

**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!

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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>.

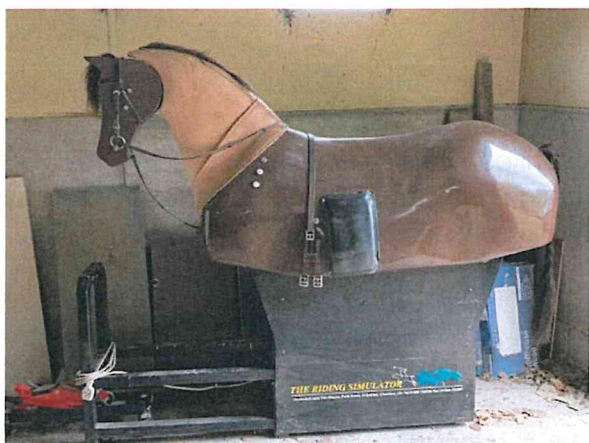
‘The project was initiated to learn about the lockdown experiences of 40 children with special educational needs known to ARCOS. The study focused on the first lockdown during the spring and summer of 2020 and on the return to school in September 2020. The purpose of undertaking the study was for ARCOS 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.



Hero' 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)**

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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 or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the 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 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

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	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOMING RESOURCES	3				
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	4 - 7				
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**

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	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		<u>100,305</u>	<u>67,056</u>
		167,026	91,767
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	<u>53,504</u>	<u>31,224</u>
		<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.

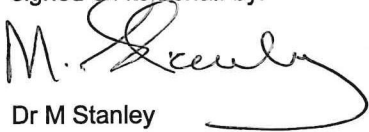
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (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 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>	<u>14,448</u>
Fundraising trading costs	Materials	-	190
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	-	10,907	117,656	160,298	10,699	299,560
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	-	10,817	103,089	160,298	7,662	281,866
NET BOOK VALUE						
31 December 2021	-	90	14,567	-	3,037	17,694
31 December 2020	-	121	21,323	-	5,085	26,529

9 STOCKS

	2021 £	2020 £
Stock and Work in Progress	-	-

10 DEBTORS

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

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
	51,583	62,133

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

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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

