Lloyds TSB Matched Giving scheme.



WODYS Opening Night: ARCOS Ambassador, Poppy Cormack, and the ARCOS team thoroughly enjoyed the first performance of The Addams Family Musical at the Swan theatre in Worcester. It was a knock-out show and an evening of laughs enjoyed by all. WODYS made an amazing £500.00 for ARCOS from ticket sales!



Doncaster F.O.T.T. Training: Kay Coombes and Claire Fuller trained a team of 14 staff from the multi-disciplinary team at Doncaster and Bassetlaw Hospitals including Speech and Language Therapists, Occupational Therapists, Physiotherapists, Rehab Coordinators and Clinical Educators. The training in F.O.T.T. techniques will be implemented in the rehabilitation of many patients who come through the critical care unit.



Kay Coombes, OBE: Kathleen (Kay) Coombes, CEO & Clinical Director of ARCOS was awarded an OBE in September 2024 and attended the investiture at Windsor Castle to receive the award from The Princess Royal.

October-December

SMILE developments: Our new SMILE Leader, Simon Smith joined the team. His enthusiasm shines through in his work with ARCOS' children and young people. Simon straightaway set up an afterschool club as well as working with several children individually. Simon's dedication fits ARCOS perfectly and he has been working closely with our therapists to develop engaging and therapeutic activities. Simon will be kept busy taking over the holiday activities scheme!



Deaf Awareness: ARCOS organised and hosted a series of taster sessions on deaf awareness and British Sign Language (BSL) with fully qualified deaf tutor, Zana Collins. Local businesses sent staff who found Zana's sessions insightful, thought-provoking and full of practical advice to take away.



Sensory Kit: ARCOS helped Malvern Theatres create a sensory room for several community events in 2024. Our portable equipment including a motion detecting light box, disc light, play tent, tunnels and percussion instruments transformed one of the rooms at Malvern Theatres into a sensory space.

Christmas Card Shop: The Midlands Charities sold cards, calendars and gift wrap from the ARCOS Centre in Malvern. Malvern Town Council Mayor, Councillor Marilyn Birks, opened the shop in late October and a group of hardworking volunteers organised by Joan Gibson kept the shop running!



Grants and Donations:

We are grateful for all of the grants and donations received in 2024. They are fully indexed in our audited accounts attached. Gifts of any amount make a huge difference to the services we are able to provide to our beneficiaries.

Thank you to everyone who is part of the ARCOS family of clients, volunteers, supporters and staff.

We look forward to 2025!

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

TRUSTEES:

J Gurney
Mrs D Maiden
Dr M Stanley
Mrs H Webb
Mrs K Berry - appointed 8 April 2024
Mrs B E Wholey - appointed 8 April 2024

SECRETARY:

Mrs K M Coombes OBE

REGISTERED OFFICE

The registered office is Hatherton Lodge, Avenue Road, Malvern, Worcs WR14 3AG

BANKERS

Barclays Bank plc, High Street, Worcester, WR1 2QQ

INVESTMENTS

The investment powers are governed by the Trustee Investment Act 1961 (as amended) and the Charities Act 2011

REPORTING ACCOUNTANTS

Boys Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

SOLICITORS

Russell & Co
Holland House
Church Street
Malvern
Worcestershire
WR14 2AH

APPROVED BY THE TRUSTEES AND SIGNED ON ITS BEHALF

Mrs K M Coombes OBE
Secretary

Hatherton Lodge
Avenue Road
Malvern
Worcs
WR14 3AG

1st September 2025

**ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE UNAUDITED
ACCOUNTS OF THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS)**

We report on the accounts for the year ended 31 December 2024 set out on pages 14 to 22.

Respective responsibilities of trustees and reporting accountants

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of the accountant's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Reporting accountant's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Boyd's Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

1st September 2025

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

Page 14

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
INCOMING RESOURCES	Note 3			
Incoming resources from generated funds:				
Voluntary income	76,452	63,595	140,047	134,726
Activities for generating funds	1,747	-	1,747	389
	<u>78,199</u>	<u>63,595</u>	<u>141,794</u>	<u>135,115</u>
Incoming resources from charitable activities	172,797	-	172,797	194,156
Government grants	-	-	-	-
TOTAL INCOMING RESOURCES	<u>250,996</u>	<u>63,595</u>	<u>314,591</u>	<u>329,271</u>
RESOURCES EXPENDED	4 - 7			
Cost of generating funds:-				
Cost of generating voluntary income	35,759	24	35,783	38,131
Fund raising trading- cost of sales	1,190	-	1,190	-
Charitable activities	194,069	62,370	256,439	297,666
Governance costs	14,104		14,104	14,387
TOTAL RESOURCES EXPENDED	<u>245,122</u>	<u>62,394</u>	<u>307,516</u>	<u>350,184</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS	5,874	1,201	7,075	(20,913)
Transfer between funds	-	-	-	-
NET MOVEMENT IN FUNDS	5,874	1,201	7,075	(20,913)
Balances brought forward				
At 1 January 2024	32,666	3,367	36,033	56,946
Balances carried forward at 31 December 2024	<u>38,540</u>	<u>4,568</u>	<u>43,108</u>	<u>36,033</u>

The notes on pages 16 to 22 form part of these financial statements.

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
BALANCE SHEET
AS AT 31 DECEMBER 2024**

	Note	2024	2023
		£	£
FIXED ASSETS			
Tangible Assets	8	14,019	20,381
CURRENT ASSETS			
Stocks and Work in Progress	9	-	-
Debtors and prepayments	10	30,669	39,304
Cash at bank and in hand		60,731	53,589
		<u>91,400</u>	<u>92,893</u>
CREDITORS : Amounts falling due within one year	11	<u>53,598</u>	<u>55,648</u>
NET CURRENT ASSETS		<u>37,802</u>	<u>37,245</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		51,821	57,626
PROVISIONS FOR LIABILITIES	12	8,713	21,593
NET ASSETS		<u>43,108</u>	<u>36,033</u>
FUNDS OF THE CHARITY			
Unrestricted		38,540	32,666
Restricted	13	4,568	3,367
		<u>43,108</u>	<u>36,033</u>

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

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

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 special provisions of Part 15 of the Companies Act 2006 relating to smaller charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 1 September 2025 and were signed on its behalf by:

Dr M Stanley
Trustee

J Gurney
Trustee

1 STATEMENT OF TRUSTEES RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to :

Select suitable accounting policies, and then apply them consistently;
Make judgements and estimates that are reasonable and prudent;
State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2 ACCOUNTING POLICIES

a) **Basis of preparation**

The financial statements have been prepared under the historic convention (except that investments are shown at market value) in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statements of Recommended Practice, Accounting and Reporting by Charities.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act formats to reflect the special nature of the Charities activities.

b) **Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) **Fund accounting**

General funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Restricted funds are funds to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

d) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when: the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income or performance-related grants are only included in the SoFA once the related goods or services have been delivered.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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. Premises overheads have been allocated on a floor area basis and other overheads on the basis of the head count.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

f) Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Depreciation is provided on all tangible fixed assets at rates calculated to write off costs on a straight line basis over their expected useful economic lives as follows:

Office equipment	15-25% reducing balance
Therapy equipment	15-25% reducing balance
Web site development	25% straight line

Expenditure on tangible fixed assets specifically purchased out of funds obtained from donations is capitalised and depreciated over the useful economic life of the individual assets. Consequently the balance on the applicable restricted fund will include the net book value of these assets, even though the incoming funds may have been completely utilised.

g) Stock

Stock has been valued on the basis of the lower of cost and estimated net realisable value.

3 INCOMING RESOURCES

	2024	2023
	£	£
Incoming resources from generated funds:		
Voluntary income		
Grants & donations - restricted funds	63,595	69,800
Grants & donations - other	76,452	64,926
	<u>140,047</u>	<u>134,726</u>
Activities for generating funds		
Merchandising income	<u>1,747</u>	<u>389</u>
Incoming resources from charitable activities		
Training	34,050	15,245
Therapy	73,308	138,115
Expert Witness	65,439	40,796
	<u>172,797</u>	<u>194,156</u>

4 RESOURCES EXPENDED

		2024	2023
		£	£
Costs of generating voluntary income	Appeals & fundraising	25,659	27,303
	Office wages	7,616	7,814
	Telephone and postage	2,166	1,783
	Depreciation	24	1,040
	Insurances	204	191
	Sundry expenses	114	-
		<u>35,783</u>	<u>38,131</u>
Fundraising trading costs	Materials	<u>1,190</u>	<u>-</u>
Charitable activities	Training costs	18,206	18,408
	Therapy costs	82,508	94,852
	Pro bono equipment & therapy	17,725	18,628
	Office wages	68,540	70,323
	Travelling expenses	13,469	7,406
	Printing, stationery, phones, IT & postage	10,524	9,367
	Advertising and publicity	-	1,092
	Rent, rates, heating and lighting	18,443	38,484
	Insurances	5,091	4,815
	Repairs and renewals	3,005	5,768
	Office equipment rental	1,240	2,264
	Depreciation	6,688	7,109
	Disallowed Input VAT	6,428	9,859
	Professional fees & subscriptions	2,582	7,285
	Sundry expenses	456	2
	Bank charges	1,534	2,004
		<u>256,439</u>	<u>297,666</u>
Governance costs	Professional fees	14,104	14,387
	Management salaries	-	-
		<u>14,104</u>	<u>14,387</u>

5 SUPPORT COSTS

	Fundraising activities £	Charitable activities £	Total 2024 £	Total 2023 £
Office wages	7,616	68,540	76,156	78,137
Rent, rates, heat & light	-	4,611	4,611	9,621
Insurances	204	3,877	4,081	3,824
Repairs and renewals	-	3,005	3,005	5,768
Office equipment rental	-	1,240	1,240	2,264
Printing and stationery	-	1,862	1,862	2,235
Telephone, IT & postage	2,169	8,674	10,843	8,915
Bank charges	-	1,534	1,534	2,004
Disallowed Input VAT	-	6,428	6,428	9,859
Sundry expenses	114	458	572	-
Depreciation	24	2,217	2,241	1,855
	<u>10,127</u>	<u>102,446</u>	<u>112,573</u>	<u>124,482</u>

6 MISCELLANEOUS EXPENSES

	2024	2023
Trustees expenses		
Number of trustees who were paid expenses	None	None
Nature of the expenses	-	-
Total amount paid	<u>£ None</u>	<u>£ None</u>
	2024	2023
	£	£
Accountants' fees for reporting on the accounts	<u>1,050</u>	<u>1,000</u>
Other fees (for example: advice, consultancy, accountancy services) paid to the reporting accountants	<u>-</u>	<u>-</u>

7 PAID EMPLOYEES

	2024	2023
Staff costs	£	£
Gross wages, salaries and benefits in kind	188,725	183,732
Employer's National Insurance contributions	5,872	9,345
Pension costs	1,213	6,301
	<u>195,810</u>	<u>199,378</u>
Average number of full-time equivalent employees in the year	2024	2023
The parts of the charity in which the employees work		
Fundraising	1	1
Charitable activities	3	3
Governance	1	1
	<u>5</u>	<u>5</u>

8 TANGIBLE FIXED ASSETS

	Leasehold Premises £	Website Design £	Office Equipment £	Therapy Equipment £	Motor Vehicles £	Total £
COST						
1 January 2024	-	14,899	121,249	160,298	16,000	312,446
Additions	-	-	350	-	-	350
Disposals	-	-	-	-	-	-
At 31 December 2024	<u>-</u>	<u>14,899</u>	<u>121,599</u>	<u>160,298</u>	<u>16,000</u>	<u>312,796</u>
DEPRECIATION						
1 January 2024	-	11,854	113,865	160,298	6,048	292,065
Charge for the year	-	762	3,902	-	2,048	6,712
Disposals	-	-	-	-	-	-
At 31 December 2024	<u>-</u>	<u>12,616</u>	<u>117,767</u>	<u>160,298</u>	<u>8,096</u>	<u>298,777</u>
NET BOOK VALUE						
31 December 2024	<u>-</u>	<u>2,283</u>	<u>3,832</u>	<u>-</u>	<u>7,904</u>	<u>14,019</u>
31 December 2023	<u>-</u>	<u>3,045</u>	<u>7,384</u>	<u>-</u>	<u>9,952</u>	<u>20,381</u>

9 STOCKS

Stock and Work in Progress

	2024 £	2023 £
	<u>-</u>	<u>-</u>

10 DEBTORS

Trade debtors
Prepayments and accrued income

	2024 £	2023 £
	29,615	38,225
	1,054	1,079
	<u>30,669</u>	<u>39,304</u>

11 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors
Bounceback loan
Value Added Tax
Other creditors
Accrued charges and deferred income

	2024 £	2023 £
	22,874	21,034
	10,000	10,000
	1,659	1,953
	14,036	18,066
	5,029	4,595
	<u>53,598</u>	<u>55,648</u>

12 CREDITORS : AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

Bounceback loan - 1 to 2 years
Bounceback loan - 2 to 5 years
Hire Purchase - 1 to 2 years
Hire Purchase - 2 to 5 years

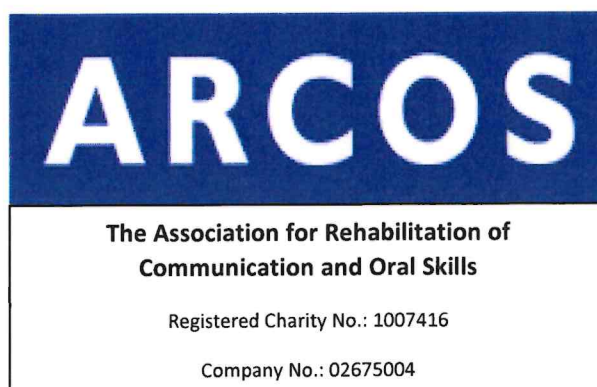
	2024 £	2023 £
	5,833	10,000
	-	5,833
	2,880	2,880
	-	2,880
	<u>8,713</u>	<u>21,593</u>

13 RESTRICTED INCOME FUNDS

MOVEMENT ON ALL FUNDS

	Balance 31.12.23 £	Incoming £	Outgoing £	Balance 31.12.24 £
Allied Dunbar	10	-	(3)	7
BBC Children in Need Appeal	3	-	(1)	2
BHSF	20	-	(20)	-
Britford Bridge Trust	-	4,745	(4,745)	-
Childwick Trust	2	-	(1)	1
Epigoni Trust Fund	5	-	(1)	4
Freemasons	58	-	(14)	44
Gannett Trust	13	-	(3)	10
H S A	22	-	(5)	17
Henry Smith	12	-	(3)	9
Journalist Charity	77	-	(21)	56
Malvern Lions	3	-	(1)	2
MHDC	-	150	(150)	-
SKY Autism Support	-	7,000	(7,000)	-
Souter Charitable Trust	-	2,000	(2,000)	-
St James Place	37	10,000	(10,016)	21
The Patrick Trust	-	1,200	(195)	1,005
Trumark Trust	39	-	(10)	29
Trust House Charitable Foundation	9	-	(2)	7
TSB Foundation	10	-	(3)	7
Apportioned support costs - depreciation	(1,369)	-	-	(1,369)
	(1,049)	25,095	(24,194)	(148)
SMILE PROJECT				
Albert Hunt Trust	302	-	(76)	226
Baron Davenport Charity	270	2,000	(250)	2,020
BBC Children in Need	1,876	-	(609)	1,267
CB & HH Taylor	-	1,000	(1,000)	-
DMF Ellis Charitable Trust	-	3,000	(3,000)	-
E&D Cadbury	-	2,500	(2,445)	55
Fitton Trust	121	-	(121)	-
Kildare Trust	846	25,000	(25,616)	230
Lasletts	-	5,000	(5,000)	-
National Citizens Service	509	-	(88)	421
Percy Bilton	428	-	(107)	321
Sir James Roll	29	-	(29)	-
Vassillou Family Charitable Trust	35	-	141	176
	4,416	38,500	(38,200)	4,716
GRAND TOTAL	3,367	63,595	(62,394)	4,568

Accounts



**The Association for Rehabilitation of Communication
and Oral Skills (ARCOS)
(A Company Limited by Guarantee)**

**Trustees Report and Financial Statements for the
Year Ended 31 December 2023**

ARCOS works to help improve life for children and adults who have impairment of communication and/or eating drinking and swallowing.



A number of ARCOS clients have been told that nothing or nothing more, can be done. To date, we have found that there is always something that can be done to make life more comfortable and even fun!

Contents

Report from the Trustees & Director	3
Who we are	4
What we do	5
Who we work with	6
Highlights of 2023	7
Thank you to all Staff, Volunteers & Supporters	10
Grants and Donations	10
Accountant's Report	12
Statement of Financial Activities	13
Balance Sheets	14
Notes to the Financial Statements	15-21

Report from the Trustees & Director

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31st December 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and reporting by Charities" published in March 2005, in preparing the annual report and financial statements of the charity.

Constitution

The charity is a company limited by guarantee, governed by its Memorandum and Articles of Association and is registered with The Charity Commission. The charity registration number is 1007416.

Registered with Companies House: 02675004.

Governance and Organisation

The Association for Rehabilitation of Communication and Oral Skills is controlled by its Trustees who have regular meetings to review the implementation of its policies. Any new Trustees are appointed at a properly constituted Trustees' meeting. It operates under the acronym ARCOS, under the day-to-day management of CEO and Clinical Director, Mrs Kay Coombes.

All therapists employed by ARCOS are members of their respective professional bodies and registrants of the regulator, The Health & Care Professions Council. Trustees, staff and volunteers are required to have enhanced Disclosure and Barring Service (DBS) certification.

Aims and Objectives

ARCOS' overall aim is to improve the quality of life of people who have communication problems and/or eating (swallowing) difficulties, and the lives of their families and carers. This involves the provision and promotion of comprehensive therapy, appropriate research, specialist training and support for individuals with communication and/or swallowing problems. This population includes those with multiple disabilities resulting from developmental or acquired brain injury. Such provision is not readily or adequately available through the NHS or any other organisation.

Review of activities and further developments

Impact: Over the past 32 years, ARCOS has survived and grown. Demand for ARCOS' services continues to increase, unmet need is evident and a source of concern. Each year ARCOS provides advice and assistance to more than 250 individuals and/or their families.

The challenge is to ensure continuation of ARCOS' services in the most effective way. This entails forging appropriate partnerships that exploit our strengths and enable ARCOS to adapt to the changing climate in national health, education and social care.

We intend to progress and to maintain the open, transparent, interdisciplinary and comprehensive approach which has become the hallmark of ARCOS.

Background: The Association for Rehabilitation of Communication and Oral Skills registered as a Charity in January 1992. Our goal is to enable clients to benefit from the latest advances in knowledge, understanding, skills and technology. Many of them have complex life-long disabilities.

Situated in Malvern, Worcestershire, the ARCOS Centre provides resources, training, therapy and a base for operating a nationwide outreach service. ARCOS is a collaborative organisation working in partnership with other agencies in the independent sector as well as statutory health, education, social, and employment services.

The Need: ARCOS services address the unmet needs of individuals with physical, sensory and perceptual impairments caused by developmental and acquired neurological conditions such as cerebral palsy, stroke, head injury and brain tumours and progressive diseases for example Parkinson's Disease, Motor Neurone Disease and Huntington's Disease.

The number of those afflicted is increasing due to a combination of advances in ante/peri-natal care, acute medicine and also longer life expectancy. There is insufficient specialised rehabilitation and inadequate long-term skilled support for members of our client groups. Client groups may suffer increasing disability, deformity and pain over time due to the accumulation of secondary symptoms. Their quality of life and that of their families is reduced, and at the same time there is an increasing burden on statutory health and social services with higher financial cost to the community.

In addition to the conditions referenced above, we are seeing high numbers of children and adults with symptoms of neurodiversity, primarily those with Autism Spectrum Conditions (ASC). The slogan *Never Say Never*, applies to this group as well as our other clients. There is increasing recognition of the need for assessment and appropriate treatment for those with neurodiversity. ARCOS is committed to contributing to effective support for individuals, their families and others involved, including in education and employment.

Who we are

Trustees:

Dr Maurice Stanley – appointed 2017



I am an independent physics and engineering consultant, providing technical support to local and national businesses. I first encountered ARCOS by being contacted to provide technical AAC support for one of their clients. ARCOS and their activities was something new and different to my other work. I was impressed by their commitment and enthusiasm to their clients and I continued to stay in touch, providing technical support on a contractual, and then voluntary basis. After several years of working with ARCOS, in 2017 I was invited to be a Trustee to help support and manage the charity.

Mr Jonathon Gurney – appointed 2017



ARCOS helped me when I was in need, recovering from a brutal assault which left me unable to walk or talk. I recovered some mobility and when I moved back to the area; ARCOS was the only choice for me to continue my rehabilitation, as it provided world class therapy without the need to wait months on the NHS for lesser treatment. I received speech and language care, physio and hydro therapy and without the input of ARCOS' therapists, I would not be the fully functioning member of society that I am today. It is for that reason that I am a Trustee of ARCOS, as I feel that is a very small way, I can help enable the charity to continue and help others.

Diana Maiden, M.B.E. – appointed 2021

I founded Kaleidoscope in Malvern, which provided respite care to hundreds of children with special needs over 24 years. During that time, I had a close working relationship with ARCOS and collaborated with Kay Coombes for many years through several mutual clients. When Kaleidoscope closed, ARCOS took on the clients under the SMILE project. It was then a natural step to take on the role of ARCOS Trustee. I am happy to be now supporting ARCOS in the valuable work they do making a difference to the lives of those in need and their families.

Mrs Helen Webb – appointed 2021

I am a retired Head Teacher who has not quite managed to retire! I am passionate about inclusion and first became aware of ARCOS through making provision for a very complex young man in our mainstream Primary School setting. The support and advice we received from ARCOS was invaluable, especially as we navigated our way through learning about eye-gaze communication technology. It was an honour to be invited to become a Trustee and support the work of ARCOS as an educationalist. I am incredibly proud to be able to assist ARCOS to “**Never Say Never**”.

Mr David Kitcat, solicitor

Attends Board Meetings as an observer.

Kay Coombes, ARCOS CEO & Clinical Director

Kay is a Speech and Language Therapist. She works with children and adults who have developmental or acquired brain injury. Together with colleagues she developed the holistic therapy approach known as Facial Oral Tract Therapy (F.O.T.T.). In 2004, Kay was awarded Honours of the Royal College of Speech and Language Therapists and in 2014, Honorary membership of the German Association: Deutscher Bundesverband für Logopädie (DBL). An experienced expert witness, she no longer accepts new instructions but remains a mentor to her colleagues who provide expert opinion to the Court.

We employ speech and language therapists and occupational therapists. Other specialists including physiotherapists and teachers are contracted.

What we do:

ARCOS is a UK national charity, working to improve life for children and adults who have communication or eating, drinking and swallowing difficulties. These conditions are often complex, persist throughout life and require specialist, long-term treatment.

ARCOS is not a private clinic. We depend upon charitable grants and donations to maintain a high quality of service.

We offer therapy and training, equipment loan, information and advice, plus an expert witness service. Enquiries to our free of charge information and advice service increased by over 100% from 2022 to 2023.

Fees are charged for assessment, therapy, training services and some equipment loan. Our information, advice and some of our therapy is subsidised by donations and grants and is provided free of charge to clients.

ARCOS collaborates with the NHS and other organisations, working directly with clients and their families in order to promote comprehensive help and support. We expect to liaise with the client's GP and other professionals involved.

We look forward to resuming and extending the SMILE project as soon as funds allow. This will entail recruitment of Early Years Practitioners and staff with skills appropriate for work with older children and adults.

ARCOS provides training for professionals including doctors, therapists, nurses and teachers. The NHS, throughout the UK purchases the majority of ARCOS training courses for professional staff.

ARCOS also provides training for relatives and other carers.

Who we work with:

ARCOS has an open referral system; clients may refer themselves or be signposted from other services and organisations including The Stroke Association, Motor Neurone Disease Association (MND) and Parkinson's UK. We also contribute to supporting looked after children.

Building partnerships and collaboration: We are pleased to work with a variety of statutory, independent and commercial agencies.

During 2023 ARCOS therapists have contributed to a number of Education, Health & Care Plans (EHCPs), attended tribunals and worked in nurseries, special and mainstream schools.

ARCOS Expert Witness Service: This entails providing expert opinion to the Court, working with solicitors, case managers and other professionals.

Highlights of 2023 have included:

January-March

Facial Oral Tract Therapy (F.O.T.T.) Training Course: F.O.T.T. Instructors, Kay Coombes and Claire Fuller kicked off 2023 by running an intensive bespoke course at the ARCOS Centre in Malvern.

The workshop-based training took place over two days for delegates from Tameside and Glossop Integrated Care NHS Foundation Trust.

F.O.T.T. is a practical interdisciplinary treatment approach to disorders of facial movement, oral movements for eating and speech and voice. F.O.T.T. was developed by Kay Coombes, ARCOS CEO & Clinical Director, together with colleagues.



Colwall Cricket Club: ARCOS were honoured to become Colwall Cricket Club's charity of the year for 2023!

Special Educational Needs (SEN) and Community Care Q&A Event: In association with Boyes Turner Solicitors, ARCOS ran a hugely popular Q&A event at Priory Lodge in Malvern. Laxmi Patel and James Pantling-Skeet, specialist lawyers from Boyes Turner, led the discussions, answered questions from local families and offered advice on various subjects including Education, Health and Care Plans (EHCPs) and adult social care.



ARCOS Facilities Upgrade: The full refurbishment of our outdoor cabins was completed, including a new roof and windows. The cabins house our sensory equipment including a bubble column and interactive floor projector, these versatile spaces are now ready for many more therapy and sensory sessions.

University Research Collaboration: Kay Coombes, ARCOS CEO, met with researchers at the University of Bath for a cutting edge voice output project. We are fortunate to have links with university departments where research into machine lip reading is being carried out which would be beneficial to clients who are able to make speech attempts but have little or no audible voice.

Wheelchair Scales: ARCOS is one of very few places in the West Midlands area to have a set of scales that are open to the public for weighing wheelchair users. This is a vital community service as it is very difficult for wheelchair users to monitor their weight. The scales passed their annual check from SECA, ready for another year's important work!



Community Networking: Malvern Hills District Councillor and Worcestershire County Councillor, Beverley Nielsen, visited the ARCOS Centre to discuss our services, possibilities for collaboration and important links with the community.

April-June

Website Launch: Dedicated ARCOS supporter, Arran Bryde, used his expertise in Communications to redesign our website in conjunction with Design in the Shires. Our new and more user-friendly website launched in April 2023 receiving great feedback. Arran also took the opportunity to refresh our social media and provide us with a crash course in posts, engagement and followers.



Local Autism Services: Tracey Onslow, Worcestershire County Councillor with the Education Portfolio, visited the ARCOS Centre to discuss local provision for Special Educational Needs (SEN), in particular plans for a new school serving children with Autism Spectrum Conditions (ASC) in Malvern. ARCOS works with many parents of children with SEN and we are always keen to collaborate with local authorities and statutory services.

Assistive Technology: ARCOS therapists were delighted to meet Leicestershire-based inventor, Graham Law, who demonstrated some of his latest assistive technology. Graham's company, Celtic Magic, manufactures switches, such as the G-Click – an incredibly sensitive gyroscopic tilt switch.

London Marathon: Emily Reid and Sara Hernandez-Cox breezed through 26 miles to raise an incredible £900.00 for ARCOS in the 2023 London Marathon!

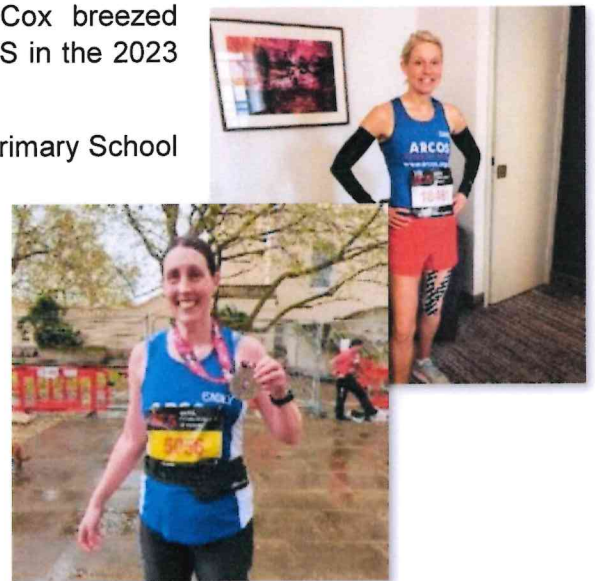
Malvern Mini Marathon: Pupils at Malvern Wells C of E Primary School ran laps of the playground in support of ARCOS and our London Marathon runner, Sara Hernandez-Cox. Sara, who is a teacher at the school, led out the runners and ARCOS cheered them on from the sidelines!

Coronation Party: ARCOS staff held an office tea party in celebration of King Charles' Coronation. Tea and home-made cake were a perfect way to mark the event.

Support for Parents: Kate Badger, ARCOS Occupational Therapist, spoke to parents at a SKY Autism Malvern support group to share her knowledge on sensory processing with ideas on how to reduce the discomfort experienced by many children and adults with ASC.

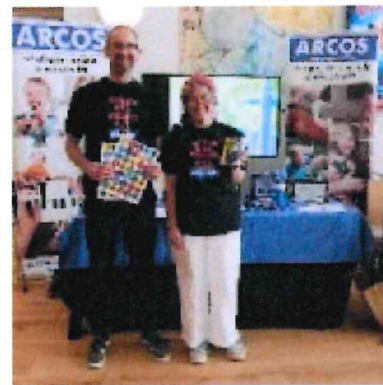
Cash for Cans: ARCOS is encouraging local people and businesses to help us *and* the environment at the same time! We have been collecting aluminium cans to be recycled and converted into cash. Competitive can crushing has proved to be fun and popular!

Garden Party: Save the Children's Malvern branch held a garden party at the ARCOS Centre to mark 70 years of operation. ARCOS has a long history of collaboration with other charities and community organisations and the event raised over £700 for Save the Children.



July-September

Changing Places Accessible Toilets: ARCOS staff and volunteers attended the Changing Places launch event held at Malvern Theatres. ARCOS kitted out the sensory area and ran a stand to demonstrate some of our high tech augmentative and alternative communication (AAC) equipment.



Equine simulator: A longstanding client from Yorkshire was in the area and visited the ARCOS Centre with her family to ride our equestrian simulator, Hero. Hero, generously provided by Racewood, is used in ARCOS therapy sessions to promote crucial core stability and balance.

Facial Oral Tract Therapy (F.O.T.T.) Online Q&A: F.O.T.T. Instructors, Kay Coombes and Claire Fuller led a two hour discussion with past course attendees fielding questions on F.O.T.T. in practice.

First Aid: Speech and Language Therapist, Clare Hanson and Services Coordinator, Nick Reid refreshed their first aid knowledge and completed a two-day intensive Paediatric First Aid training course at the River School, Worcester.

Summer Camps: Kate Badger, Occupational Therapist, organised a busy programme of children's summer camps in conjunction with Sky Autism Malvern. These popular camps offered small group activities for children with Autistic Spectrum Conditions (ASC) and at the same time, some important respite for parents and carers. Kate was aided by a group of session workers trained by Sky Autism.



Family Fun Day: Colwall Cricket Club's social team, the CLOGS, ran a Family Fun Day in aid of ARCOS raising a fantastic £1,000.00. The day included a bottle tombola, cake stall, burgers and hot dogs, lots of children's games, a bouncy castle as well as six-a-side matches!



Summer Fete: To celebrate the success of the summer camps, ARCOS and Sky Autism Malvern welcomed the community to a summer fete at the ARCOS Centre. Malvern Town Council Deputy Mayor, Councillor David Watkins, opened the event, which included some family favourites – a tombola, raffle, name the bear, hook-a-duck and a packed bric-a-brac stall. Andrew Oliver, who runs the Poolbrook Kitchen and Coffee Shop in Malvern, ran the food stall and kept everyone well fed!



School Pilot Scheme: Kate Badger ran a sensory needs training session for staff and parents at the River School, Worcester. It was so popular that we are aiming to roll out the training package to other schools in the future.

October-December

Defibrillator Training: The charity Heartstart Malvern trained staff, Trustees, volunteers and regular visitors to the ARCOS Centre on life-saving resuscitation techniques and how to use defibrillators. Heartstart's aim is to increase the chance of survival for those having a cardiac arrest in Malvern through provision of training and installation of defibrillators in the area.



Switch technology: Kay Coombes arranged for Graham Law of Celtic Magic to see an ARCOS client at their home to demonstrate the applications of his G-Click switch in real life. Graham generously gave his time to ARCOS and our severely-disabled client in order to personalise the switch settings. Graham also demonstrated his latest inventions including the world's lightest known joystick which needs only a feather touch to operate!



Back Up Ball: Kay Coombes was invited by Shoosmiths to attend the Back Up Ball at the first-class Hilton Birmingham Metropole. This year's theme was fairy tales and the event raised money in support of Back Up, the spinal cord injury charity.

ARCOS Defibrillator: In memory of our dearly loved former Trustee, Dr Peter Mayner, ARCOS installed a defibrillator on the front of the ARCOS Centre. Peter was dedicated to ARCOS and donations made at his funeral paid for the defibrillator equipment. We held an emotional opening ceremony with his friends and family present.



Christmas Card Shop for Local Charities: The festive season started early at ARCOS with the Save the Children Christmas Card Shop. The Malvern Town Council Mayor, Councillor Clive Hooper, opened the shop in late October and a group of hardworking volunteers sold cards, wrapping paper, ribbons and gift tags through to mid-December in aid of national and local charities, including ARCOS!



Grants and Donations:

We are grateful for all of the grants and donations received in 2023, which are fully indexed in our audited accounts attached. Gifts of any amount make a huge difference to the services we are able to provide to our beneficiaries.

Thank you to everyone who is part of the ARCOS family of clients, volunteers, supporters and staff.

We look forward to 2024!

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

TRUSTEES:

J Gurney
Mrs D Maiden
Dr M Stanley
Mrs H Webb

SECRETARY:

Mrs K M Coombes

REGISTERED OFFICE

The registered office is Hatherton Lodge, Avenue Road, Malvern, Worcs WR14 3AG

BANKERS

Barclays Bank plc, High Street, Worcester, WR1 2QQ

INVESTMENTS

The investment powers are governed by the Trustee Investment Act 1961 (as amended) and the Charities Act 2011

REPORTING ACCOUNTANTS

Boyd's Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

SOLICITORS

Russell & Co
Holland House
Church Street
Malvern
Worcestershire
WR14 2AH

APPROVED BY THE TRUSTEES AND SIGNED ON ITS BEHALF



Mrs K M Coombes
Secretary

Hatherton Lodge
Avenue Road
Malvern
Worcs
WR14 3AG

19th February 2024

We report on the accounts for the year ended 31 December 2023 set out on pages 13 to 21.

Respective responsibilities of trustees and reporting accountants

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of the accountant's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Reporting accountant's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Boyd's Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

19th February 2024

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

Page 13

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
INCOMING RESOURCES	3				
Incoming resources from generated funds:					
Voluntary income		64,926	69,800	134,726	106,537
Activities for generating funds		389	-	389	1,089
		<u>65,315</u>	<u>69,800</u>	<u>135,115</u>	<u>107,626</u>
Incoming resources from charitable activities		194,156	-	194,156	243,715
Government grants		-	-	-	-
TOTAL INCOMING RESOURCES		<u>259,471</u>	<u>69,800</u>	<u>329,271</u>	<u>351,341</u>
RESOURCES EXPENDED	4 - 7				
Cost of generating funds:-					
Cost of generating voluntary income		38,098	33	38,131	22,737
Fund raising trading- cost of sales				-	-
Charitable activities		224,884	72,782	297,666	352,492
Governance costs		14,256	131	14,387	13,626
		<u>277,238</u>	<u>72,946</u>	<u>350,184</u>	<u>388,855</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		(17,767)	(3,146)	(20,913)	(37,514)
Transfer between funds		-	-	-	-
NET MOVEMENT IN FUNDS		(17,767)	(3,146)	(20,913)	(37,514)
Balances brought forward At 1 January 2023		50,433	6,513	56,946	94,460
Balances carried forward at 31 December 2023		<u>32,666</u>	<u>3,367</u>	<u>36,033</u>	<u>56,946</u>

The notes on pages 15 to 21 form part of these financial statements.

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
BALANCE SHEET
AS AT 31 DECEMBER 2023**

	Note	2023	2022
		£	£
FIXED ASSETS			
Tangible Assets	8	20,381	21,265
CURRENT ASSETS			
Stocks and Work in Progress	9	-	-
Debtors and prepayments	10	39,304	37,216
Cash at bank and in hand		<u>53,589</u>	<u>80,734</u>
		92,893	117,950
CREDITORS : Amounts falling due within one year	11	<u>55,648</u>	<u>47,796</u>
NET CURRENT ASSETS		<u>37,245</u>	<u>70,154</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		57,626	91,419
PROVISIONS FOR LIABILITIES	12	21,593	34,473
NET ASSETS		<u><u>36,033</u></u>	<u><u>56,946</u></u>
FUNDS OF THE CHARITY			
Unrestricted		32,666	50,433
Restricted	13	<u>3,367</u>	<u>6,513</u>
		<u><u>36,033</u></u>	<u><u>56,946</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

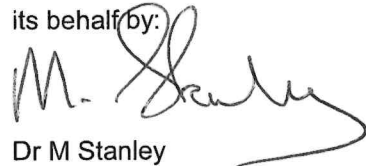
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

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 special provisions of Part 15 of the Companies Act 2006 relating to smaller charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 19 February 2024 and were signed on its behalf by:



Dr M Stanley
Trustee



J Gurney
Trustee

1 STATEMENT OF TRUSTEES RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to :

Select suitable accounting policies, and then apply them consistently;
Make judgements and estimates that are reasonable and prudent;
State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2 ACCOUNTING POLICIES

a) Basis of preparation

The financial statements have been prepared under the historic convention (except that investments are shown at market value) in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statements of Recommended Practice, Accounting and Reporting by Charities.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act formats to reflect the special nature of the Charities activities.

b) Company Status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) Fund accounting

General funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Restricted funds are funds to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

d) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when: the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income or performance-related grants are only included in the SoFA once the related goods or services have been delivered.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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. Premises overheads have been allocated on a floor area basis and other overheads on the basis of the head count.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

f) **Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Depreciation is provided on all tangible fixed assets at rates calculated to write off costs on a straight line basis over their expected useful economic lives as follows:

Office equipment	15-25% reducing balance
Therapy equipment	15-25% reducing balance
Web site development	25% straight line

Expenditure on tangible fixed assets specifically purchased out of funds obtained from donations is capitalised and depreciated over the useful economic life of the individual assets. Consequently the balance on the applicable restricted fund will include the net book value of these assets, even though the incoming funds may have been completely utilised.

g) **Stock**

Stock has been valued on the basis of the lower of cost and estimated net realisable value.

3 INCOMING RESOURCES

	2023	2022
	£	£
Incoming resources from generated funds:		
Voluntary income		
Grants & donations - restricted funds	69,800	34,650
Grants & donations - other	64,926	71,887
	<u>134,726</u>	<u>106,537</u>
Activities for generating funds		
Merchandising income	<u>389</u>	<u>1,089</u>
Incoming resources from charitable activities		
Training	15,245	(390)
Therapy	138,115	153,764
Expert Witness	40,796	90,341
	<u>194,156</u>	<u>243,715</u>

4 RESOURCES EXPENDED

		2023	2022
		£	£
Costs of generating voluntary income	Appeals & fundraising	27,303	15,837
	Office wages	7,814	4,554
	Telephone and postage	1,783	2,089
	Depreciation	1,040	22
	Insurances	191	161
	Advertising and publicity	-	-
	Sundry expenses	-	74
		<u>38,131</u>	<u>22,737</u>
Fundraising trading costs	Materials	-	-
Charitable activities	Training costs	18,408	16,383
	Therapy costs	94,852	161,590
	Pro bono equipment & therapy	18,628	25,600
	Office wages	70,323	40,989
	Travelling expenses	7,406	12,142
	Printing, stationery, phones, IT & postage	9,367	15,262
	Advertising and publicity	1,092	220
	Rent, rates, heating and lighting	38,484	41,280
	Insurances	4,815	6,512
	Repairs and renewals	5,768	3,891
	Office equipment rental	2,264	2,014
	Depreciation	7,109	11,705
	Profit on disposal of motor vehicle	-	(4,963)
	Disallowed Input VAT	9,859	6,163
	Professional fees & subscriptions	7,285	10,997
	Sundry expenses	2	296
	Bank charges	2,004	2,411
		<u>297,666</u>	<u>352,492</u>
Governance costs	Professional fees	14,387	270
	Management salaries	-	13,356
		<u>14,387</u>	<u>13,626</u>

5 SUPPORT COSTS

	Fundraising activities £	Charitable activities £	Total 2023 £	Total 2022 £
Office wages	7,814	70,323	78,137	45,543
Rent, rates, heat & light	-	9,621	9,621	10,320
Insurances	191	3,633	3,824	3,218
Repairs and renewals	-	5,768	5,768	3,533
Office equipment rental	-	2,264	2,264	2,014
Printing and stationery	-	2,235	2,235	5,020
Telephone, IT & postage	1,783	7,132	8,915	10,443
Bank charges	-	2,004	2,004	2,411
Disallowed Input VAT	-	9,859	9,859	6,163
Sundry expenses	-	-	-	372
Profit on disposal of motor vehicle	-	-	-	(4,963)
Depreciation	25	1,830	1,855	1,965
	<u>9,813</u>	<u>114,669</u>	<u>124,482</u>	<u>86,039</u>

6 MISCELLANEOUS EXPENSES

	2023	2022
Trustees expenses		
Number of trustees who were paid expenses	None	None
Nature of the expenses	-	-
Total amount paid	<u>£ None</u>	<u>£ None</u>
	2023	2022
	£	£
Accountants' fees for reporting on the accounts	<u>1,000</u>	<u>1,000</u>
Other fees (for example: advice, consultancy, accountancy services) paid to the reporting accountants	<u>-</u>	<u>-</u>

7 PAID EMPLOYEES

	2023	2022
Staff costs	£	£
Gross wages, salaries and benefits in kind	183,732	153,608
Employer's National Insurance contributions	9,345	8,776
Pension costs	6,301	2,365
	<u>199,378</u>	<u>164,749</u>
Average number of full-time equivalent employees in the year	2023	2022
The parts of the charity in which the employees work		
Fundraising	1	1
Charitable activities	3	3
Governance	1	1
	<u>5</u>	<u>5</u>

8 TANGIBLE FIXED ASSETS

	Leasehold Premises £	Website Design £	Office Equipment £	Therapy Equipment £	Motor Vehicles £	Total £
COST						
1 January 2023	-	10,907	117,976	160,298	16,000	305,181
Additions	-	3,992	3,273	-	-	7,265
Disposals	-	-	-	-	-	-
At 31 December 2023	<u>-</u>	<u>14,899</u>	<u>121,249</u>	<u>160,298</u>	<u>16,000</u>	<u>312,446</u>
DEPRECIATION						
1 January 2023	-	10,839	108,779	160,298	4,000	283,916
Charge for the year	-	1,015	5,086	-	2,048	8,149
Disposals	-	-	-	-	-	-
At 31 December 2023	<u>-</u>	<u>11,854</u>	<u>113,865</u>	<u>160,298</u>	<u>6,048</u>	<u>292,065</u>
NET BOOK VALUE						
31 December 2023	<u>-</u>	<u>3,045</u>	<u>7,384</u>	<u>-</u>	<u>9,952</u>	<u>20,381</u>
31 December 2022	<u>-</u>	<u>68</u>	<u>9,197</u>	<u>-</u>	<u>12,000</u>	<u>21,265</u>

9 STOCKS

	2023 £	2022 £
Stock and Work in Progress	<u>-</u>	<u>-</u>

10 DEBTORS

	2023 £	2022 £
Trade debtors	38,225	36,088
Prepayments and accrued income	1,079	1,128
	<u>39,304</u>	<u>37,216</u>

11 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	21,034	15,569
Bounceback loan	10,000	10,000
Value Added Tax	1,953	2,346
Other creditors	18,066	13,552
Accrued charges and deferred income	4,595	6,329
	<u>55,648</u>	<u>47,796</u>

12 CREDITORS : AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2023 £	2022 £
Bounceback loan - 1 to 2 years	10,000	10,000
Bounceback loan - 2 to 5 years	5,833	15,833
Hire Purchase - 1 to 2 years	2,880	2,880
Hire Purchase - 2 to 5 years	2,880	5,760
	<u>21,593</u>	<u>34,473</u>

13 RESTRICTED INCOME FUNDS

MOVEMENT ON ALL FUNDS

	Balance 31.12.22 £	Incoming £	Outgoing £	Balance 31.12.23 £
Allied Dunbar	13	-	(3)	10
BBC Children in Need Appeal	4	-	(1)	3
BHSF	27	-	(7)	20
Boshier Hilton	-	2,000	(2,000)	-
Childwick Trust	3	-	(1)	2
Epigoni Trust Fund	7	-	(2)	5
Eversons Charitable Trust	123	-	(123)	-
Freemasons	78	-	(20)	58
Gannett Trust	18	-	(5)	13
H S A	29	-	(7)	22
Henry Smith	16	-	(4)	12
Journalist Charity	105	-	(28)	77
Lasletts Hinton	-	5,000	(5,000)	-
Malvern Lions	4	-	(1)	3
Marsh CT	-	500	(500)	-
Premex Services	-	1,000	(1,000)	-
Rowlands Trust	772	4,300	(5,072)	-
Sky Autism	-	5,000	(5,000)	-
St James Place	37	10,000	(10,000)	37
The Patrick Trust	1,000	-	(1,000)	-
Trumark Trust	52	-	(13)	39
Trust House Charitable Foundation	12	-	(3)	9
TSB Foundation	13	-	(3)	10
Apportioned support costs - depreciation	(1,369)	-	-	(1,369)
	944	27,800	(29,793)	(1,049)
SMILE PROJECT				
Albert Hunt Trust	403	-	(101)	302
Baron Davenport Charity	360	2,000	(2,090)	270
BBC Children in Need	2,251	-	(375)	1,876
BBC Children in Need	-	15,000	(15,000)	-
Fitton Trust	121	-	-	121
Kildare Trust	410	25,000	(24,564)	846
National Citizens Service	509	-	-	509
Percy Bilton	570	-	(142)	428
Sir James Roll	216	-	(187)	29
Vassillou Family Charitable Trust	729	-	(694)	35
	5,569	42,000	(43,153)	4,416
GRAND TOTAL	6,513	69,800	(72,946)	3,367

ASSOCIATION FOR REHABILITATION OF COMMUNICATION AND ORAL SKILLS

England & Wales - Charity number 1007416

Accounts



**The Association for Rehabilitation of Communication
and Oral Skills (ARCOS)
(A Company Limited by Guarantee)**

**Trustees Report and Financial Statements for the
Year Ended 31st December 2022**

ARCOS works to help improve life for children and adults who have impairment of communication and/or eating drinking and swallowing.



A number of ARCOS clients have been told that nothing or nothing more, can be done. To date, we have found that there is always something that can be done to make life more comfortable and even fun!

Contents

Report from the Trustees & Director	3 – 4
Who we are	4 – 5
What we do	5 – 6
Who we work with	6
Highlights of 2022	6 – 9
Thank you to all Staff, Volunteers & Supporters	10
Grants and Donations	10
Accountant's Report	12
Statement of Financial Activities	13
Balance Sheets	14
Notes to the Financial Statements	15 - 21

Report from the Trustees & Director

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31st December 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and reporting by Charities" published in March 2005, in preparing the annual report and financial statements of the charity.

Constitution

The charity is a company limited by guarantee, governed by its Memorandum and Articles of Association and is registered with The Charity Commission. The charity registration number is 1007416.

Governance and Organisation

The Association for Rehabilitation of Communication and Oral Skills is controlled by its Trustees who have regular meetings to review the implementation of its policies. Any new Trustees are appointed at a properly constituted Trustees' meeting. It operates under the acronym ARCOS, under the day-to-day management of CEO and Clinical Director, Mrs Kay Coombes, who is also the company secretary.

All therapists employed by ARCOS are members of their respective professional bodies and registrants of the regulator, The Health & Care Professions Council. Trustees, staff and volunteers are required to have enhanced Disclosure and Barring Service (DBS) certification.

Aims and Objectives

ARCOS' overall aim is to improve the quality of life of people who have communication problems and/or eating (swallowing) difficulties, and the lives of their families and carers. This involves the provision and promotion of comprehensive therapy, appropriate research, specialist training and support for individuals with communication and/or swallowing problems. This population includes those with multiple disabilities resulting from developmental or acquired brain injury. Such provision is not readily or adequately available through the NHS or any other organisation.

Review of activities and further developments

Impact: Over the past 30 years, ARCOS has survived and grown. Demand for ARCOS' services continues to increase, unmet need is evident and a source of concern. Each year ARCOS provides advice and assistance to more than 250 individuals and/or their families.

The challenge is to ensure continuation of ARCOS' services in the most effective way. This entails forging appropriate partnerships that exploit our strengths and enable ARCOS to adapt to the changing climate in national health, education and social care.

We intend to progress and to maintain the open, transparent, interdisciplinary and comprehensive approach which has become the hallmark of ARCOS.

Background: The Association for Rehabilitation of Communication and Oral Skills registered as a Charity in January 1992. Our goal is to enable clients to benefit from the latest advances in knowledge, understanding, skills and technology. Many of them have complex life-long disabilities.

Situated in Malvern, Worcestershire, the ARCOS Centre provides resources, training, therapy and a base for operating a nationwide outreach service. ARCOS is a collaborative organisation working in partnership with other agencies in the independent sector as well as statutory health, education, social, and employment services.

The Need: ARCOS services address the unmet needs of individuals with physical, sensory and perceptual impairments caused by developmental and acquired neurological conditions such as cerebral palsy, stroke, head injury and brain tumours and progressive diseases for example Parkinson's Disease, Motor Neurone Disease and Huntington's Disease.

The number of those afflicted is increasing due to a combination of advances in ante/peri-natal care, acute medicine and also longer life expectancy. There is insufficient specialised rehabilitation and inadequate long-term skilled support for members of our client groups. These client groups suffer increasing disability, deformity and pain over time due to the accumulation of secondary symptoms. Their quality of life and that of their families is reduced, and at the same time there is an increasing burden on statutory health and social services with higher financial cost to the community.

In addition to the neurological conditions referenced above, we are seeing high numbers of children and adults with symptoms of neurodiversity, primarily those with Autism Spectrum Conditions (ASC). The slogan *Never Say Never*, applies to this group as well as our other clients. There is increasing recognition of the need for assessment and appropriate treatment for those with neurodiversity. ARCOS is committed to contributing to effective support for individuals, their families and others involved, including in education and employment.

Who we are

Trustees:

Dr Maurice Stanley – appointed 2017



I am an independent physics and engineering consultant, providing technical support to local and national businesses. I first encountered ARCOS by being contacted to provide technical AAC support for one of their clients. ARCOS and their activities was something new and different to my other work. I was impressed by their commitment and enthusiasm to their clients and I continued to stay in touch, providing technical support on a contractual, and then voluntary basis. After several years of working with ARCOS, in 2017 I was invited to be a Trustee to help support and manage the charity.

Mr Jonathon Gurney – appointed 2017



ARCOS helped me when I was in need, recovering from a brutal assault which left me unable to walk or talk. I recovered some mobility and when I moved back to the area; ARCOS was the only choice for me to continue my rehabilitation, as it provided world class therapy without the need to wait months on the NHS for lesser treatment. I received speech and language care, physio and hydro therapy and without the input of ARCOS' therapists, I would not be the fully functioning member of society that I am today. It is for that reason that I am a Trustee of ARCOS, as I feel that is a very small way, I can help enable the charity to continue and help others.

Diana Maiden, M.B.E. – appointed 2021

I founded Kaleidoscope in Malvern, which provided respite care to hundreds of children with special needs over 24 years. During that time, I had a close working relationship with ARCOS and collaborated with Kay Coombes for many years through several mutual clients. When Kaleidoscope closed, ARCOS took on the clients under the SMILE project. It was then a natural step to take on the role of ARCOS Trustee. I am happy to be now supporting ARCOS in the valuable work they do making a difference to the lives of those in need and their families.

Mrs Helen Webb – appointed 2021

I am a retired Head Teacher who has not quite managed to retire! I am passionate about inclusion and first became aware of ARCOS through making provision for a very complex young man in our mainstream Primary School setting. The support and advice we received from ARCOS was invaluable, especially as we navigated our way through learning about eye-gaze communication technology. It was an honour to be invited to become a Trustee and support the work of ARCOS as an educationalist. I am incredibly proud to be able to assist ARCOS to “**Never Say Never**”.

Mr David Kitcat, solicitor

Attends Board Meetings as an observer.

Kay Coombes, ARCOS CEO & Clinical Director

Kay is a Speech and Language Therapist. She works with children and adults who have developmental or acquired brain injury. Together with colleagues she developed the holistic therapy approach known as Facial Oral Tract Therapy (F.O.T.T.). In 2004, Kay was awarded Honours of the Royal College of Speech and Language Therapists and in 2014, Honorary membership of the German Association: Deutscher Bundesverband für Logopädie (DBL). An experienced expert witness, she no longer accepts new instructions but remains a mentor to her colleagues who provide expert opinion to the Court.

We employ speech and language therapists and occupational therapists. Other specialists, including physiotherapists, teachers, psychologists and counsellors are individually contracted.

What we do:

ARCOS is a UK national charity, working to improve life for children and adults who have communication or eating, drinking and swallowing difficulties. These conditions are often complex, persist throughout life and require specialist, long-term treatment.

Our goal is to enable clients to benefit from the latest advances in knowledge, understanding, skills and technology.

ARCOS is not a private clinic. We depend upon charitable grants and donations to maintain a high quality of service.

Fees are charged for assessment, therapy, training services and some equipment loan. A great deal of information, advice and therapy is subsidised by donations and grants and is provided free of charge to clients.

ARCOS collaborates with the NHS and other organisations, working directly with clients and with their families. In order to promote comprehensive help and support. We expect to liaise with the client's GP and other professionals involved.

We look forward to resuming and extending the SMILE project as soon as funds allow. This will entail recruitment of Early Years Practitioners and staff with skills appropriate for work with older children and adults.

ARCOS provides training for professionals including doctors, therapists, nurses and teachers. The NHS, throughout the UK purchases the majority of ARCOS training courses for professional staff.

ARCOS also provides training for relatives and other carers.

Who we work with:

ARCOS has an open referral system; clients may refer themselves or be signposted from other services and organisations including The Stroke Association, Motor Neurone Disease Association (MND) and Parkinson's UK. We also contribute to supporting looked after children.

Building partnerships and collaboration: We are pleased to work with a variety of statutory, independent and commercial agencies.

During 2022 ARCOS therapists have contributed to an increased number of Educational Health & Care Plans (EHCPs), attended tribunals and worked in nurseries, special and mainstream schools.

ARCOS Expert Witness Service: This entails providing expert opinion to the Court, working with solicitors, case managers and other professionals.

Highlights of 2022 have included:

January-March

Occupational Therapy: We welcomed our new senior Occupational Therapist, Kate Badger, who succeeded Margaret Walker when she returned to New Zealand after 16 years with us.

Kate brings more than 25 years of experience to the team and she is an enthusiastic proponent of inter-disciplinary working. Kate's professional specialism and expertise includes neurodiversity and the assessment and treatment of those with sensory processing disorders.

Education Otherwise Than At School (EOTAS): ARCOS is pleased to have been commissioned by Worcestershire Children First (WCF) to deliver a bespoke Education and Therapies package. This package includes SLT and OT intervention together with a personalised and integrated curriculum of English, Maths, Drama and Creative Arts. The programme is due to run until the end of Summer Term 2023 and represents an exciting expansion of our previous provision of 1:1 academic tutoring.



Innowalk Loans to ARCOS: The Innowalk promotes dynamic standing for people with moderate-severe physical disabilities. We ensured that as many clients as possible made use of these whilst they were on loan!



Child Brain Injury Trust's Diamond Awards: At the invitation of Burnetts Solicitors, Kay Coombes and Kate Badger attended the awards dinner held at the Hilton Oxford Belfry. A truly inspirational and thoroughly enjoyable event.

Neurological Rehabilitation Case Study: ARCOS was approached by the Inspire Neurocare Centre in Worcester to assess one of their patients with a neurological impairment following a series of severe strokes. ARCOS therapists visited, carried out assessment and loaned a number of communication aids from our Equipment Loan Library. ARCOS provided a foundation from him to make progress and he was able to reliably communicate with his family and friends.



Chiltern Music Therapy Conference: Chiltern Music Therapy is a charitable organisation that provides music therapy, neurologic music therapy and community music for people of all ages in acute, targeted, rehabilitative and continuing and preventative care.

Kay Coombes and regular volunteer, Nick Reid, ran a stand showcasing ARCOS services and attended talks on the benefits of Neurologic Music Therapy and the latest research. ABI Solutions organised the event held at One Great George Street, Westminster, London.



Eye Gaze Technology: ARCOS collaborates with Eye Gaze developers and manufacturers, particularly Smartbox. Smartbox is a global organisation that develops assistive communication technology and is also based in Malvern, Worcestershire. Smartbox's software is used by many ARCOS clients – Grid 3 is a communication solution that enables those with disabilities to have a voice, control their environment and live more independent lives.



In 2022 we hosted a demonstration of the latest developments in Eye Gaze at the ARCOS Centre. EyeTech Digital Systems bought along several devices and generously provided ARCOS with loan of the latest kit.

April-June

Grant Spending: Grant funding from several generous donors including Severn Trent, Malvern Town Council and the Spacehive Worcester hub made it possible to carry out long-awaited improvements.

The old broken tarmac was replaced with a soft-surface play area for children's groups to enjoy. It was an instant hit! Two large metal gazebos were then installed by the firm Woodberry. These provide great all-weather protection with movable louvres and retractable sides. They extend our use of the outdoor space throughout the year.



The next phase of the outdoor refurbishment saw a smooth resin surface laid on the patio area. This replaces the tarmac and gravel surfaces and is safer to walk on, providing level access to our garden area for those who have difficulty walking.

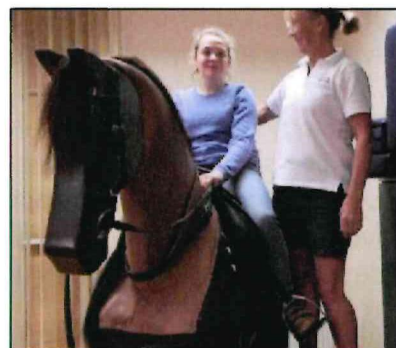


July-September

Building Maintenance: Repairs began on the larger of our two outdoor cabins, starting with the roof and followed by replacement of the cabin flooring and lighting. A new kitchen area makes the cabin a more versatile space for individual clients and small groups.

International Dysphagia Diet Standardisation Initiative (IDDSI) Festival: Speech and Language Therapists Kay Coombes and Clare Hanson attended the congress and festival in Sheffield, which was open to clinical and non-clinical professionals in health and care settings. The meeting promoted sharing of best practice and featured talks and demonstrations related to nutrition and foods with modified textures for people who have dysphagia (swallowing difficulties).

Horse-riding: Racewood, the leading designer and manufacturer of equestrian simulators, invited ARCOS to take part in a video presentation on the therapeutic benefits of simulated riding in an international conference held in St Louis, Missouri. The conference was organised by PATH, the Professional Association of Therapeutic Horsemanship International. The ARCOS segment featured several of our clients on Hero, the horse-riding simulator now on long-term loan from Racewood. Hero is proving immensely popular and he is demonstrably therapeutic.



Some of our clients also visited Hartpury University and College for further video recording with state of the art equine simulators and complete with 'immersive' video screens. These allow a rider to tackle a cross country course or jumps in a virtual competition.

Many ARCOS clients benefit from the stability and sensory feedback provided by a straddle sitting position on a horse or saddle-shaped chair, such as the Bambach seat.

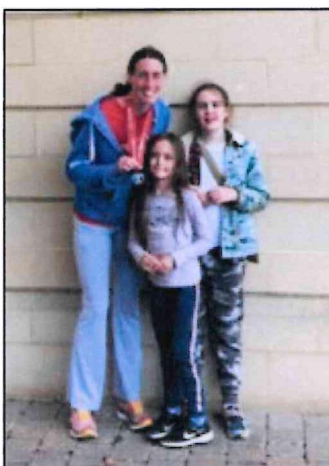
October-December

Arts and Crafts: We were pleased to be able to host the 'Make Your Mark' mixed-media creative art group. Malvern Theatres, their usual home, was being refurbished and we were pleased to accommodate the group in the ARCOS Community Room.

The OT Show: Occupational Therapist, Kate Badger, attended this exhibition at the Birmingham NEC on behalf of ARCOS. The event was a good opportunity to meet OT colleagues, attend talks and see live demonstrations of the latest technology.



Facial Oral Tract Therapy (F.O.T.T.) Presentation: Kay Coombes gave a presentation and Q&A session to an enthusiastic audience from the West Midlands Paediatric Dysphagia Clinical Excellence Network (CEN). The presentation introduced attendees to the therapeutic approach developed and formalised by Kay and international colleagues.



Dorney Lake Marathon: Stalwart ARCOS supporters, the Reid family, turned out to support mum, Emily, at the Dorney Lake Marathon.

Emily achieved a fantastic time of 3 hours 35 minutes.

We are keeping our fingers crossed that Emily will be running for ARCOS in the London 2023 Marathon!



Back Up Flower Power Ball: Kay Coombes attended the Back Up Flower Power Ball at the invitation of Shoosmiths solicitors. Inspired by the 1969 Woodstock festival, the evening was hosted at The Birmingham Hilton Metropole to raise funds for the spinal cord injury charity, Back Up.

Charity Christmas Card Shop: We were pleased to welcome back the popular Charity Christmas Card Shop run by volunteers from the Malvern branch of Save the Children. The Community Room at the ARCOS Centre was transformed into Christmas HQ, selling Christmas cards and gift wrapping from various charities, including our own especially designed and printed ARCOS cards. Sarah Haynes' cards were particularly popular.

Christmas Photo Competition: Tamsin Day, solicitor with the Child Brain Injury team at Bolt Burdon Kemp won the Premex Services 'Winter Scene' photo competition and nominated ARCOS to receive the £1,000 prize. Her generous donation funded furniture for our renovated outdoor space, a Smartbox communication book for our equipment loan library and a suction device to improve oral care for individuals with swallowing difficulties.



Grants and Donations:

We are grateful for all of the grants and donations received in 2022, which are fully indexed in our audited accounts attached. Gifts of any amount make a huge difference to the services we are able to provide to our beneficiaries.

**Thank you to everyone who is part of the ARCOS family of clients,
volunteers, supporters and staff.**

We look forward to 2023!

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022**

TRUSTEES:

J Gurney
Mrs D Maiden
Dr M Stanley
Mrs H Webb

SECRETARY:

Mrs K M Coombes

REGISTERED OFFICE

The registered office is Hatherton Lodge, Avenue Road, Malvern, Worcs WR14 3AG

BANKERS

Barclays Bank plc, High Street, Worcester, WR1 2QQ

INVESTMENTS

The investment powers are governed by the Trustee Investment Act 1961 (as amended) and the Charities Act 2011

REPORTING ACCOUNTANTS

Boys Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

SOLICITORS

Russell & Co
Holland House
Church Street
Malvern
Worcestershire
WR14 2AH

APPROVED BY THE TRUSTEES AND SIGNED ON ITS BEHALF



Mrs K M Coombes
Secretary

Hatherton Lodge
Avenue Road
Malvern
Worcs
WR14 3AG

22nd August 2023

**ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE UNAUDITED
ACCOUNTS OF THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS)**

We report on the accounts for the year ended 31 December 2022 set out on pages 13 to 21.

Respective responsibilities of trustees and reporting accountants

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of the accountant's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Reporting accountant's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Boyds Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

22nd August 2023

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022**

Page 13

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
INCOMING RESOURCES	3				
Incoming resources from generated funds:					
Voluntary income		71,887	34,650	106,537	170,060
Activities for generating funds		1,089	-	1,089	851
		<u>72,976</u>	<u>34,650</u>	<u>107,626</u>	<u>170,911</u>
Incoming resources from charitable activities		243,715	-	243,715	199,604
Government grants		-	-	-	-
TOTAL INCOMING RESOURCES		<u>316,691</u>	<u>34,650</u>	<u>351,341</u>	<u>370,515</u>
RESOURCES EXPENDED	4 - 7				
Cost of generating funds:-					
Cost of generating voluntary income		12,727	10,010	22,737	22,448
Fund raising trading- cost of sales		-	-	-	-
Charitable activities		280,861	71,631	352,492	251,048
Governance costs		13,626	-	13,626	8,244
		<u>307,214</u>	<u>81,641</u>	<u>388,855</u>	<u>281,740</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		9,477	(46,991)	(37,514)	88,775
Transfer between funds		-	-	-	-
NET MOVEMENT IN FUNDS		9,477	(46,991)	(37,514)	88,775
Balances brought forward At 1 January 2022		40,956	53,504	94,460	5,685
Balances carried forward at 31 December 2022		<u>50,433</u>	<u>6,513</u>	<u>56,946</u>	<u>94,460</u>

The notes on pages 15 to 21 form part of these financial statements.

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
BALANCE SHEET
AS AT 31 DECEMBER 2022**

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible Assets	8	21,265	17,694
CURRENT ASSETS			
Stocks and Work in Progress	9	-	-
Debtors and prepayments	10	37,216	66,721
Cash at bank and in hand		80,734	100,305
		<u>117,950</u>	<u>167,026</u>
CREDITORS : Amounts falling due within one year	11	<u>47,796</u>	<u>51,583</u>
NET CURRENT ASSETS		<u>70,154</u>	<u>115,443</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		91,419	133,137
PROVISIONS FOR LIABILITIES		34,473	38,677
NET ASSETS		<u><u>56,946</u></u>	<u><u>94,460</u></u>
FUNDS OF THE CHARITY			
Unrestricted		50,433	40,956
Restricted	12	<u>6,513</u>	<u>53,504</u>
		<u><u>56,946</u></u>	<u><u>94,460</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2022 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 special provisions of Part 15 of the Companies Act 2006 relating to smaller charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 22 August 2023 and were signed on its behalf by:



 Dr M Stanley
Trustee


 J Gurney
Trustee

1 STATEMENT OF TRUSTEES RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to :

Select suitable accounting policies, and then apply them consistently;
Make judgements and estimates that are reasonable and prudent;
State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2 ACCOUNTING POLICIES

a) Basis of preparation

The financial statements have been prepared under the historic convention (except that investments are shown at market value) in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statements of Recommended Practice, Accounting and Reporting by Charities.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act formats to reflect the special nature of the Charities activities.

b) Company Status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) Fund accounting

General funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Restricted funds are funds to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

d) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when: the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income or performance-related grants are only included in the SoFA once the related goods or services have been delivered.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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. Premises overheads have been allocated on a floor area basis and other overheads on the basis of the head count.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

f) Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Depreciation is provided on all tangible fixed assets at rates calculated to write off costs on a straight line basis over their expected useful economic lives as follows:

Office equipment	15-25% reducing balance
Therapy equipment	15-25% reducing balance
Web site development	25% straight line

Expenditure on tangible fixed assets specifically purchased out of funds obtained from donations is capitalised and depreciated over the useful economic life of the individual assets. Consequently the balance on the applicable restricted fund will include the net book value of these assets, even though the incoming funds may have been completely utilised.

g) Stock

Stock has been valued on the basis of the lower of cost and estimated net realisable value.

3 INCOMING RESOURCES

	2022	2021
	£	£
Incoming resources from generated funds:		
Voluntary income		
Grants & donations - restricted funds	34,650	73,024
Grants & donations - other	71,887	97,036
	<u>106,537</u>	<u>170,060</u>
Activities for generating funds		
Merchandising income	<u>1,089</u>	<u>851</u>
Incoming resources from charitable activities		
Training	(390)	9,952
Therapy	153,764	121,057
Expert Witness	90,341	68,595
	<u>243,715</u>	<u>199,604</u>

4 RESOURCES EXPENDED

		2022	2021
		£	£
Costs of generating voluntary income	Appeals & fundraising	15,837	17,800
	Office wages	4,554	1,924
	Telephone and postage	2,089	2,367
	Depreciation	22	31
	Insurances	161	191
	Advertising and publicity	-	-
	Sundry expenses	74	135
		<u>22,737</u>	<u>22,448</u>
Fundraising trading costs	Materials		-
Charitable activities	Training costs	16,383	23,734
	Therapy costs	161,590	67,147
	Pro bono equipment & therapy	25,600	37,763
	Office wages	40,989	2,320
	Travelling expenses	12,142	10,278
	Printing, stationery, phones, IT & postage	15,262	11,462
	Advertising and publicity	220	3,163
	Rent, rates, heating and lighting	41,280	36,455
	Insurances	6,512	7,730
	Repairs and renewals	3,891	8,010
	Office equipment rental	2,014	1,659
	Depreciation	11,705	9,528
	Profit on disposal of motor vehicle	(4,963)	-
	Disallowed Input VAT	6,163	4,528
	Professional fees & subscriptions	10,997	11,832
	Management salaries		13,500
	Sundry expenses	296	534
	Bank charges	2,411	1,405
		<u>352,492</u>	<u>251,048</u>
Governance costs	Professional fees	270	6,744
	Management salaries	13,356	1,500
		<u>13,626</u>	<u>8,244</u>

5 SUPPORT COSTS

	Fundraising activities £	Charitable activities £	Total 2022 £
Office wages	4,554	40,989	45,543
Rent, rates, heat & light	-	10,320	10,320
Insurances	161	3,057	3,218
Repairs and renewals	-	3,533	3,533
Office equipment rental	-	2,014	2,014
Printing and stationery	-	5,020	5,020
Telephone, IT & postage	2,089	8,354	10,443
Bank charges	-	2,411	2,411
Disallowed Input VAT	-	6,163	6,163
Sundry expenses	74	298	372
Profit on disposal of motor vehicle	-	(4,963)	(4,963)
Depreciation	33	1,932	1,965
	<u>6,911</u>	<u>79,128</u>	<u>86,039</u>

6 MISCELLANEOUS EXPENSES

Trustees expenses

Number of trustees who were paid expenses
Nature of the expenses

	2022	2021
	None	None
	-	-

Total amount paid

	<u>£ None</u>	<u>£ None</u>
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	2022 £	2021 £
--	-----------	-----------

Accountants' fees for reporting on the accounts

	<u>1,000</u>	<u>1,000</u>
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Other fees (for example: advice, consultancy, accountancy services) paid to the reporting accountants

	<u>-</u>	<u>-</u>
--	----------	----------

7 PAID EMPLOYEES

Staff costs

Gross wages, salaries and benefits in kind
HMRC JRS Grants
Employer's National Insurance contributions
Pension costs

	2022 £	2021 £
	153,608	91,690
	-	(20,413)
	8,776	5,420
	2,365	2,263
	<u>164,749</u>	<u>78,960</u>

Average number of full-time equivalent employees in the year

**The parts of the charity in which
the employees work**

	2022	2021
Fundraising	1	1
Charitable activities	3	3
Governance	1	1
	<u>5</u>	<u>5</u>

8 TANGIBLE FIXED ASSETS

	Leasehold Premises £	Website Design £	Office Equipment £	Therapy Equipment £	Motor Vehicles £	Total £
COST						
1 January 2022	-	10,907	117,656	160,298	10,699	299,560
Additions	-	-	320	-	16,000	16,320
Disposals	-	-	-	-	(10,699)	(10,699)
At 31 December 2022	<u>-</u>	<u>10,907</u>	<u>117,976</u>	<u>160,298</u>	<u>16,000</u>	<u>305,181</u>
DEPRECIATION						
1 January 2022	-	10,817	103,089	160,298	7,662	281,866
Charge for the year	-	22	5,690	-	4,000	9,712
Disposals	-	-	-	-	(7,662)	(7,662)
At 31 December 2022	<u>-</u>	<u>10,839</u>	<u>108,779</u>	<u>160,298</u>	<u>4,000</u>	<u>283,916</u>
NET BOOK VALUE						
31 December 2022	<u>-</u>	<u>68</u>	<u>9,197</u>	<u>-</u>	<u>12,000</u>	<u>21,265</u>
31 December 2021	<u>-</u>	<u>90</u>	<u>14,567</u>	<u>-</u>	<u>3,037</u>	<u>17,694</u>

9 STOCKS

Stock and Work in Progress

2022 £	2021 £
<u>-</u>	<u>-</u>

10 DEBTORS

Trade debtors
Prepayments and accrued income

2022 £	2021 £
36,088	64,866
1,128	1,855
<u>37,216</u>	<u>66,721</u>

11 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors
Bounceback loan
Value Added Tax
Other creditors
Accrued charges and deferred income

2022 £	2021 £
15,569	15,055
10,000	10,000
2,346	3,654
13,552	13,385
6,329	9,489
<u>47,796</u>	<u>51,583</u>

12 CREDITORS : AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

Bounceback loan - 1 to 2 years
Bounceback loan - 2 to 5 years
Hire Purchase - 1 to 2 years
Hire Purchase - 2 to 5 years

2022 £	2021 £
10,000	10,000
15,833	25,833
2,880	1,801
5,760	1,043
<u>34,473</u>	<u>38,677</u>

13 RESTRICTED INCOME FUNDS

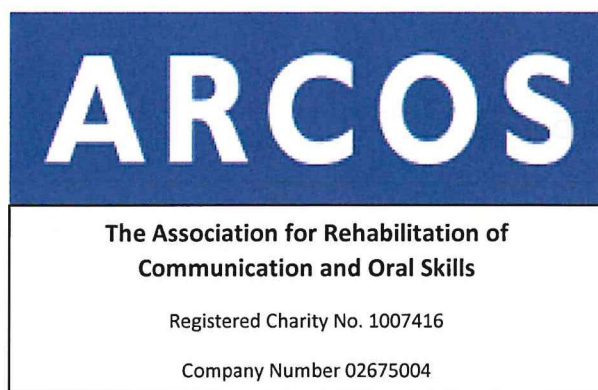
MOVEMENT ON ALL FUNDS

	Balance 31.12.21 £	Incoming £	Outgoing £	Balance 31.12.22 £
Allied Dunbar	18	-	(5)	13
BBC Children in Need Appeal	5	-	(1)	4
BHSF	36	-	(9)	27
Childwick Trust	4	-	(1)	3
Crowd Funding	7,129	-	(7,129)	-
Epigoni Trust Fund	9	-	(2)	7
Eversons Charitable Trust	150	10,000	(10,027)	123
Freemasons	106	-	(28)	78
Gannett Trust	24	-	(6)	18
H S A	38	-	(9)	29
Henry Smith	21	-	(5)	16
Journalist Charity	139	-	(34)	105
Malvern Hills D.C.	10,000	-	(10,000)	-
Malvern Lions	5	-	(1)	4
Michael March Trust	-	2,500	(2,500)	-
Rowlands Trust	-	3,000	(2,228)	772
Severn Trent Water	20,300	2,255	(22,555)	-
St James Place	49	10,000	(10,012)	37
The Patrick Trust	-	1,000	-	1,000
Trumark Trust	70	-	(18)	52
Trust House Charitable Foundation	16	-	(4)	12
TSB Foundation	18	-	(5)	13
29th May 1961 Trust	-	5,000	(5,000)	-
Apportioned support costs - depreciation	(1,369)	-	-	(1,369)
	36,768	33,755	(69,579)	944
SMILE PROJECT				
Albert Hunt Trust	537	-	(134)	403
Baron Davenport Charity	480	-	(120)	360
BBC Children in Need	3,018	-	(767)	2,251
Dumbrek Charity	1,000	-	(1,000)	-
Fitton Trust	750	-	(629)	121
Kildare Trust	547	-	(137)	410
Lilly C Johnson CT	500	-	(500)	-
Lynn Foundation	500	-	(500)	-
Malvern Town Council	29	-	(29)	-
National Citizens Service	676	-	(167)	509
Percy Bilton	760	-	(190)	570
Rank Foundation	1,000	-	(1,000)	-
Roger & Douglas Turner CT	5,000	-	(5,000)	-
Sir Cliff Richard	1,000	-	(1,000)	-
Sir James Roll	1,000	-	(784)	216
Vassillou Family Charitable Trust	(61)	895	(105)	729
	16,736	895	(12,062)	5,569
GRAND TOTAL	53,504	34,650	(81,641)	6,513

ASSOCIATION FOR REHABILITATION OF COMMUNICATION AND ORAL SKILLS

England & Wales - Charity number 1007416

Accounts



**The Association for Rehabilitation of Communication
and Oral Skills (ARCOS)
(A Company Limited by Guarantee)**

**Trustees Report and Financial Statements for the
Year Ended 31 December 2021**

ARCOS works to help improve life for children and adults who have impaired communication and/or eating drinking and swallowing.



A number of ARCOS clients have been told that nothing or nothing more, can be done. To date, we have found that there is always something that can be done to make life more comfortable and even fun!

Contents

Report from the Trustees & Director	3
Who we are	4
What we do	5
Who we work with	5
Highlights of 2021	6
Thank you to All Staff, Volunteers & Supporters	7
Grants and Donations	
Accountant's Report	
Statement of Financial Activities	
Balance Sheets	
Notes to the Financial Statements	

Report from the Trustees & Director

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31st December 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and reporting by Charities" published in March 2005, in preparing the annual report and financial statements of the charity.

Constitution

The charity is a company limited by guarantee, governed by its Memorandum and Articles of Association. The charity is registered with The Charity Commission. The charity registration number is 1007416.

Governance and Organisation

The charity is controlled by its Trustees who have regular meetings to review the implementation of its policies. Any new Trustees are appointed at a properly constituted Trustees' meeting. It operates under the acronym ARCOS, under the day-to-day management of CEO and Clinical Director, Mrs K.M. Coombes, who is also the company secretary.

All therapists employed by ARCOS are members of their own respective professional bodies and registrants of the regulator The Health & Care Professions Council and members of Trustees, staff and volunteers are required to have enhanced Disclosure and Barring Service (DBS) certification.

Aims and Objectives

ARCOS' overall aim is to improve the quality of life of people who have communication problems and/or eating (swallowing) difficulties and the lives of their families and carers. This involves the provision and promotion of comprehensive therapy, specialist training, appropriate research and support for people with communication and/or swallowing problems, including those with multiple disabilities resulting from developmental or acquired brain injury. Such provision is not readily or adequately available through the NHS or any other organisation.

Review of activities and further developments

Impact: Over the past 30 years, ARCOS has survived and grown; demand for ARCOS services continues to increase, unmet need is evident and a source of concern. Each year ARCOS provides advice and assistance to more than 250 individuals and/or their families. The challenge is to ensure continuation of ARCOS' services in the most effective way. This will include appropriate development of partnerships that will exploit our strengths and enable ARCOS to adapt to the changing climate in national health, education and social care. We intend to progress and to maintain the open, transparent, interdisciplinary and comprehensive approach which has become the hallmark of ARCOS.

Background: ARCOS, registered as a Charity in January 1992. Many clients have complex life-long disabilities. Our goal is to enable them to benefit from the latest advances in knowledge, understanding, skills and technology. Based in the West Midlands we have a Resource Training and Therapy Centre and operate a nationwide outreach service. ARCOS is a collaborative organisation working in partnership with other agencies in the independent sector as well as statutory health, education, social and employment services.

The Need: ARCOS services address the unmet needs of individuals with physical, sensory and perceptual impairments caused by neurological conditions such as cerebral palsy, stroke, autistic spectrum disorders, head injury and brain tumours or progressive diseases for example Parkinson's Disease, Motor Neurone Disease and Huntington's Disease. The number of those afflicted is increasing due to a combination of advances in ante/peri natal care, acute medicine and longer life expectancy. However, there is insufficient specialised rehabilitation and inadequate long-term skilled support for this population. Consequently, individuals suffer increasing disability, deformity and pain over time due to the accumulation of secondary symptoms. Their quality of life and that of their families is reduced and at the same time there is an increased burden on statutory health and social services with increased financial cost to the community.

Who we are

Trustees:

Dr Maurice Stanley – appointed 2017



I am an independent physics and engineering consultant, providing technical support to local and national businesses. I first encountered ARCOS by being contacted to provide technical AAC support for one of their clients. ARCOS and their activities was something new and different to my other work. I was impressed by their commitment and enthusiasm to their clients and I continued to stay in touch, providing technical support on a contractual, and then voluntary basis. After several years of working with ARCOS, in 2017 I was invited to be a Trustee to help support and manage the charity.

Mr Jonathan Gurney – appointed 2017



ARCOS helped me when I was in need, recovering from a brutal assault which left me unable to walk or talk. I recovered some mobility and when I moved back to the area; ARCOS was the only choice for me to continue my rehabilitation, as it provided world class therapy without the need to wait months on the NHS for lesser treatment. I received speech and language care, physio and hydro therapy and without the input of ARCOS' therapists, I would not be the fully functioning member of society that I am today. It is for that reason that I am a Trustee of ARCOS, as I feel that is a very small way that I can help the charity and so it can continue to help others.

In 2021 we welcomed 2 new trustees Diana Maiden M.B.E. and Helen Webb.

Mr David Kitcat, solicitor - attends Board Meetings as an observer



Kay Coombes, ARCOS CEO & Clinical Director



Kay is a Speech and Language Therapist. She works with children and adults who have developmental or acquired brain injury. Together with colleagues she developed the approach known as Facial Oral Tract Therapy (F.O.T.T.). She leads the ARCOS expert witness service.

We employ speech and language therapists and occupational therapists. Other specialists including physiotherapists are contracted.

What we do:

ARCOS is a UK national charity, working to improve life for children and adults who have communication, eating, drinking and swallowing difficulties. These conditions are often complex, persist throughout life and require specialist, long-term treatment. Our goal is to enable clients to benefit from the latest advances in knowledge, understanding, skills and technology. Based in the West Midlands, we have a Resource, Training and Therapy Centre and operate a nationwide outreach service. ARCOS is not a private clinic. We depend upon charitable grants and donations to maintain a high quality of service. Fees are charged for assessment, therapy, training services and some equipment loan. A great deal of information and advice is provided free of charge. ARCOS works in collaboration with the NHS and other organisations working directly with clients and with their families. In order to promote comprehensive help and support, we expect to liaise with the client's GP and other professionals involved. ARCOS provides training for professionals including doctors, therapists, nurses and teachers. The NHS, throughout the UK purchases the majority of ARCOS training courses for professional staff ARCOS also provides training for relatives and other carers.

The ARCOS SMILE Project established in May 2013 caters for 0-25 year olds. Specialist practitioners lead stay and play sessions, Saturday, Sunday and Holiday Clubs. During 2019 Therapeutic Education has been increased to include sessional input from teachers and highly experienced teaching assistants. Work has included facilitating computer access by Eye Gaze for learning, literacy, mathematics and communication. Eye Gaze involves the cursor being operated by eye movement instead of keyboard or mouse.

Who we work with:

ARCOS has an open referral system; clients may refer themselves or be signposted from other services or organisations including The Stroke Association, Motor Neurone Disease Association (MND) and Parkinson's UK. We contribute to supporting looked after children.

Building partnerships and collaboration: We are pleased to work with a variety of statutory, independent and commercial agencies.

During 2021 ARCOS therapists have contributed to an increased number of Educational Health & Care Plans (EHCPs), attended tribunals and worked in nurseries, special and mainstream schools.

ARCOS Expert Witness Service: This entails working with solicitors, case managers and other professionals.

Highlights of 2021 have included:

February – Scarcely special report from AFSIL

Project 1 - Liz Sim worked on the Scarcely Special project speaking to parents of children with special educational needs about their experience of the first lockdown. The Scarcely Special Report can be found on the ARCOS website:-

<https://www.arcos.org.uk/wp-content/uploads/2021/05/Scarcely-Special-Report-2.pdf>.

‘The project was initiated to learn about the lockdown experiences of 40 children with special educational needs known to ARCOS. The study focused on the first lockdown during the spring and summer of 2020 and on the return to school in September 2020. The purpose of undertaking the study was for ARCOS to use the results internally to ensure that its services were meeting specific needs and to identify any future additional support that ARCOS could provide to families after lockdown.’

Project 2 - As a result of the Scarcely Special report, ARCOS introduced the ARCOS Family Support and Information Line (AFSIL) in March 2021. Liz Sim leads the AFSIL project.

- To help everyone in the ARCOS family keep in touch keep in touch with those of you who are already part of the ARCOS family
- to publicise the services of ARCOS to people who may be in need of specialist support for themselves or to meet the needs of children, young people and adults with complex needs known to them
- to provide information about specific issues causing concern to parents living with a family member with special educational needs or complex neurological or health conditions which affect eating and drinking, speech and movement

Since its inception, AFSIL has supported 17 families (including 1 independent boarding school) with children aged 0-25 years and has received enquiries from 5 families searching for help with adult members of their family. Several training and volunteer enquiries have been passed on to KC. The majority of enquiries have not been straightforward.

July – SAGE EXPO / Hero Mechanical Horse /Innowalk ARCOS had a stand at the Sports and Grounds Expo 2021 at the Three Counties Showground. Various exciting products were available for young people with special needs to try out, ranging from the Innowalk to a mechanical horse as well as frame runners and racing wheelchairs.



Here' the horse-riding simulator was kindly loaned to us by Racewood Ltd. The Racewood RDA simulator offers the same life-like action that other simulators produce and can carry riders up to 16 stone. It can be used all day, whatever the weather allowing riders to enjoy horse riding in a safe and controlled environment.

A therapeutic lateral action is found in all gaits, to improve muscle tone and strength. The speed of the simulator is controlled either by the rider, using the leg sensors, or by the instructor using the buttons found on the side of the horse.



The Innowalk Pro is a robotic mobilisation and rehabilitation trainer allowing patients with severe disabilities to stand and move by offering exceptional flexibility in adjustment and support

November - Bespoke Education and Therapies Programme

During the second half of the year, ARCOS was also able to provide a Bespoke Education and Therapies programme in collaboration with Worcestershire Children First. This programme was designed for one of our young adults to deliver a highly bespoke alternative Education provision, which will carry-on through to 2022.

RHS Britain in Bloom - ARCOS was awarded two certificates – Certificate of Recognition and a certificate for Inspiring Others. Due to the Covid restrictions this competition was limited but we were delighted to still be awarded these. This work was in tandem with a planning application for renovation of the SMILE outdoor space. Funds were raised and our target for the expenditure was reached on 20th October 2021. This has allowed work to commence on a soft surface sport and play area together with canopies which will provide all weather cover and include full renovation of the garden area to include an ornamental water feature. This work is planned to be completed in 2022.

Christmas Card Shop

To close the year, we were pleased to host other charities Christmas Cards including ARCOS' Cards in the Community Room based at Hatherton Lodge, which had been curtailed in previous years due to Covid. We will be hoping that this activity will now be continuing for 2022.

Grants and Donations:

We are grateful for all of the grants and donations received in 2021, which is fully indexed in our audited accounts attached. Gifts of any amount make a huge difference to the services we are able to provide to our beneficiaries.

**Thank you to everyone who is part of ARCOS and to all our Volunteers
& Supporters.**

We look forward to 2022!

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2021**

TRUSTEES:

Dr A J Bywater - resigned 1st September 2021
J Gurney
Mrs D Maiden - Appointed 1st September 2021
Dr M Stanley
Mrs H Webb - Appointed 1st September 2021

SECRETARY:

Mrs K M Coombes

REGISTERED OFFICE

The registered office is Hatherton Lodge, Avenue Road, Malvern, Worcs WR14 3AG

BANKERS

Barclays Bank plc, High Street, Worcester, WR1 2QQ

INVESTMENTS

The investment powers are governed by the Trustee Investment Act 1961 (as amended) and the Charities Act 2011

REPORTING ACCOUNTANTS

Boys Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

SOLICITORS

Russell & Co
Holland House
Church Street
Malvern
Worcestershire
WR14 2AH

APPROVED BY THE TRUSTEES AND SIGNED ON ITS BEHALF



Mrs K M Coombes
Secretary

Hatherton Lodge
Avenue Road
Malvern
Worcs
WR14 3AG

13th September 2022

**ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE UNAUDITED
ACCOUNTS OF THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS)**

Page 10

We report on the accounts for the year ended 31 December 2021 set out on pages 11 to 19.

Respective responsibilities of trustees and reporting accountants

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of the accountant's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Reporting accountant's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Boyds Accountants
Britannia Court
5 Moor Street
Worcester
WR1 3DB

13th September 2022

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

Page 11

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOMING RESOURCES				
Incoming resources from generated funds:				
Voluntary income	96,856	73,204	170,060	57,873
Activities for generating funds	851	-	851	(85)
	<u>97,707</u>	<u>73,204</u>	<u>170,911</u>	<u>57,788</u>
Incoming resources from charitable activities	199,604	-	199,604	171,027
Government grants	-	-	-	10,000
TOTAL INCOMING RESOURCES	<u>297,311</u>	<u>73,204</u>	<u>370,515</u>	<u>238,815</u>
RESOURCES EXPENDED				
Cost of generating funds:-				
Cost of generating voluntary income	22,434	14	22,448	14,448
Fund raising trading- cost of sales	-	-	-	190
Charitable activities	202,388	48,660	251,048	253,311
Governance costs	5,994	2,250	8,244	11,352
TOTAL RESOURCES EXPENDED	<u>230,816</u>	<u>50,924</u>	<u>281,740</u>	<u>279,301</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS	66,495	22,280	88,775	(40,486)
Transfer between funds	-	-	-	-
NET MOVEMENT IN FUNDS	66,495	22,280	88,775	(40,486)
Balances brought forward				
At 1 January 2021	(25,539)	31,224	5,685	46,171
Balances carried forward at 31 December 2021	<u>40,956</u>	<u>53,504</u>	<u>94,460</u>	<u>5,685</u>

The notes on pages 13 to 19 form part of these financial statements.

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
BALANCE SHEET
AS AT 31 DECEMBER 2021**

Page 12

	Note	2021	2020
		£	£
FIXED ASSETS			
Tangible Assets	8	17,694	26,529
CURRENT ASSETS			
Stocks and Work in Progress	9	-	-
Debtors and prepayments	10	66,721	24,711
Cash at bank and in hand		100,305	67,056
		<u>167,026</u>	<u>91,767</u>
CREDITORS : Amounts falling due within one year	11	<u>51,583</u>	<u>62,133</u>
NET CURRENT ASSETS		<u>115,443</u>	<u>29,634</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		133,137	56,163
PROVISIONS FOR LIABILITIES		38,677	50,478
NET ASSETS		<u>94,460</u>	<u>5,685</u>
FUNDS OF THE CHARITY			
Unrestricted		40,956	(25,539)
Restricted	12	53,504	31,224
		<u>94,460</u>	<u>5,685</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2021 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 special provisions of Part 15 of the Companies Act 2006 relating to smaller charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 13 September 2022 and were signed on its behalf by:


Dr M Stanley
Trustee

J Gurney
Trustee



1 STATEMENT OF TRUSTEES RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to :

Select suitable accounting policies, and then apply them consistently;
Make judgements and estimates that are reasonable and prudent;
State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2 ACCOUNTING POLICIES

a) **Basis of preparation**

The financial statements have been prepared under the historic convention (except that investments are shown at market value) in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statements of Recommended Practice, Accounting and Reporting by Charities.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act formats to reflect the special nature of the Charities activities.

b) **Company Status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) **Fund accounting**

General funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Restricted funds are funds to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

d) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when: the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income or performance-related grants are only included in the SoFA once the related goods or services have been delivered.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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. Premises overheads have been allocated on a floor area basis and other overheads on the basis of the head count.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

f) Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Depreciation is provided on all tangible fixed assets at rates calculated to write off costs on a straight line basis over their expected useful economic lives as follows:

Office equipment	15-25% reducing balance
Therapy equipment	15-25% reducing balance
Web site development	25% straight line

Expenditure on tangible fixed assets specifically purchased out of funds obtained from donations is capitalised and depreciated over the useful economic life of the individual assets. Consequently the balance on the applicable restricted fund will include the net book value of these assets, even though the incoming funds may have been completely utilised.

g) Stock

Stock has been valued on the basis of the lower of cost and estimated net realisable value.

3 INCOMING RESOURCES

	2021	2020
	£	£
Incoming resources from generated funds:		
Voluntary income		
Grants & donations - restricted funds	73,204	19,522
Grants & donations - other	96,856	38,351
	<u>170,060</u>	<u>57,873</u>
Activities for generating funds		
Merchandising income	<u>851</u>	<u>(85)</u>
Incoming resources from charitable activities		
Training	9,952	6,127
Therapy	121,057	95,492
Expert Witness	68,595	69,408
	<u>199,604</u>	<u>171,027</u>

4 RESOURCES EXPENDED

		2021	2020
		£	£
Costs of generating voluntary income	Appeals & fundraising	17,800	8,531
	Office wages	1,924	2,899
	Telephone and postage	2,367	2,326
	Depreciation	31	76
	Insurances	191	419
	Advertising and publicity	-	197
	Sundry expenses	135	-
			<u>22,448</u>
Fundraising trading costs	Materials	<u>-</u>	<u>190</u>
Charitable activities	Training costs	23,734	20,651
	Therapy costs	67,147	82,350
	Pro bono equipment & therapy	37,763	38,726
	Office wages	2,320	26,091
	Travelling expenses	10,278	8,347
	Printing, stationery, phones & postage	11,462	12,162
	Advertising and publicity	3,163	-
	Rent, rates, heating and lighting	36,455	31,109
	Insurances	7,730	7,968
	Repairs and renewals	8,010	5,794
	Office equipment rental	1,659	2,431
	Depreciation	9,528	10,146
	Disallowed Input VAT	4,528	3,862
	Professional fees & subscriptions	11,832	1,626
	Management salaries	13,500	-
	Sundry expenses	534	-
Bank charges	1,405	2,048	
		<u>251,048</u>	<u>253,311</u>
Governance costs	Professional fees	6,744	11,352
	Management salaries	1,500	-
		<u>8,244</u>	<u>11,352</u>

5 SUPPORT COSTS

	Fundraising activities £	Charitable activities £	Total 2021 £
Office wages	1,924	2,320	4,244
Rent, rates, heat & light	-	9,114	9,114
Insurances	191	3,632	3,823
Repairs and renewals	-	8,010	8,010
Office equipment rental	-	1,659	1,659
Printing and stationery	-	1,992	1,992
Telephone & postage	2,367	9,470	11,837
Bank charges	-	1,405	1,405
Disallowed Input VAT	-	4,528	4,528
Sundry expenses	135	534	669
Depreciation	-	4,517	4,517
	<u>4,617</u>	<u>47,181</u>	<u>51,798</u>

6 MISCELLANEOUS EXPENSES

	2021	2020
Trustees expenses		
Number of trustees who were paid expenses	None	None
Nature of the expenses	-	-
Total amount paid	<u>£ None</u>	<u>£ None</u>
	2021	2020
	£	£
Accountants' fees for reporting on the accounts	<u>1,000</u>	<u>1,000</u>
Other fees (for example: advice, consultancy, accountancy services) paid to the reporting accountants	<u>-</u>	<u>-</u>

7 PAID EMPLOYEES

	2021	2020
Staff costs	£	£
Gross wages, salaries and benefits in kind	112,103	137,603
HMRC JRS Grants	(20,413)	(13,751)
Employer's National Insurance contributions	5,420	6,434
Pension costs	2,263	2,451
	<u>99,373</u>	<u>132,737</u>
Average number of full-time equivalent employees in the year	2021	2020
The parts of the charity in which the employees work		
Fundraising	1	1
Charitable activities	3	3
Governance	1	1
	<u>5</u>	<u>5</u>

8 TANGIBLE FIXED ASSETS

	Leasehold Premises £	Website Design £	Office Equipment £	Therapy Equipment £	Motor Vehicles £	Total £
COST						
1 January 2021	-	10,907	117,248	159,982	10,699	298,836
Additions	-	-	408	316	-	724
Disposals	-	-	-	-	-	-
At 31 December 2021	<u>-</u>	<u>10,907</u>	<u>117,656</u>	<u>160,298</u>	<u>10,699</u>	<u>299,560</u>
DEPRECIATION						
1 January 2021	-	10,786	95,925	159,982	5,614	272,307
Charge for the year	-	31	7,164	316	2,048	9,559
Disposals	-	-	-	-	-	-
At 31 December 2021	<u>-</u>	<u>10,817</u>	<u>103,089</u>	<u>160,298</u>	<u>7,662</u>	<u>281,866</u>
NET BOOK VALUE						
31 December 2021	<u>-</u>	<u>90</u>	<u>14,567</u>	<u>-</u>	<u>3,037</u>	<u>17,694</u>
31 December 2020	<u>-</u>	<u>121</u>	<u>21,323</u>	<u>-</u>	<u>5,085</u>	<u>26,529</u>

9 STOCKS

	2021 £	2020 £
Stock and Work in Progress	<u>-</u>	<u>-</u>

10 DEBTORS

	2021 £	2020 £
Trade debtors	64,866	24,711
Prepayments and accrued income	1,855	-
	<u>66,721</u>	<u>24,711</u>

11 CREDITORS

	2021 £	2020 £
Trade creditors	15,055	20,597
Bounceback loan	10,000	4,167
Value Added Tax	3,654	3,725
Other creditors	13,385	31,075
Accrued charges and deferred income	9,489	2,569
	<u>51,583</u>	<u>62,133</u>

12 RESTRICTED INCOME FUNDS

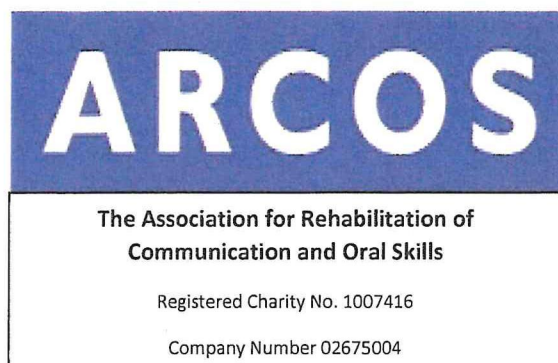
MOVEMENT ON ALL FUNDS

	Balance 31.12.20 £	Incoming £	Outgoing £	Balance 31.12.21 £
ABET		19,875	(19,875)	-
Allied Dunbar	24	-	(6)	18
BBC Children in Need Appeal	7	-	(2)	5
BHSF	48	-	(12)	36
Childwick Trust	5	-	(1)	4
Crowd Funding	-	7,129		7,129
Epigoni Trust Fund	12	-	(3)	9
Eversons Charitable Trust	-	900	(750)	150
Freemasons	140	-	(34)	106
Gannett Trust	32	-	(8)	24
Garfield Weston Trust	-	15,000	(15,000)	-
H S A	50	-	(12)	38
Henry Smith	28	-	(7)	21
Journalist Charity	189	-	(50)	139
Kildaire CT	3,008	-	(3,008)	-
Malvern Hills D.C.	-	10,000	-	10,000
Malvern Lions	6	-	(1)	5
Severn Trent Water	-	20,300	-	20,300
St James Place	66	-	(17)	49
Trumark Trust	94	-	(24)	70
Trust House Charitable Foundation	22	-	(6)	16
TSB Foundation	24	-	(6)	18
Apportioned support costs - depreciation	(1,369)	-	-	(1,369)
	2,386	73,204	(38,822)	36,768
SMILE PROJECT				
Albert Hunt Trust	716	-	(179)	537
Baron Davenport Charity	640	-	(160)	480
BBC Children in Need	3,686	-	(668)	3,018
E&D Cadbury	5,659	-	(5,659)	-
Dumbrek Charity	1,000	-	-	1,000
Fitton Trust	750	-	-	750
Kildare Trust	730	-	(183)	547
Lasletts	4,500	-	(4,500)	-
Lilly C Johnson CT	500	-	-	500
Lynn Foundation	500	-	-	500
Malvern Town Council	389	-	(360)	29
National Citizens Service	676	-	-	676
Percy Bilton	1,013	-	(253)	760
Rank Foundation	1,000	-	-	1,000
Roger & Douglas Turner CT	5,000	-	-	5,000
Sir Cliff Richard	1,000	-	-	1,000
Sir James Roll	1,000	-	-	1,000
Vassillou Family Charitable Trust	79	-	(140)	(61)
	28,838	-	(12,102)	16,736
GRAND TOTAL	31,224	73,204	(50,924)	53,504

ASSOCIATION FOR REHABILITATION OF COMMUNICATION AND ORAL SKILLS

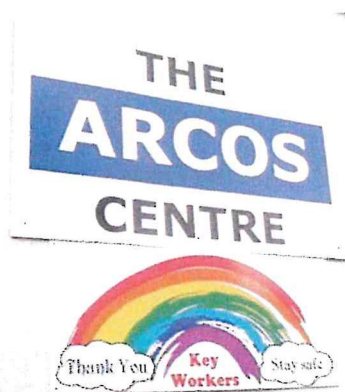
England & Wales - Charity number 1007416

Accounts



**The Association for Rehabilitation of Communication
and Oral Skills (ARCOS)
(A Company Limited by Guarantee)**

**Trustees Report and Financial Statements for the
Year Ended 31 December 2020**



ARCOS works to help improve life for children and adults who have impaired communication and/or eating drinking and swallowing.

2020 saw dramatic changes as we adapted to the impact of the Covid-19 Pandemic.

Contents

Report from the Trustees & Director	3
Who we are	4
Who we work with	5
What we do	5
Highlights of 2020	7
Grants and Donations	8
Thank you to all staff, volunteers and supporters	8
Accountant's Report	10
Statement of Financial Activities	11
Balance Sheets	12
Notes to the Financial Statements	13 - 19

ARCOS Never Say Never: *A number of ARCOS clients have been told that nothing or nothing more, can be done. To date, we have found that there is always something that can be done to make life more comfortable and even fun!*

Report from the Trustees & Director

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31st December 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and reporting by Charities" published in March 2005, in preparing the annual report and financial statements of the charity.

Constitution

The charity is a company limited by guarantee, governed by its Memorandum and Articles of Association. The charity is registered with The Charity Commission. The charity registration number is 1007416.

Governance and Organisation

The charity is controlled by its Trustees who have regular meetings to review the implementation of its policies. Any new Trustees are normally appointed at a properly constituted Trustees' meeting. It operates under the acronym ARCOS, under the day-to-day management of CEO and Clinical Director, Mrs K.M. Coombes, who is also the company secretary.

All therapists employed by ARCOS are registrants of the regulator The Health & Care Professions Council and members of their respective professional bodies.

Trustees, staff and volunteers are required to have enhanced Disclosure and Barring Service (DBS) certification.

Objects

ARCOS' overall aim is to improve the quality of life of people who have communication problems and/or eating (swallowing) difficulties, and the lives of their families and carers. This involves the promotion and provision of specialist training, comprehensive therapy, suitable research and support for people with communication and/or swallowing problems, including those with multiple disabilities resulting from developmental or acquired brain injury. Such provision is not readily or adequately available through the NHS or any other organisation.

Review of activities and further developments

Impact: Over the past 29 years, ARCOS has survived and grown; demand for ARCOS services continues to increase, unmet need is evident and a source of concern. Each year, ARCOS' therapy, training and advice services benefit approximately 250-300 individuals and their families. The challenge is to ensure continuation of ARCOS' services in the most effective way. This will include appropriate development of partnerships that will exploit our strengths and enable ARCOS to adapt to the changing climate in national health, education and social care. We intend to progress and to maintain the open, transparent, interdisciplinary and comprehensive approach which has become the hallmark of ARCOS.

Background: ARCOS, registered as a Charity in January 1992, exists to improve life for children and adults who have communication and/or swallowing problems, their families and others involved. Many clients have complex life-long disabilities. Our goal is to enable them to benefit from the latest advances in knowledge, understanding, skills and technology. Based in the West Midlands, we have a Resource Training and Therapy Centre and operate a nationwide outreach service. ARCOS is a collaborative organisation working in partnership with other agencies in the independent sector as well as with statutory health, education, social and employment services.

The Need: ARCOS services address the unmet needs of individuals with physical, sensory and perceptual impairments caused by neurological conditions such as cerebral palsy, stroke, autistic spectrum disorders, head injury and brain tumours or progressive diseases, for example Parkinson's Disease, Motor Neurone Disease and Huntington's Disease. The number of those afflicted is increasing. This is due to a combination of factors including advances in ante/peri natal care, acute medicine and longer life expectancy. However, there is insufficient specialised rehabilitation and inadequate long-term skilled support for this population. Consequently, individuals suffer increasing disability, deformity and pain over time due to the accumulation of secondary symptoms. Their quality of life and that of their families is reduced and at the same time there is an increased burden on statutory health and social services with increased financial cost to the community.

Who we are

Trustees:

Dr Andrew Bywater - appointed 18th December 2014



Dr Bywater trained at Westminster Medical School, London. He leads a busy GP practice. In addition to his work as a Trustee he provides medical advice and first aid training to ARCOS staff.

Dr Maurice Stanley – appointed 2017



I am an independent physics and engineering consultant, providing technical support to local and national businesses. I first encountered ARCOS by being contacted to provide technical AAC support for one of their clients. ARCOS and their activities was something new and different to my other work. I was impressed by their commitment and enthusiasm for their clients and I continued to stay in touch, providing technical support on a contractual, and then voluntary basis. After several years of working with ARCOS, in 2017 I was invited to be a Trustee to help support and manage the charity.

Mr Jonathan Gurney – appointed 2017



ARCOS helped me when I was in need, recovering from a brutal assault which left me unable to walk or talk. I recovered some mobility and when I moved back to the area; ARCOS was the only choice for me to continue my rehabilitation, as it provided world class therapy without the need to wait months on the NHS for lesser treatment. I received speech and language care, physiotherapy and hydrotherapy. Without the input of ARCOS' therapists, I would not be the fully functioning member of society that I am today. It is for that reason that I am a Trustee of ARCOS, as I feel that in a very small way, I can help the charity, so it can continue to help others.

Mr David Kitcat, solicitor - attends Board Meetings as an observer



It's a pleasure to be able to support ARCOS. Not only are they a local charity but I'm aware of so much good will there is towards them from both my clients and other contacts. They contribute a great deal to the local community and nationally. Accordingly, I'm happy to help out with advice and to collect charitable donations for them. Clients are always very generous in giving donations to ARCOS. I'm glad to be involved.

Kay Coombes, ARCOS CEO & Clinical Director



Kay is a Speech and Language Therapist. She works with children and adults who have developmental or acquired brain injury. Together with colleagues she developed the approach known as Facial Oral Tract Therapy (F.O.T.T.). She leads the ARCOS expert witness service.

We employ speech and language therapists and occupational therapists. Other specialists including physiotherapists are contracted.

Who we work with:

ARCOS has an open referral system; clients may refer themselves or be signposted from other services or organisations such as The Stroke Association, Motor Neurone Disease Association (MND) and Parkinson's UK. We contribute to supporting looked after children.

Building partnerships and collaboration: We are pleased to work with a variety of statutory, independent and commercial agencies.

What we do:

ARCOS is a UK national charity, working to improve life for children and adults who have communication, eating, drinking and swallowing difficulties. These conditions are often complex, persist throughout life and require specialist, long-term treatment. Our goal is to enable clients to benefit from the latest advances in knowledge, understanding, skills and technology. Based in the West Midlands, we have a Resource, Training and Therapy Centre and operate a nationwide outreach service. ARCOS is not a private clinic. We depend upon charitable grants and donations to maintain high quality of services. Fees are charged for assessment, therapy, training and some equipment loan. A great deal of information and advice is provided free of charge. ARCOS works in collaboration with the NHS and other organisations working directly with clients and with their families. In order to promote comprehensive help and support, we expect to liaise with the client's GP and other professionals involved. ARCOS provides training for professionals including doctors, therapists, nurses and teachers. The NHS, throughout the UK purchases the majority of ARCOS training courses for professional staff. ARCOS also provides training for relatives and other carers.

The ARCOS SMILE Project was established in May 2013 to cater for 0-25 year olds with special or additional needs. Specialist practitioners lead 'Stay and Play' sessions and SMILE clubs on Saturdays, Sundays and during school holidays. During 2020 Therapeutic Education increased to include sessional input from teachers and highly experienced teaching assistants. This work included facilitating computer access by Eye Gaze in learning. In 2020, despite the lockdowns due to the COVID-19 pandemic, ARCOS was able to maintain some support for families who would normally

attend group activities and monthly day respite provided by SMILE. This was done through providing individual sessions, tele-therapy using Zoom and FaceTime, email and telephone contact.

During 2020 the impact of COVID 19 required ARCOS to adapt all services and their delivery.

ARCOS has responded to the new challenges presented by the COVID 19 pandemic by:-

- Making our ARCOS Centre facilities available to individuals and family or small group 'bubbles'. Individual sessions in the garden replaced SMILE respite days, and group activities in Saturday and Holiday Clubs.
- Providing remote therapy to clients and mentoring to colleagues. This has entailed financial investment in hardware and software for video conferencing and training in using it.
- Maintaining and increasing our helpline services.
- Continuing to treat in clients' homes, care homes and schools whenever possible.
- Maintaining collaborative working with colleagues in statutory health and education services, independent and private organisations.
- Continuing to provide face-to-face therapy and training services under a strictly implemented COVID regime with all the associated costs.
- Therapists have contributed to an increased number of Educational Health & Care Plans (EHCPs) and attended tribunals. As far as possible, we have continued to work face-to-face in nurseries, special and mainstream schools.
- ARCOS Expert Witness Service has been maintained throughout the year with some remote assessments when face-to-face examinations were not possible
- Community support during 2020 has been fantastic. Worcestershire's Space Hive Crowdfunding raised invaluable funds and we have made new friends with locals visiting the ARCOS Centre to donate clothes and shoes, rapidly filling the two clothes banks onsite that we share with other charities.

However:

- Staffing and recruitment were drastically affected by the effects of the pandemic. We had to review recruitment and appointments, including of a newly qualified Occupational Therapist and our Operations Manager. Both were released due COVID related issues.
- There was no visit from the Chernobyl Children this year. We are proud to be part of the itinerary arranged for the children by Dorothy Knights and look forward to their annual visits being able to resume.
- The Charities Christmas Card Sales normally hosted in the Community room at the ARCOS Centre from October- December were cancelled.
- The monthly whole day respite made available to families with children who have special needs has had to be suspended.
- Open Days and other routine Events have been cancelled and Fundraising has been severely curtailed.



The annual pancake race organised by Rotarians was cancelled this year.



Highlights of 2020 have included:

January:

Lasletts Charity confirmed three years of grant funding to support ARCOS' work

Director Kay Coombes visited Hanley Castle School where the Medics Group had invited her to speak about ARCOS. Some of our most loyal and energetic volunteers come from the school.

February:

Laxmi Patel, partner at law firm Boyes Turner and leader of their education service provided information and training on special education needs to parents carers and professionals attending the ARCOS Centre.



Local networking included meeting with members of Malvern Pearls at Elmslie House in Malvern.

March:

Pride of Malvern Hills Awards 2020. ARCOS was nominated for the Local Charity Award.

May:

Quiz master Steve Rowan hosted the first ARCOS Online Quiz. During lockdown ARCOS plans to hold a regular fortnightly online quiz in place of our Bluebell quiz nights that are no longer possible due to the impact of COVID 19.



June:



Coffee and tea in the ARCOS Garden was provided, by appointment, throughout the month.

July:



There was no assessment visit from RHS Britain in Bloom this year due to the Pandemic. Instead, we submitted photographs and were delighted to receive certificates of **Recognition** and for **Inspiring Others** in 2020.



September:

The COVID-19 Education Experience Pilot Project questionnaires were circulated.



F.O.T.T. 5 day courses were launched online. Face to face training in Therapeutic Oral Hygiene was provided to members of Mersey Care NHS Foundation Trust.



October and November:

Direct face-to-face training courses continued with study days in F.O.T.T. and 'Moves to Swallow' as well as Part 2 of the F.O.T.T. 5 day course that had commenced in September when Part 1 had been provided online.

A visit to the Equine Centre at Hartpury College and University demonstrated the value of horse riding simulators, used in rehabilitation.

Many ARCOS clients benefit from sitting astride saddle seating. However, those who access riding for the disabled (RDA), need physical help to mount and dismount and their riding sessions have been cancelled due to COVID 19 restrictions.



December:

Clients increasingly returned to the ARCOS Centre for individual Therapy sessions

ARCOS Christmas cards were sold to the public who collected them by appointment.



This year ARCOS Christmas cards included Sarah Haynes' delightful design: "Socially distanced Robins"

Grants and Donations: ARCOS is extremely grateful for the emergency funding made possible by government and delivered through agencies including Malvern Hills District Council and Worcestershire Community Foundation.

We were able to provide some specific support for individuals and families struggling with the consequences of isolation and complex conditions, thanks to generous donations from organisations that know ARCOS and the difficulties of our client group.

Gifts of any amount make a huge difference to the services we are able to provide to our beneficiaries

Thanks to everyone who is part of ARCOS and to all our supporters.

We look forward to 2021!



**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020**

TRUSTEES:

Dr A J Bywater
J Gurney
Dr M Stanley

SECRETARY:

Mrs K M Coombes

REGISTERED OFFICE

The registered office is Hatherton Lodge, Avenue Road, Malvern, Worcs WR14 3AG

BANKERS

Barclays Bank plc, High Street, Worcester, WR1 2QQ

INVESTMENTS

The investment powers are governed by the Trustee Investment Act 1961 (as amended) and the Charities Act 2011

REPORTING ACCOUNTANTS

Boys
20 Sansome Walk
Worcester
WR1 1LR

SOLICITORS

Russell & Co
Holland House
Church Street
Malvern
Worcestershire
WR14 2AH

APPROVED BY THE TRUSTEES AND SIGNED ON ITS BEHALF



Mrs K M Coombes
Secretary

Hatherton Lodge
Avenue Road
Malvern
Worcs
WR14 3AG

21st September 2021

**ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE UNAUDITED
ACCOUNTS OF THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS)**

Page 10

We report on the accounts for the year ended 31 December 2020 set out on pages 11 to 19.

Respective responsibilities of trustees and reporting accountants

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

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

Basis of the accountant's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Reporting accountant's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Boys
Chartered Accountants
20 Sansome Walk
Worcester
WR1 1LR

21st September 2021

THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

Page 11

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
INCOMING RESOURCES	3				
Incoming resources from generated funds:					
Voluntary income		38,351	19,522	57,873	72,086
Activities for generating funds		(85)	-	(85)	891
		<u>38,266</u>	<u>19,522</u>	<u>57,788</u>	<u>72,976</u>
Incoming resources from charitable activities		171,027	-	171,027	207,282
Government grants		10,000	-	10,000	-
TOTAL INCOMING RESOURCES		<u>219,293</u>	<u>19,522</u>	<u>238,815</u>	<u>280,258</u>
RESOURCES EXPENDED	4 - 7				
Cost of generating funds:-					
Cost of generating voluntary income		14,372	76	14,448	21,585
Fund raising trading- cost of sales		190	-	190	-
Charitable activities		238,147	15,164	253,311	264,943
Governance costs		11,352	-	11,352	3,724
		<u>264,061</u>	<u>15,240</u>	<u>279,301</u>	<u>290,252</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		(44,768)	4,282	(40,486)	(9,994)
Transfer between funds		-	-	-	-
NET MOVEMENT IN FUNDS		(44,768)	4,282	(40,486)	(9,994)
Balances brought forward					
At 1 January 2020		19,229	26,942	46,171	56,165
Balances carried forward at 31 December 2020		<u>(25,539)</u>	<u>31,224</u>	<u>5,685</u>	<u>46,171</u>

The notes on pages 13 to 19 form part of these financial statements.

**THE ASSOCIATION FOR REHABILITATION OF
COMMUNICATION AND ORAL SKILLS (ARCOS) LIMITED
BALANCE SHEET
AS AT 31 DECEMBER 2020**

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible Assets	8	26,528	36,584
CURRENT ASSETS			
Stocks and Work in Progress	9	-	-
Debtors and prepayments	10	24,711	52,380
Cash at bank and in hand		<u>67,057</u>	<u>5,974</u>
		<u>91,768</u>	<u>58,354</u>
CREDITORS : Amounts falling due within one year	11	<u>62,133</u>	<u>37,059</u>
NET CURRENT ASSETS		<u>29,635</u>	<u>21,295</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		56,163	57,879
PROVISIONS FOR LIABILITIES		50,478	11,708
NET ASSETS		<u>5,685</u>	<u>46,171</u>
FUNDS OF THE CHARITY			
Unrestricted		(25,539)	19,229
Restricted	12	<u>31,224</u>	<u>26,942</u>
		<u>5,685</u>	<u>46,171</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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 special provisions of Part 15 of the Companies Act 2006 relating to smaller charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 21 September 2021 and were signed on its behalf by:


Dr M Stanley
Trustee


J Gurney
Trustee

1 STATEMENT OF TRUSTEES RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to :

Select suitable accounting policies, and then apply them consistently;
Make judgements and estimates that are reasonable and prudent;
State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2 ACCOUNTING POLICIES

a) Basis of preparation

The financial statements have been prepared under the historic convention (except that investments are shown at market value) in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statements of Recommended Practice, Accounting and Reporting by Charities.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act formats to reflect the special nature of the Charities activities.

b) Company Status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

c) Fund accounting

General funds are unrestricted funds which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Restricted funds are funds to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

d) Incoming resources

These are included in the Statement of Financial Activities (SoFA) when: the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income or performance-related grants are only included in the SoFA once the related goods or services have been delivered.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

The value of any volunteer help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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. Premises overheads have been allocated on a floor area basis and other overheads on the basis of the head count.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at headquarters. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

f) **Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Depreciation is provided on all tangible fixed assets at rates calculated to write off costs on a straight line basis over their expected useful economic lives as follows:

Office equipment	15-25% reducing balance
Therapy equipment	15-25% reducing balance
Web site development	25% straight line

Expenditure on tangible fixed assets specifically purchased out of funds obtained from donations is capitalised and depreciated over the useful economic life of the individual assets. Consequently the balance on the applicable restricted fund will include the net book value of these assets, even though the incoming funds may have been completely utilised.

g) **Stock**

Stock has been valued on the basis of the lower of cost and estimated net realisable value.

3 INCOMING RESOURCES

	2020	2019
	£	£
Incoming resources from generated funds:		
Voluntary income		
Grants & donations - restricted funds	19,522	34,837
Grants & donations - other	38,351	37,249
	<u>57,873</u>	<u>72,086</u>
Activities for generating funds		
Merchandising income	<u>(85)</u>	<u>891</u>
Incoming resources from charitable activities		
Training	6,127	12,885
Therapy	95,492	85,227
Expert Witness	69,408	109,169
	<u>171,027</u>	<u>207,282</u>

4 RESOURCES EXPENDED

		2020	2019
		£	£
Costs of generating voluntary income	Appeals & fundraising	8,531	17,841
	Office wages	2,899	1,501
	Telephone and postage	2,326	1,868
	Depreciation	76	78
	Insurances	419	297
	Advertising and publicity	197	-
			<u>14,448</u>
Fundraising trading costs	Materials	<u>190</u>	<u>-</u>
Charitable activities	Training costs	20,651	15,572
	Therapy costs	82,350	103,929
	Pro bono equipment & therapy	38,726	34,579
	Office wages	26,091	13,505
	Travelling expenses	8,347	12,208
	Printing, stationery, phones & postage	12,162	12,289
	Advertising and publicity	-	930
	Rent, rates, heating and lighting	31,109	42,583
	Insurances	7,968	5,646
	Repairs and renewals	5,794	1,268
	Office equipment rental	2,431	2,528
	Depreciation	10,146	16,780
	Disallowed Input VAT	3,862	1,759
Professional Fees & Subscriptions	1,626	-	
Bank charges	2,048	1,367	
		<u>253,311</u>	<u>264,943</u>
Governance costs	Professional fees	<u>11,352</u>	<u>3,724</u>

5 SUPPORT COSTS

	Fundraising activities £	Charitable activities £	Total 2020 £
Office wages	2,899	26,091	28,990
Rent, rates, heat & light	-	7,777	7,777
Insurances	419	7,968	8,387
Repairs and renewals	-	5,794	5,794
Office equipment rental	-	2,431	2,431
Printing and stationery	-	2,859	2,859
Telephone & postage	2,326	9,303	11,629
Bank charges	-	2,048	2,048
Disallowed Input VAT	-	3,862	3,862
Depreciation	76	3,765	3,841
	<u>5,720</u>	<u>71,898</u>	<u>77,618</u>

6 MISCELLANEOUS EXPENSES

	2020	2019
Trustees expenses		
Number of trustees who were paid expenses	None	None
Nature of the expenses	-	-
Total amount paid	<u>£ None</u>	<u>£ None</u>
	2020	2019
	£	£
Accountants' fees for reporting on the accounts	<u>1,000</u>	<u>1,000</u>
Other fees (for example: advice, consultancy, accountancy services) paid to the reporting accountants	<u>-</u>	<u>-</u>

7 PAID EMPLOYEES

	2020	2019
Staff costs	£	£
Gross wages, salaries and benefits in kind	130,941	133,337
HMRC JRS Grants	(13,751)	-
Employer's National Insurance contributions	6,434	7,411
Pension costs	2,451	1,079
	<u>126,075</u>	<u>141,827</u>
Average number of full-time equivalent employees in the year	2020	2019
The parts of the charity in which the employees work		
Fundraising	1	2
Charitable activities	3	3
Governance	1	1
	<u>5</u>	<u>6</u>

8 TANGIBLE FIXED ASSETS

	Leasehold Premises £	Website Design £	Office Equipment £	Therapy Equipment £	Motor Vehicles £	Total £
COST						
1 January 2020	-	10,907	110,082	159,982	35,899	316,870
Additions	-	-	7,166	-	-	7,166
Disposals	-	-	-	-	(25,200)	(25,200)
At 31 December 2019	<u>-</u>	<u>10,907</u>	<u>117,248</u>	<u>159,982</u>	<u>10,699</u>	<u>298,836</u>
DEPRECIATION						
1 January 2020	-	10,746	94,387	153,854	21,298	280,285
Charge for the year	-	40	1,538	6,128	2,048	9,754
Disposals	-	-	-	-	(17,732)	(17,732)
At 31 December 2020	<u>-</u>	<u>10,786</u>	<u>95,925</u>	<u>159,982</u>	<u>5,614</u>	<u>272,307</u>
NET BOOK VALUE						
31 December 2020	<u>-</u>	<u>121</u>	<u>21,323</u>	<u>-</u>	<u>5,085</u>	<u>26,529</u>
31 December 2019	<u>-</u>	<u>161</u>	<u>15,695</u>	<u>6,128</u>	<u>14,601</u>	<u>36,585</u>

9 STOCKS

	2020 £	2019 £
Stock and Work in Progress	<u>-</u>	<u>-</u>

10 DEBTORS

	2020 £	2019 £
Trade debtors	24,711	52,123
Prepayments and accrued income	-	257
	<u>24,711</u>	<u>52,380</u>

11 CREDITORS

	2020 £	2019 £
Trade creditors	20,597	13,038
Bounceback loan	4,167	-
Value Added Tax	3,725	1,499
Other creditors	31,075	19,131
Accrued charges and deferred income	2,569	3,391
	<u>62,133</u>	<u>37,059</u>

12 RESTRICTED INCOME FUNDS

MOVEMENT ON ALL FUNDS

	Balance 31.12.19 £	Incoming £	Outgoing £	Balance 31.12.20 £
Allied Dunbar	32	-	(8)	24
BBC Children in Need Appeal	9	-	(2)	7
BHSF	64	-	(16)	48
Childwick Trust	7	-	(2)	5
Epigoni Trust Fund	16	-	(4)	12
Freemasons	187	-	(47)	140
Gannett Trust	43	-	(11)	32
Grimley Charity	-	500	(500)	-
H S A	67	-	(17)	50
Henry Smith	37	-	(9)	28
Journalist Charity	252	-	(63)	189
Kildaire CT	3,008	-	-	3,008
Malvern Lions	8	-	(2)	6
St James Place	88	-	(22)	66
Trumark Trust	125	-	(31)	94
Trust House Charitable Foundation	29	-	(7)	22
TSB Foundation	32	-	(8)	24
Wilmott CT	-	-	-	-
Apportioned support costs - depreciation	(1,369)	-	-	(1,369)
	2,635	500	(749)	2,386
SMILE PROJECT				
Albert Hunt Trust	955	-	(239)	716
Baron Davenport Charity	854	-	(214)	640
BBC Children in Need	4,916	-	(1,230)	3,686
E&D Cadbury	805	5,000	(146)	5,659
Downs School	-	-	-	-
Dumbrek Charity	1,000	-	-	1,000
Fitton Trust	500	250	-	750
Kaleidoscope Trust	-	-	-	-
Kildare Trust	1,299	-	(569)	730
Lasletts	2,000	-	-	2,000
Lilly C Johnson CT	500	2,500	-	3,000
Lynn Foundation	500	-	-	500
Malvern Town Council	686	-	(297)	389
National Citizens Service	676	-	-	676
National Lottery	-	9,499	(9,499)	-
Percy Bilton	1,350	-	(337)	1,013
Rank Foundation	1,000	-	-	1,000
Roger & Douglas Turner CT	5,000	-	-	5,000
Sir Cliff Richard	1,000	-	-	1,000
Sir James Roll	1,000	-	-	1,000
Sir John Sumner	-	200	(200)	-
Sir Jules Thorn	-	-	-	-
Vassillou Family Charitable Trust	266	1,573	(1,760)	79
Other funds	-	-	-	-
	24,307	19,022	(14,491)	28,838
GRAND TOTAL	26,942	19,522	(15,240)	31,224