

SPEAK OUT IN HOUNSLOW

England & Wales · Charity number 1089995

Details

Other names	SOH
Status	Registered
Legal form	Charitable company
Company number	04296856
Registered	2002-01-08
Register	View on the Charity Commission register

Contact

Address	Unit 2.03 Qwest 1110 Great West Road Brentford TW8 0GP
Phone	07949076062
Email	nick@speakoutinhounslow.org
Website	https://www.speakoutinhounslow.org/

Activities

Objects: (A) TO RELIEVE PEOPLE WITH LEARNING DISABILITIES IN THE LONDON BOROUGH OF HOUNSLOW (B) TO UNDERTAKE ANY OTHER CHARITABLE ACTIVITY.

Activities: Speak Out in Hounslow is a user led, charitable organisation based in Hounslow providing services to people with learning disabilities and/or autism. We run activities including fitness, learning, a campaign project, social outings, volunteering opportunities, drama/music project, consultation and learning disability awareness services for organisations and companies.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation, Other Charitable Purposes
- **Who:** People With Disabilities

Geography

- **Area of benefit:** HOUNSLOW
- Hounslow

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£282,830	£273,340	-	-
2024-03-31	£306,071	£241,947	-	-
2023-03-31	£209,903	£220,416	-	-
2022-03-31	£189,210	£199,567	-	-
2021-03-31	£192,367	£183,862	-	-

Trustees

Name	Role	Appointed
Alican Harry Reilly		2025-05-13
Jatinder Chohan		2022-08-04
KYLE WILLIAM HUNTINGTON		2025-05-13
Ramandeep Mann		2022-08-04
Sarah Ann Miller		2017-05-03
Sean Douglas Wienand		2018-05-01
Syed Irfan Arif		2026-05-12
Xavier Franco Ramon Azado		2025-05-13

Accounts

Company Registration Number 04296856

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

Status	Speak Out in Hounslow has charitable status and is a company limited by guarantee.
Trustees	Joe Johnson (Chairperson) Sean Douglas Wienand (Treasurer) Sarah Ann Miller Jatinder Chohan Ramandeep Mann Ali Shah Kyle William Huntington (Appointed 13 May 2025) Alican Harry Reilly (Appointed 13 May 2025) Xavier Franco Ramon Azado (Appointed 13 May 2025) Anthony Power (Resigned on 13 May 2025) Punam Sharma (Resigned on 13 May 2025)
Directors	Nicholas Benjamin Sally Malit
Company Secretary	Nicholas Benjamin
Company registration number	04296856
Charity registration number	1089995
Registered office	Suite 2-03 Qwest 1110 Great West Road Brentford TW8 0GP
Bankers	HSBC Bank Plc 127 High Street Hounslow TW3 1QP

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

The Trustees of the charity, who are also Directors of the company, present their report and the audited financial statements of Speak Out in Hounslow for the year ending 31st March 2025.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Speak Out in Hounslow is a registered charity. It is also constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. Members of the charity elect trustees annually, who are then given induction training and access to further development opportunities including Safeguarding Adults training.

The staff team in the 2024-5 period comprised of:

Nick Benjamin and Sally Malit as Co -Directors. Sarfraz Kherdin as Campaigns Consultation and Partnership / Campaigns and Advice Coordinator with Jaspaul Vilkhur supporting as Project Worker. Rebecca Driver as Empowerment/Manage Your Life Coordinator. Jeff Munday the Outings and Taster Project / Express Yourself and Keeping Safe coordinator. Laura-May Hassan as Drama coordinator along with Jo Chapman and Sarah Miller as project workers.

The majority of Speak Out in Hounslow employees work on a part-time basis and are employed due to the wide range of skills and expertise they can draw from.

MISSION STATEMENT

Speak Out in Hounslow works to support and empower adults with learning disabilities and/or autism in Hounslow to speak up, be heard and listened to, affect change, and have real life and social opportunities.

AIMS AND OBJECTIVES

Overall Aim

The overall aim of Speak Out in Hounslow is to improve the lives of adults with learning disabilities and/or autism in the London Borough of Hounslow.

Specific Aims

Speak Out in Hounslow seeks to achieve this overall aim through:

- Supporting adults with learning disabilities and/or autism to lead a normal life with the same access to opportunities as everyone else
- Empowering adults with learning disabilities and/or autism to speak up for themselves.
- Supporting adults with learning disabilities and/or autism to make their own choices and decisions.
- Increasing adults with learning disabilities and/or autism awareness of their rights, responsibilities and entitlements.
- Building user-involvement in the planning, decision making and delivery of mainstream and specialist learning disability services.
- Improving awareness and understanding of learning disability and autism issues.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

OBJECTIVES

Speak Out in Hounslow tries to achieve these aims by doing the following things:

- Co-producing delivery with adults who have learning disabilities and/or autism to ensure that Speak Out continues to be an equity-led charity.
- Offering a range of services for people with learning disabilities and/or autism that are wanted and needed.
- Ensuring that experienced, competent and well-supported staff and volunteers provide these services.
- Establishing a fundraising strategy that will enable all of Speak Out's projects to have secured funding at full cost.

As of 31st March 2025, Speak Out has 9 paid staff, and in the last year have worked with 3 sessional staff members and 31 volunteers. The Trustees wish to thank all of them for their commitment and achievement during the year. Speak Out would also like to thank all of its members with learning disabilities and/or autism for their invaluable additional contribution to Speak Out's work – without which the key aims and objectives of the organisation could not have been achieved.

ACHIEVEMENTS AND PERFORMANCE

At the beginning of 2024 Speak Out in Hounslow reconfigured the project delivery to ensure that it reflected the changing needs of our members and ran 5 main project elements.

Campaigns and Advice (C&A) the Empowerment project was divided into Building Independence, Express Yourself and Healthy Lifestyles and the Drama Project.

Speak Out in Hounslow currently has 879 members, adults with learning disabilities and/or autism and continues to produce well-regarded printed information in Easy Read on a quarterly basis that provides information of its activities and projects.

Campaigns and Advice (C&A) - This project is a user-led campaign volunteer group that was established by its members, adults with learning disabilities and/or autism, who wanted to make real and lasting change in LB Hounslow and wider society.

This project supports members to: Ensure people have an influence on what happens in their lives and in their community by raising the profile of people with learning disabilities and/or autism in the borough and working against changes in both mainstream and specialist services that exacerbate or do not aim to alleviate poverty, exclusion and disadvantage experienced by people with learning disabilities

The project achieves this by:

- Supporting members to attend community based meetings & make recommendations.
- Securing borough wide policy and practice changes & working in partnership.
- Providing advice to adults with learning disabilities and/or autism and their parents/ carers as well as parents/carers of children with learning disabilities and/or autism.
- Increasing the awareness and raising the profile of people with a learning disability and/or autism by taking part in consultations, mystery shops & running campaigns.

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

C&A engaged with 109 members and held 8 monthly meetings and consultations with the project's volunteers in addition to, 1 Hounslow Bus Days, 7 public information events, 4 Learning Disability and Autism Partnership Boards, 5 mystery shops, 23 drop in Advice Shops with 67 Advocacy engagements. The volunteers also took part in 3 Quality Checks on NHS services in the borough on behalf of Hounslow and Richmond Community Healthcare NHS Trust. In addition, the C&A team hosted 3 Collective Thinking Group meetings that brought together 15 community groups that support parents and SEND adults and children in LB Hounslow.

Example of project outcomes:

Individual:

Speak Out in Hounslow member, JV, needed assistance to communicate with the Finance team at Hounslow Council regarding a debt owed for care and support. Sarfraz Kherdin project lead has helped him in the past with this matter. Hounslow Council made an error on the amount he had to pay for care and support and they gave him a bill of over £1,000 to pay. Sarfraz emailed Hounslow and negotiated for the outstanding amount to be paid over 6 months instead of within 1 month. He then explained to JV how much of the debt and the current plan he needs to pay monthly.

Group:

Speak Out in Hounslow was commissioned by the Hounslow and Richmond Community Healthcare Service for their 'Quality Checker' project. AM and PS (Speak Out in Hounslow's members) were invited to the Heart of Hounslow to conduct a quality check for the Community Recovery Service (CRS).

The Community Recovery Service is an integrated health and social care service for adults identified with uni- and multi-disciplinary recovery needs. The service supports independence by providing rehabilitation and reablement after an acute illness, injury, hospital stay or change in life circumstances. It aims to restore, maximise or prevent deterioration in physical and social functioning through episodes of rehabilitation.

The Service operates in the community and visits people in their homes. Members spoke to Jill and Emad from the Service about how they operate and deal with people with learning disabilities and/or autism. Following the visit, members contributed to a report which will be shared to the Learning Disability Health Team, run by Mark Sheen (Consultant Nurse & Clinical Services Manager) based in the Heart of Hounslow.

Everyone:

Jaspaul Vilkuh-project worker and Sarfraz Kherdin -project lead were invited to the first People First London Campaign Network meeting, hosted by People First in Kings Cross.

The London Campaign Network is a 3-year project to strengthen campaigning amongst self-advocacy organisations across London working with people with learning difficulties. The aim is to share the campaigns groups are working on and to work on campaigns collectively over the lifetime of the project.

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

Jaspaul and Sarfraz were accompanied by AR and XA, members of Speak Out in Hounslow. Attendees of the campaign meeting voted on their campaign priorities for the project, which are: advocacy, benefits and hate crime.

The Campaigns and Advice Group for Speak Out will link with People First on their campaigns and projects that are on a regional and national level.

The Empowerment Project - Express Yourself and Healthy Lifestyles.

The project supports adults with a learning disability in Hounslow to live more independently and have more choice and control over their lives.

This project supports members to:

- Make positive, well informed choices, plans and changes to their lives
- Access and develop local social networks and natural community supports
- Increase uptake of positive healthy lifestyle behaviours & access to services
- Increase learning and development of key life skills
- Increase participation in decision making
- Contribute towards the community

The project achieves this by:

- The co-production of activities with members of Speak Out in Hounslow's community.
- Increased participation and engagement with activities, community resources and building independence.

Since April 2024, The Empowerment project activities hosted 518 active engagements sessions with 4197 attendees with learning disabilities and/or autism. The activities included arts and crafts, cooking, drama, dance and other health and wellbeing activities. The Empowerment Project worked in partnership during 2024/25 Lampton Leisure, The London Museum of Water and Steam and Park Sports Chiswick as well as many professionals from both mainstream and specialist services. Speak Out would like to thank all of these partners for their time, expertise and contributions towards helping Speak Out meet its aims.

Examples of project outcomes:

Individual:

JM attends the Gym group with 2 carers. Initially he didn't want to let go of them and would only stay for a short time. He is now, with support, using a number of different weight machines, ropes and doing floor work. His confidence has really grown and instances of him shouting swear words has greatly decreased.

Group:

A higher-needs cooking activity was devised. The sessions ran at a slower, more relaxed pace, allowing everyone to participate comfortably and at their own rhythm. We placed particular emphasis on the sensory aspects of cooking—encouraging exploration of different smells, textures, and tastes.

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

A few members, including CB and JR, often wanted to taste ingredients during preparation, so we made sure to plan menus accordingly. Having safe raw foods available helped create an environment where participants could explore freely and feel comfortable experimenting, rather than being constantly told “no.”

Many participants were non-verbal or faced communication challenges, so it was essential to give them time and space to make choices while promoting positive interactions. We used a variety of communication tools to support this—some members responded best to picture cues, while others preferred handling real ingredients to help them decide.

We also welcomed several members from a group home who have hearing impairments and use Makaton to varying degrees. Incorporating Makaton signs and visual aids enabled them to engage more fully in the sessions and connect with the group experience.

Everyone:

Over the summer, we showcased the creativity of our arts and crafts group and choir while raising awareness of the challenges faced by people with learning disabilities and/or autism. Members engaged the public at events including the Chiswick Flower Market, Clayponds Funday, Chiswick Pier Trust's Party on the Pier, Middlesex Pride, and the Creative Mile Brentford Art Trail. Activities included selling artwork, performing music, and delivering speeches to highlight inclusion and equality. These events strengthened community connections, promoted understanding, and inspired new members to join Speak Out's services.

Building Independence

This project started in January 2020 due to funding from The National Lottery.

This project supports members to:

- Live more independently
- Travel by themselves
- Access public transport e.g. trains, buses and the London Underground
- How to be safe when using social media, in relationships, out in the community and at home.

The project achieves this by:

- By encouraging open discussion on a variety of subjects
- Building understanding of wider society, how to navigate it and become more independent.

Between April 2024 and March 2025 the Building Independence project had 190 individual engagements that took place in 28 Group Confidence sessions. Information was also shared on Speak Out's Facebook group and page that had 344 group members and 420 followers.

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

Individual:

KS became the latest of our members to become a fully independent traveller. His final challenge was to negotiate the bus trip to and from Kingston having already mastered trips to and from Feltham and Hounslow. The Kingston trip was by far the longest but KS did remarkably well, memorising all of the relevant landmarks when on the bus, knowing how to manipulate his wheelchair safely into the space on the bus, pressing the 'Stop' button at the right time and getting off the bus using the ramp successfully. After this achievement we devised a 'How to keep this up' programme in which KS reported back on the independent trips he continued to make.

Community:

Staying with the Travel theme, one of our Monday afternoon courses this quarter has been Smart with Travel in which we have concentrated on safety when out and about, how to travel efficiently by bus and tube and how to use trains and taxis. Our safety topics involved concentration on how to be a responsible pedestrian which included appropriate rolling (ie, moving about in a wheelchair). We explored crossing roads emphasising safe crossing points, the need for good visibility and a 'defensive' mentality which involved projecting ourselves into situations where we were fully concentrating on what we were doing but where other road users might not be - some very good points were raised here by the group on how traffic lights are not always respected by motorists and cyclists. Journey planning was a big topic to explore. We started by analysing what we needed to take with us before starting out (keys, travel pass, money etc) and looked into how to estimate the time needed for a journey plus how to build in some extra time in case of delays. We did a lot of work on using appropriate websites such as TFL and Network Rail's journey planners, exploring timetables, routes, costs and potential service disruptions. Discussing what means of transport was best for example journeys for individual members proved very interesting with some very creative solutions found when identifying whether to use bus, tube or train. Members showed great flexibility of choice, especially when deciding journeys could be modified during rush hours to avoid routes that could get over-crowded and unpleasant. AQA certificates to the participants to celebrate their achievements.

Everyone:

During the summer, Fair Weather Walks were reintroduced with a focus on highlighting accessibility issues. While walking in Boston Manor Park, we paused at the bridge over the Grand Union Canal to film a brief "What's Wrong?" segment, which was subsequently shared online. The bridge remains inaccessible to wheelchair users—a key issue we aimed to highlight.

The video garnered several hundred views, and the positive engagement has motivated the production of additional awareness-focused content as part of the Building Independence project. At the request of the Hadley Property Group, the short film was shared with them in connection with their redevelopment of the former GlaxoSmithKline site at 960 Great West Road, which borders the canal. They intend to engage with Hounslow Council and the Canal & River Trust to improve the accessibility.

Speak Out would like to thank the National Lottery for their generous and vital support

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

The Drama Project formerly known as the Voice of Us

The project supports members to

- Have a voice.
- Express themselves in a creative way.
- Co-design performances together.
- Build confidence and individuality.
- Engage with the public audiences.

The project achieves this by:

- In person performances in front of an audience
- Working together to formulate sketches, plays and films.
- Receiving feedback from the wider community.

Between April 2024 and March 2025 the Drama project had 494 individual engagements with 46 rehearsals and collaborative working sessions, 3 live performances, and the sharing of their Hate Crime Film made.

Individual:

At the Speak Out in Hounslow AGM, RM a wheelchair user had the main role which focused on the important theme of mental health and the role friends can play in supporting someone experiencing low moods. The scene began with RM expressing unhappiness after her birthday had been forgotten. The group's task was to improvise strategies to lift her spirits and make amends. Through their collaborative efforts, they developed thoughtful ideas for invitations and gifts, successfully helping RM feel valued and appreciated.

Group:

The Drama Group dedicated the final session of 2024 to a public performance. The group presented an improvised play exploring the story of how Rudolph the Red-Nosed Reindeer became part of Santa's sleigh team. Laura-May Hussan - project lead worked diligently with the group to facilitate the development of a piece that was, in essence, created collaboratively by the participants themselves.

The performance demonstrated remarkable imagination, with Rudolph appearing in a school setting, learning to sing Christmas carols, and evolving from a figure of ridicule among his classmates to someone celebrated for his unique abilities. The themes explored in the play resonated strongly with real-life experiences faced by some individuals with learning disabilities.

The group deserves significant credit for their courage in tackling this theme and for their commitment to rehearsing over several months to ensure a polished and detailed delivery of the drama.

Everyone:

Councillor Guy Lambert from Brentford West ward shared this on the Brentford Councillors Facebook page and local website Brentford TW8.com

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

'On Tuesday it was the Speak Out in Hounslow AGM at the Steam Museum. I went last year and I really enjoyed it, and I was back this year. The people who use Speak Out have learning difficulties and/or autism and sometimes physical disabilities, but it's very warming to see them. They have heaps of fun and you find a smile crossing my face which lasts me all day. The people who work with them are lovely too. It's a privilege to attend.'

Speak Out would like to thank the Champniss Foundation for their generous and vital support

RESERVES POLICY

This policy outlines the total reserves we allow Speak out in Hounslow to have and their purpose. We recognise that if we ended our support it would be particularly hard for our users to understand and come to terms with, as all of them are adults with a learning disability. So we aim to have enough money to wind down over 3 months. In addition to this, a redundancy reserve is to be allocated to provide each affected staff member with a lump sum. This will cover them if, for any reason beyond their control, their post was ended prior to the end of their contract or the expected funding period of that post.

The maximum total reserves allowed will be one week's pay per years' service for each staff member, plus three months running costs for each project. Our redundancy reserve will be calculated on the salary costs only.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its results at the end of the year. In preparing those accounts, the Trustees 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 and statements of recommended practice have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with appropriate legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2025

TRUSTEES

The Trustees, who are also Directors of the company, serving during the year are listed on page 1.
This report was approved by the Trustees on 5 December 2025

For and on behalf of the Trustees



Joe Johnson - **Chair**



Sean Wienand - **Treasurer**

SPEAK OUT IN HOUNSLOW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

I report on the accounts of the company for the year ended 31 March 2025, which are set out on pages 13 to 17.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of independent examiner's report

My 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 also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations 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 statement below.

Independent Examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

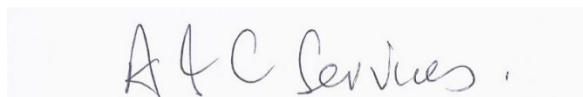
- to keep accounting records in accordance with section 386 of the Companies Act 2006;
- and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

SPEAK OUT IN HOUNSLOW

have not been met; or

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

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

A handwritten signature in blue ink that reads "A and C Services". The signature is written in a cursive, slightly slanted style.

A and C Services
Flat 68 Ranton House
1B Commerce Road
Brentford
TW8 8FU

5 December 2025

SPEAK OUT IN HOUNSLOW

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2025

	Unrestricted Funds	Restricted Funds	Year ended 31 March 2025	Year ended 31 March 2024
	£	£	£	£
Charitable Activities				
Big Lottery Funds	60,805	60,805	121,610	148,201
London Borough of Hounslow	55,264	55,264	110,528	99,631
People Health Trust	-	5,964	5,964	7,156
GLA	-	21,859	21,859	29,228
Champniss Foundation	-	11,508	11,508	14,432
Hounslow and Richmond NHS	-	-	-	2,207
Other Grants and Donations	7,587	-	7,587	3,100
Merchandise sales	731	-	731	44
Investment Income	<u>3,044</u>	<u>-</u>	<u>3,044</u>	<u>2,072</u>
Total incoming resources	<u>127,431</u>	<u>155,400</u>	<u>282,831</u>	<u>306,071</u>
Charitable activities				
Directors' remuneration	35,515	36,961	72,476	67,054
Salaries and wages	58,082	60,446	118,528	110,084
Employer's NIC	5,591	5,819	11,410	9,652
Pension	1,528	1,591	3,119	2,768
Staff training	2,771	-	2,771	901
Event and running expenses	12,595	12,271	24,866	14,563
Computer running expenses	1,112	-	1,112	1,346
Equipment	379	-	379	130
Rent and rates	14,894	-	14,894	13,677
Travel	509	-	509	155
Postage, printing, stationery and publications	6,804	-	6,804	2,870
Subscriptions	540	-	540	875
Evaluation & DBS	-	-	-	2,970
Telephone & Internet	3,091	-	3,091	3,216
Insurance	1,045	-	1,045	976
Tutor	283	9,247	9,530	8,261
Payroll costs & Independent examiner's fee	2,048	-	2,048	1,941
Miscellaneous expenses, AGM and annual report	<u>218</u>	<u>-</u>	<u>218</u>	<u>508</u>
Total resources expended	<u>147,005</u>	<u>126,335</u>	<u>273,340</u>	<u>241,947</u>
Movement of funds	<u>(19,574)</u>	<u>29,065</u>	<u>9,491</u>	<u>64,124</u>

SPEAK OUT IN HOUNSLOW

BALANCE SHEET AS AT 31 MARCH 2025

	Notes	2025 £	2024 £
Current assets			
Debtors	3	1,932	1,932
Cash at bank and in hand		201,962	193,028
		<u>203,894</u>	<u>194,960</u>
Creditors: Amounts falling due within one year	4	(800)	(1,357)
Net current assets		<u>203,094</u>	<u>193,603</u>
The funds of the charity:			
Unrestricted funds	6	128,530	145,503
Restricted funds	6	74,564	48,100
		<u>203,094</u>	<u>193,603</u>

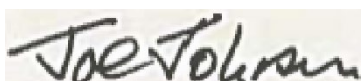
For the financial year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees/Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the financial statements.

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

Approved by the Trustees and authorised for issue on 5 December 2025.



Joe Johnson - Chair



Sean Wienand - Treasurer

Company Registration No. 04296856

SPEAK OUT IN HOUNSLOW

The notes on pages 15 to 17 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

a) Accounting convention

The financial statements have been prepared under the historical cost convention and on a going concern basis, which is dependent upon the availability of adequate continued funding. The nature of the charity's funding is inherently uncertain as it is only agreed by the funding bodies every one to three years. Should grant funding be discontinued in future years, the charity would have to find other sources of funding or significantly curtail its activities.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), and the Charities Act 2011 and applicable regulations.

b) Incoming resources

Grants and other funds receivable are included in full in the Statement of Financial Activities as they are received.

c) Resources expended

Expenditure is charged to the Statement of Financial Activities on an accruals basis. Resources expended include VAT which cannot be recovered.

d) Taxation

Subject to agreement with HM Revenue and Customs, the company is exempt from the payment of any taxes to the extent it is a registered charity and therefore is not liable for Income Tax or Corporation Tax on income derived from charitable activities. The company does not have a liability to register for VAT.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. Accounting policies (continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restriction on the expenditure imposed by the donor or through the terms of appeal.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs included those costs associated with the meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

f) Equipment

Purchases of equipment are expensed off in full in the year in which it is acquired.

g) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent valuation of the scheme. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from the employees' services.

2. Directors' remuneration

The remunerations for the directors for the year were as follows:

	Gross Salary	Employer's Pension	2025 Total	2024 Total
	£	£	£	£
N Benjamin	33,707	824	34,531	32,442
S Malit	<u>38,769</u>	<u>964</u>	<u>39,733</u>	<u>36,249</u>
Total	<u>72,476</u>	<u>1,788</u>	<u>74,264</u>	<u>68,691</u>

3. Debtors

	2025 £	2024 £
Other debtors	1,932	1,932
	=====	=====

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

4. Creditors: Amounts falling due within one year

	2025 £	2024 £
Accruals	800	1,357

5. Analysis of Net Assets between funds

	Unrestricted Funds £	Restricted Funds £	2025 Total £
Funds	128,530	74,564	203,094
Debtors	1,932	-	1,932
Creditors	(800)	-	(800)
	<u>129,662</u>	<u>74,564</u>	<u>204,226</u>

6. Statement of Funds

	Balance at 01/04/2024 £	Incoming Resources £	Resources Expended £	Transfer £	Balance at 31/03/2025 £
Restricted Funds					
CCP	31,224	85,598	(62,714)	-	54,108
Drama	5,220	27,982	(38,443)	5,241	-
Empowerment Project	11,656	31,776	(22,976)	-	20,456
Total Restricted Funds	48,100	145,356	(124,133)	5,241	74,564
Unrestricted Funds	145,503	139,671	(151,403)	(5,241)	128,530
Total Funds as at 31 March	<u>193,603</u>	<u>285,027</u>	<u>(275,536)</u>	-	<u>203,094</u>

7. Related party transaction

There were no Trustees' expenses paid during the year.

SPEAK OUT IN HOUNSLOW

England & Wales - Charity number 1089995

Accounts

Company Registration Number 04296856

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

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SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

Status	Speak Out In Hounslow has charitable status and is a company limited by guarantee.
Trustees	Joe Johnson (Chairperson) Anthony Power Sarah Ann Miller Sean Douglas Wienand (Treasurer) Punam Sharma Jatinder Chohan Ramandeep Mann Ali Shah
Directors	Nicholas Benjamin Sally Malit
Company Secretary	Nicholas Benjamin
Company registration number	04296856
Charity registration number	1089995
Registered office	Suite 2-03 Qwest 1110 Great West Road Brentford TW8 0GP
Bankers	HSBC Bank Plc 127 High Street Hounslow TW3 1QP

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

The Trustees of the charity, who are also Directors of the company, present their report and the audited financial statements of Speak Out in Hounslow for the year ending 31st March 2024.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Speak Out in Hounslow is a registered charity. It is also constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. Members of the charity elect trustees annually, who are then given induction training and access to further development opportunities including Safeguarding Adults training.

The staff team in the 2023-4 period comprised of:

Nick Benjamin and Sally Malit as Co -Directors. Sarfraz Kherdin as Campaigns Consultation and Partnership / Campaigns and Advice Coordinator with Jaspaul Vilkhur supporting as Project Worker. Rebecca Driver as Empowerment/Manage Your Life Coordinator. Jeff Munday the Outings and Taster Project / Express Yourself and Keeping Safe coordinator. Laura-May Hassan as Drama coordinator along with Jo Chapman and Steve Joyce as project workers.

The majority of Speak Out employees work on a part-time basis and are employed due to the wide range of skills and expertise they can draw from.

MISSION STATEMENT

Speak Out in Hounslow works to support and empower adults with learning disabilities and/or autism in Hounslow to speak up, be heard and listened to, affect change, and have real life and social opportunities.

AIMS AND OBJECTIVES

Overall Aim

The overall aim of Speak Out in Hounslow is to improve the lives of adults with learning disabilities and/or autism in the London Borough of Hounslow.

Specific Aims

Speak Out in Hounslow seeks to achieve this overall aim through:

- Supporting adults with learning disabilities and/or autism to lead a normal life with the same access to opportunities as everyone else
- Empowering adults with learning disabilities and/or autism to speak up for themselves.
- Supporting adults with learning disabilities and/or autism to make their own choices and decisions.
- Increasing adults with learning disabilities and/or autism awareness of their rights, responsibilities and entitlements.
- Building user-involvement in the planning, decision making and delivery of mainstream and specialist learning disability services.
- Improving awareness and understanding of learning disability and autism issues.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

OBJECTIVES

Speak Out tries to achieve these aims by doing the following things:

- Co-producing delivery with adults who have learning disabilities and/or autism to ensure that Speak Out continues to be an equity-led charity.
- Offering a range of services for people with learning disabilities and/or autism that are wanted and needed.
- Ensuring that experienced, competent and well-supported staff and volunteers provide these services.
- Establishing a fundraising strategy that will enable all of Speak Out's projects to have secured funding at full cost.

As of 31st March 2024, Speak Out has 9 paid staff, and in the last year have worked with 2 sessional staff members and 31 volunteers. The Trustees wish to thank all of them for their commitment and achievement during the year. Speak Out would also like to thank all of its members with learning disabilities and/or autism for their invaluable additional contribution to Speak Out's work – without which the key aims and objectives of the organisation could not have been achieved.

ACHIEVEMENTS AND PERFORMANCE

At the beginning of 2024 Speak Out reconfigured the project delivery to ensure that it reflected the changing needs of our members and ran 5 main project elements.

Campaigns and Advice (C&A) the Empowerment project was divided into Building Independence, Express Yourself and Healthy Lifestyles and the Drama Project.

Speak Out currently has 800 members, adults with learning disabilities and/or autism and continues to produce well-regarded printed information in Easy Read on a quarterly basis that provides information of its activities and projects.

Campaigns and Advice (C&A) - This project is a user-led campaign volunteer group that was established by its members, adults with learning disabilities and/or autism, who wanted to make real and lasting change in LB Hounslow and wider society.

This project supports members to: Ensure people have an influence on what happens in their lives and in their community by raising the profile of people with learning disabilities and/or autism in the borough and working against changes in both mainstream and specialist services that exacerbate or do not aim to alleviate poverty, exclusion and disadvantage experienced by people with learning disabilities

The project achieves this by:

- Supporting members to attend community based meetings & make recommendations.
- Securing borough wide policy and practice changes & working in partnership.
- Providing advice to adults with learning disabilities and/or autism and their parents/ carers as well as parents/carers of children with learning disabilities and/or autism.
- Increasing the awareness and raising the profile of people with a learning disability and/or autism by taking part in consultations, mystery shops & running campaigns.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

C&A engaged with 104 members and held 12 monthly meetings and consultations with the project's volunteers in addition to, 3 Hounslow Bus Days, 4 public information events, 4 Learning Disability and Autism Partnership Boards, 6 mystery shops, 12 drop in Advice Shops with 36 Advocacy engagements. The volunteers also took part in 5 Quality Checks on NHS services in the borough on behalf of Hounslow and Richmond Community Healthcare NHS Trust. In addition, the C&A team hosted 2 Collective Thinking Group meetings that brought together 15 community groups that support parents and SEND adults and children in LB Hounslow.

Example of project outcomes:

Individual:

Speak Out member SN is a C&A volunteer and was keen to find employment. He asked for advice from Sarfraz Kherdin and Jaspaul Vilku, as he had applied to the Post Office, who were not willing to make reasonable adjustments and rejected his request to wear noise cancelling headphones, whilst working in a sorting office. Jaspaul informed SN about a job as a travel buddy at Hounslow Council's Travel buddy service. Both Sarfraz and Jaspaul helped him with the application process and gave advice regarding his interview along with positive feedback to the council about the voluntary work he had done within the Campaigns team and at community events with Speak Out. His application was successful and he is now supporting young people with learning disabilities and/or autism to travel to school and college whilst building their independence and confidence.

Group:

Speak Out in Hounslow was commissioned by the Hounslow and Richmond Community Healthcare Service for their 'Quality Checker' project. Mark Sheen, Consultant Nurse & Clinical Services Manager for the Service, met with Nick Benjamin, Sally Malit (Co-Directors for Speak Out) and Sarfraz Kherdin (project manager) to discuss the project delivery aspect in January 2023.

It was agreed that 10 quality checks of community healthcare services would be carried out by Speak Out members and the Campaigns and Advice Team over a 2-year period. 6 Speak Out members have been trained, with 3 members conducting the first quality check on Friday 16th February of the MSK Physiotherapy Service at West Middlesex University Hospital.

During the quality check, members went through a comprehensive review of the service, based on their perspective. A detailed report was then produced, highlighting their observations, with suggested improvements and acknowledgements of what is working well. Examples of things members look for are whether there is information in easy read, its accessibility and how staff and the department as a whole deal with a patient with learning disabilities and/or autism.

SN, LS and AR (Speak Out members) enjoyed the visit and made their observations known. The MSK team would like to do Learning disability and Autism training with the involvement of Speak Out members. Members also have the added benefit of being involved in a meaningful project, influencing change and earning high-street vouchers for their expertise.

Everyone:

As part of Speak Out in Hounslow's funding from the GLA (Greater London Authority) for their Civil Society Roots 3 (CSR3) project, Sarfraz was invited by Tony Boden (Generate UK) to do a consultation with their members at a network meeting.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

Sarfraz consulted with 11 members from Generate UK, Inclusion Gloucestershire, My Life My Choice and People First on the daily challenges they face as people with learning disabilities and autism.

Members spoke of their challenges around shaping their lives around availability of carers and how limiting that can be. They also spoke about how all the services are based on care elements, as opposed to looking at what the person wants to achieve in their lives. This feedback has been included in the consultation responses and will be used to shape future campaigns.

Speak Out would like to thank the London Borough of Hounslow, the National Lottery, the Mayor of London and Go! London for their generous and vital support.

The Empowerment Project - Express Yourself and Healthy Lifestyles.

The project supports adults with a learning disability in Hounslow to live more independently and have more choice and control over their lives.

This project supports members to:

- Make positive, well informed choices, plans and changes to their lives
- Access and develop local social networks and natural community supports
- Increase uptake of positive healthy lifestyle behaviours & access to services
- Increase learning and development of key life skills
- Increase participation in decision making
- Contribute towards the community

The project achieves this by:

- The co-production of activities with members of Speak Out's community.
- Increased participation and engagement with activities, community resources and building independence.

Since April 2023, The Empowerment project activities hosted 527 active engagements sessions with 4379 attendees with learning disabilities and/or autism. The activities included arts and crafts, cooking, drama, dance and other health and wellbeing activities. The Empowerment Project worked in partnership during 2023/24 Lampton Leisure, The London Museum of Water and Steam and Park Sports Chiswick as well as many professionals from both mainstream and specialist services. Speak Out would like to thank all of these partners for their time, expertise and contributions towards helping Speak Out meet its aims.

Examples of project outcomes:

Individual:

SM is a new member and is very energetic, however in the gym he is identifying with the young men and modelling their behaviour. This helps him to engage in a positive manner and he uses the gym equipment respectfully and appropriately.

TRUSTEES' REPORT

SPEAK OUT IN HOUNSLOW

YEAR ENDED 31 MARCH 2024

AP is now looking at SM and is imitating his attitude and behaviour which has had a greatly beneficial impact on how he is seen in the gym. He is also acting a lot more responsibly and is enjoying the positive response from some of the male gym staff. They now work with him using the weights, rope work and balls. Both members have increased their mental and physical well-being by engaging in the activity.

Group:

A summer favourite is the Speak Out Mini-Golf challenge. For our first session Speak Out members helped us to design and build the obstacles that would make up our fiendishly difficult 6-hole course. We made the most of a wide variety of (mostly recyclable) materials and had bridges, hoops, windmills and cutlery curtains as local course hazards. Members' scores were very good with plenty of holes in one being very raucously celebrated. RM proved that being in a wheelchair is no obstacle to good putting as she triumphed over the field at our first competition. Similarly, TH was showing how good guided putting can be for the visually challenged, especially when using a brightly coloured ball. The demand for another course to be constructed and played next year was very high!!

Everyone:

Music has been high on our agenda again and our choir's public performance was a roaring success when we entertained the local Brentford public at the Watermans Park Summer Bandstand event. We included songs from The Beatles, Joseph and the Amazing Technicolour Dreamcoat, Boney M and could not leave out our own, self-penned Speak Out Anthem. The audience reaction was wonderful and we basked in the reflected glory until the end of the event with members being congratulated endlessly as listeners came up to express their appreciation.

Building Independence

This project started in January 2020 due to funding from The National Lottery.

This project supports members to:

- Live more independently
- Travel by themselves
- Access public transport e.g. trains, buses and the London Underground
- How to be safe when using social media, in relationships, out in the community and at home.

The project achieves this by:

- By encouraging open discussion on a variety of subjects
- Building understanding of wider society, how to navigate it and become more independent.

Between April 2023 and March 2024 the Building Independence project had 255 individual engagements that took place in 39 1:1 Confidence Building sessions and 35 Group Confidence sessions. Information was also shared on Speak Out's Facebook group and page that had 328 group members and 710 followers.

TRUSTEES' REPORT

SPEAK OUT IN HOUNSLOW

YEAR ENDED 31 MARCH 2024

Individual:

Speak Out member JV, a wheelchair user with cerebral palsy, has become a fully independent traveller on both bus and train. They are now able to successfully negotiate the journey to college in Richmond from her home in Feltham by train and are also able to explore shopping destinations by bus from Staines to Hounslow. JV has received great support from her family which has proved most helpful in developing her 'can do' attitude. She is now very confident not only in travelling the routes with which she has developed familiarity but also in communicating with bus and train staff and also, most importantly, in maintaining a calm attitude to unforeseen obstacles, for example lifts not working at railway stations.

Community:

Smart with Money has been particularly relevant to current financial circumstances across the country as we have still to emerge from the cost of living crisis that has affected many households so deeply. The course looked into ways to make savings and efficiencies. Firstly, we examined how we use energy in the home and how we might save on household bills by changing the way we think of heating our homes, what clothes we wear in winter, what heating temperatures we use and how we control when our heating goes on and off. After this we moved on to looking at shopping trends, checking out various supermarkets for the best prices, deciding on what were essential purchases and what were 'nice to have' items. Good saving habits were looked into for all aspects of expenditure with challenges explored around how making things oneself as opposed to buying could be of benefit - particularly relevant here was the best practice of making packed lunches to bring to Speak Out events as opposed to relying on supermarket meal deals and even the expensive outlays at fast food outlets and coffee shops. Finally, we investigated methods of keeping records to be able to compare how we were doing on our saving initiatives. Keeping receipts, looking at online deals and maintaining a spending diary were all initiatives that were identified as being useful in the drive towards financial well-being.

Everyone:

Both Express Yourself and Building Independence Projects take advantage of online possibilities to publicise member achievements and to encourage group support and encouragement. One of the most pleasing aspects of posts that are shared on Facebook and Instagram is how individuals praise each other when they see what other members are doing via pictures and videos of activities that have been undertaken in our various group and individual activities. This encourages new members to engage with Speak Out and try new activities whilst building the awareness of learning disability and/or autism to the general public.

Speak Out would like to thank the National Lottery for their generous and vital support

The Drama Project formerly known as the Voice of Us

The project supports members to

- Have a voice.
- Express themselves in a creative way.
- Co-design performances together.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

- Build confidence and individuality.
- Engage with the public audiences.

The project achieves this by:

- In person performances in front of an audience
- Working together to formulate sketches, plays and films.
- Receiving feedback from the wider community.

Between April 2023 and March 2024 the Drama project had 466 individual engagements with 46 rehearsals and collaborative working sessions, 3 live performances, and the creation and filming of a Hate Crime Film.

Individual:

AT, a wheelchair user, who requires support shared her experiences of travelling by bus in and around Hounslow. These experiences helped to formulate the Speak Out Hate Crime Film that focuses on the abuse and lack of understanding that the general public including school children, parents with buggies and other passengers submit to people with learning, physical and hidden disabilities when accessing London Transport. AT felt proud to be part of the film's construction as well as taking on an acting role in it. She realised that the abuse was not acceptable and felt confident reporting an issue she had with a bus driver to the operator of the route.

Group:

The Drama group had a great focal point for this quarter's efforts as we had volunteered to do a comedy performance before the December Mail Out session. Members created their own series of sketches which included dramatic monologues, mime, puppet shows and slapstick back and forth. A lot of time was devoted to getting the comic timing just right plus looking seriously (not many members realised how serious a business comedy can be!) into ensuring stage entrances and exits were done as slickly as possible. Judging by the audience reaction the rehearsal efforts ended in great success and we are looking forward to the next chance to show off our performing prowess.

Everyone:

At the Big Night Out event on the evening of March 21st at the Brentford Musical Museum, not only was Speak Out celebrating the awarding of another 4 years of National Lottery funding but we also released to the public for the first time the Hate Crime video the Drama Group had filmed in the summer of 2023. There were over 120 people in attendance and the audience reaction to this was in many cases very emotional and hugely impressed. After the viewing, a series of around the house mic interviews were conducted with audience members who wanted to express their opinions and appreciation. Aside from universal praise for the message, professionalism of the end product and for the performances of the Drama Group members every interviewee asked that we try to disseminate the film as widely across the borough (and beyond!) as we can. It was felt that the message was that important. So ... a Speak Out initiative is now in the early stages of development to do just that. Watch this space for further developments!

Speak Out would like to thank the Champniss Foundation for their generous and vital support

TRUSTEES' REPORT

SPEAK OUT IN HOUNSLOW

YEAR ENDED 31 MARCH 2024

RESERVES POLICY

This policy outlines the total reserves we allow Speak out in Hounslow to have and their purpose. We recognise that if we ended our support it would be particularly hard for our users to understand and come to terms with, as all of them are adults with a learning disability. So we aim to have enough money to wind down over 3 months. In addition to this, a redundancy reserve is to be allocated to provide each affected staff member with a lump sum. This will cover them if, for any reason beyond their control, their post was ended prior to the end of their contract or the expected funding period of that post.

The maximum total reserves allowed will be one week's pay per years' service for each staff member, plus three months running costs for each project. Our redundancy reserve will be calculated on the salary costs only.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its results at the end of the year. In preparing those accounts, the Trustees 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 and statements of recommended practice have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with appropriate legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TRUSTEES

The Trustees, who are also Directors of the company, serving during the year are listed on page 1. This report was approved by the Trustees on 15 December 2024.

For and on behalf of the Trustees



Joe Johnson - **Chair**



Sean Wienand - **Treasurer**

SPEAK OUT IN HOUNSLOW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

I report on the accounts of the company for the year ended 31 March 2024, which are set out on pages 11 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of independent examiner's report

My 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 also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations 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 statement below.

Independent Examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

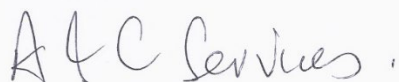
- to keep accounting records in accordance with section 386 of the Companies Act 2006;
- and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

SPEAK OUT IN HOUNSLOW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

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

A handwritten signature in blue ink that reads "A & C Services".

A and C Services
Flat 68 Ranton House
1B Commerce Road
Brentford
TW8 8FU

15 December 2024

SPEAK OUT IN HOUNSLOW

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted Funds	Restricted Funds	Year ended 31 March 2024	Year ended 31 March 2023
	£	£	£	£
Charitable Activities				
Big Lottery Funds	74,101	74,100	148,201	128,173
London Borough of Hounslow	49,815	49,816	99,631	69,609
People Health Trust	-	7,156	7,156	-
Co-op Funds	-	-	-	2,676
GLA	15,228	14,000	29,228	4,500
Champniss Foundation	-	14,432	14,432	1,750
Hounslow and Richmond NHS	-	2,207	2,207	-
Other Grants and Donations	2,900	200	3,100	2,873
Merchandise sales	44	-	44	-
Investment Income	<u>2,072</u>	<u>-</u>	<u>2,072</u>	<u>322</u>
Total incoming resources	<u>144,160</u>	<u>161,911</u>	<u>306,071</u>	<u>209,903</u>
Charitable activities				
Directors' remuneration	31,593	35,461	67,054	63,426
Salaries and wages	51,867	58,217	110,084	93,085
Employer's NIC	4,548	5,104	9,652	7,718
Pension	1,304	1,464	2,768	2,789
Staff training	901	-	901	1,306
Project costs	-	-	-	1,516
Event and running expenses	8,551	6,012	14,563	18,313
Computer running expenses	1,156	190	1,346	228
Equipment	130	-	130	214
Rent and rates	13,677	-	13,677	12,600
Travel	140	15	155	429
Postage, printing, stationery and publications	2,870	-	2,870	2,777
Subscriptions	796	79	875	1,550
Evaluation & DBS	930	2,040	2,970	-
Telephone & Internet	3,216	-	3,216	3,393
Insurance	580	396	976	784
Tutor	123	8,138	8,261	7,344
Payroll costs & Independent examiner's fee	1,941	-	1,941	2,093
Miscellaneous expenses, AGM and annual report	<u>508</u>	<u>-</u>	<u>508</u>	<u>851</u>
Total resources expended	<u>124,831</u>	<u>117,116</u>	<u>241,947</u>	<u>220,416</u>
Movement of funds	<u>19,239</u>	<u>44,785</u>	<u>64,124</u>	<u>(10,513)</u>

SPEAK OUT IN HOUNSLOW

BALANCE SHEET AS AT 31 MARCH 2024

	Notes	2024 £	2023 £
Current assets			
Debtors	3	1,932	1,932
Cash at bank and in hand		193,028	128,885
		194,960	130,817
Creditors: Amounts falling due within one year	4	(1,357)	(1,338)
Net current assets		193,603	129,479
The funds of the charity:			
Unrestricted funds	6	145,503	126,234
Restricted funds	6	48,100	3,245
		193,603	129,479

For the financial year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees/Directors' responsibilities:

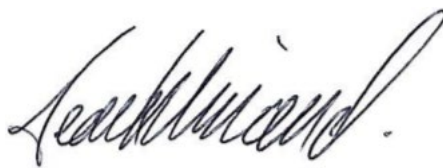
- The members have not required the company to obtain an audit of its financial statements in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the financial statements.

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

Approved by the Trustees and authorised for issue on 15 December 2024.



Joe Johnson - Chair



Sean Wienand - Treasurer

Company Registration No. 04296856

SPEAK OUT IN HOUNSLOW

The notes on pages 14 to 16 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

a) Accounting convention

The financial statements have been prepared under the historical cost convention and on a going concern basis, which is dependent upon the availability of adequate continued funding. The nature of the charity's funding is inherently uncertain as it is only agreed by the funding bodies every one to three years. Should grant funding be discontinued in future years, the charity would have to find other sources of funding or significantly curtail its activities.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), and the Charities Act 2011 and applicable regulations.

b) Incoming resources

Grants and other funds receivable are included in full in the Statement of Financial Activities as they are received.

c) Resources expended

Expenditure is charged to the Statement of Financial Activities on an accruals basis. Resources expended include VAT which cannot be recovered.

d) Taxation

Subject to agreement with HM Revenue and Customs, the company is exempt from the payment of any taxes to the extent it is a registered charity and therefore is not liable for Income Tax or Corporation Tax on income derived from charitable activities. The company does not have a liability to register for VAT.

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. Accounting policies (continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restriction on the expenditure imposed by the donor or through the terms of appeal.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs included those costs associated with the meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

f) Equipment

Purchases of equipment are expensed off in full in the year in which it is acquired.

g) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent valuation of the scheme. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from the employees' services.

2. Directors' remuneration

The remunerations for the directors for the year were as follows:

	Gross Salary	Employer's Pension	2024 Total	2023 Total
	£	£	£	£
N Benjamin	31,679	763	32,442	30,342
S Malit	<u>35,375</u>	<u>874</u>	<u>36,249</u>	<u>34,612</u>
Total	<u>67,054</u>	<u>1,637</u>	<u>68,691</u>	<u>64,954</u>

3. Debtors

	2024	2023
	£	£
Other debtors	<u>1,932</u>	<u>1,932</u>

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

4. Creditors: Amounts falling due within one year

	2024 £	2023 £
Accruals	1,357	1,338
	=====	=====

5. Analysis of Net Assets between funds

	Unrestricted Funds £	Restricted Funds £	2024 Total £
Funds	145,108	48,495	193,603
Debtors	1,932	-	1,932
Creditors	<u>(1,357)</u>	<u>-</u>	<u>(1,357)</u>
	<u>145,683</u>	<u>48,495</u>	<u>194,178</u>

6. Statement of Funds

	Balance at 01/04/2023 £	Incoming Resources £	Resources Expended £	Transfer £	Balance at 31/03/2024 £
Restricted Funds					
CCP	-	90,773	(59,549)	-	31,224
Drama	3,245	33,566	(31,590)	-	5,220
Empowerment Project	<u>-</u>	<u>37,632</u>	<u>(25,977)</u>	<u>-</u>	<u>11,656</u>
Total Restricted Funds	3,245	161,971	(117,116)	-	48,100
Unrestricted Funds	<u>126,234</u>	<u>144,304</u>	<u>(125,035)</u>	<u>-</u>	<u>145,503</u>
Total Funds as at 31 March	<u>129,479</u>	<u>306,275</u>	<u>(242,151)</u>	<u>-</u>	<u>193,603</u>

7. Related party transaction

There were no Trustees' expenses paid during the year.

Accounts

Company Registration Number 04296856

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

Status	Speak Out In Hounslow has charitable status and is a company limited by guarantee.
Trustees	Joe Johnson (Chairperson) Anthony Power Sarah Ann Miller Sean Douglas Wienand (Treasurer) Punam Sharma Jatinder Chohan (Appointed 4 August 2022) Ramandeep Mann (Appointed 4 August 2022) Ali Shah (Appointed 4 August 2022)
Directors	Nicholas Benjamin Sally Malit
Company Secretary	Nicholas Benjamin
Company registration number	04296856
Charity registration number	1089995
Registered office	Suite 2-03 Qwest 1110 Great West Road Brentford TW8 0GP
Bankers	HSBC Bank Plc 127 High Street Hounslow TW3 1QP

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

The Trustees of the charity, who are also Directors of the company, present their report and the audited financial statements of Speak Out in Hounslow for the year ending 31st March 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Speak Out in Hounslow is a registered charity. It is also constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. Members of the charity elect trustees annually, who are then given induction training and access to further development opportunities including Safeguarding Adults training.

The staff team in the 2022-3 period comprised of:

Nick Benjamin and Sally Malit as part-time Co Directors with additional responsibilities in sharing the Strengthening Our Community Project Manager's role. Sarfraz Kherdin as Campaigns Consultation and Partnership/Campaigns and Advice Coordinator with Jaspaul Vilku supporting as Project Worker. Rebecca Driver as Empowerment/Manage Your Life Coordinator. Jeff Munday the Outings and Taster Project/Express Yourself and Keeping Safe coordinator. Laura-May Hassan as Drama coordinator along with Jo Chapman and Steve Joyce as project workers.

The majority of Speak Out employees work on a part-time basis and are employed due to the wide range of skills and expertise they can draw from.

MISSION STATEMENT

Speak Out in Hounslow works to support and empower adults with learning disabilities and/or autism in Hounslow to speak up, be heard and listened to, affect change, and have real life and social opportunities.

AIMS AND OBJECTIVES

Overall Aim

The overall aim of Speak Out in Hounslow is to improve the lives of adults with learning disabilities and/or autism in the London Borough of Hounslow.

Specific Aims

Speak Out in Hounslow seeks to achieve this overall aim through:

- Supporting adults with learning disabilities and/or autism to lead a normal life with the same access to opportunities as everyone else
- Empowering adults with learning disabilities and/or autism to speak up for themselves.
- Supporting adults with learning disabilities and/or autism to make their own choices and decisions.
- Increasing adults with learning disabilities and/or autism awareness of their rights, responsibilities and entitlements.
- Building user-involvement in the planning, decision making and delivery of mainstream and specialist learning disability services.
- Improving awareness and understanding of learning disability and autism issues.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

OBJECTIVES

Speak Out tries to achieve these aims by doing the following things:

- Co-producing delivery with adults who have learning disabilities and/or autism to ensure that Speak Out continues to be an equity-led charity.
- Offering a range of services for people with learning disabilities and/or autism that are wanted and needed.
- Ensuring that experienced, competent and well-supported staff and volunteers provide these services.
- Establishing a fundraising strategy that will enable all of Speak Out's projects to have secured funding at full cost.

As of 31st March 2023, Speak Out has 9 paid staff, and in the last year have worked with 2 sessional staff members and 31 volunteers. The Trustees wish to thank all of them for their commitment and achievement during the year. Speak Out would also like to thank all of its members with learning disabled and/or autism for their invaluable additional contribution to Speak Out's work – without which the key aims and objectives of the organisation could not have been achieved.

ACHIEVEMENTS AND PERFORMANCE

At the beginning of 2020 Speak Out reconfigured the project delivery to ensure that it reflected the changing needs of our members and ran 4 main projects. Therefore, the Campaigns Consultation and Partnership Project was expanded to include advice and was renamed Campaigns and Advice, Empowerment project was divided into Express Yourself and Manage Your Life, Travel Training was expanded to Keeping Safe. Due to the Covid-19 pandemic other projects were put on hold.

Speak Out currently has 700 members and continues to produce well-regarded printed information in Easy Read.

The Campaign Project - Campaigns and Advice (C&A) This project is a user led campaign group that was identified by its learning disabled members, who wanted to make real and lasting change in Hounslow.

This project supports members to: Ensure people have an influence on what happens in their lives and in their community by raising the profile of people with learning disabilities and/or autism in the borough and working against changes in both mainstream and specialist services that exacerbate or do not aim to alleviate poverty, exclusion and disadvantage experienced by people with learning disabilities.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

The project achieves this by:

- Supporting members to attend community based meetings & make recommendations.
- Securing borough wide policy and practice changes & working in partnership.
- Providing advice to the adults with learning disabilities and/or autism and their parents carers
- Increasing the awareness and raising the profile of people with a learning disability by taking part in consultations, mystery shops & running campaigns.

C&A has 27 members and held 12 monthly meetings with the project's volunteers in addition to 5 mystery shops, 9 drop in Advice Shops and 19 Advocacy engagements.

Example of project outcomes:

Individual: A close friend of a Speak Out member SH approached Sarfraz Kherdin - Project coordinator following a Blue badge refusal. Sarfraz looked at the refusal letter, the application that was sent and the documents provided as evidence for the Blue Badge application. He then contacted the Blue Badge Team and Adults with Learning Disabilities and Autism Team (ALDAS) at Hounslow Council and requested an extension for SH's appeal. Sarfraz also picked up that SH needs a reassessment on his disability benefits - Disability Living Allowance (DLA). The last time he was assessed was in 2006 and his needs have changed considerably since then. From Sarfraz's email involving the ALDAS Team, SH has been referred to Occupational Therapy and Physiotherapy. His benefits were reassessed and a Blue Badge awarded.

Group: A C&A meeting was held with James Hearn, Senior Joint Commissioning Manager for Hounslow Council. James attended to speak to members about the floating support service currently provided by Hestia and the Council's recommissioning of the contract. He explained to members what the floating support service is and how it fits within the wider proposed Sunflower Project. Members were keen to give their views as part of the consultation. Some of the main points that members raised about the floating support service were; that the service should be more accessible and the referral process should be made easier with shorter timeframes. Have paid floating support workers, instead of relying on volunteers. Raising more awareness of the actual provision the service provides and what the service users can expect. James thanked members for their feedback and will incorporate this as part of the consultation responses.

Everyone: Speak Out in Hounslow are working on a campaign to reduce the costs of GP letters confirming a person's health condition or disability. These letters are deemed private work and not covered under their NHS contract. The Team have found that people need these letters as proof when submitting applications for various benefits and transport concessions, which they are entitled to. The letters confirming a health condition or a disability can be quite expensive, ranging between £0 and £75 (across different GP surgeries) and the people who need these are often vulnerable and/or on a low income. The Team carried out a survey in April and May 2022 and had 37 respondents. The data gathered provided a compelling reason for the campaign. Sarfraz contacted NHS Hounslow to

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

enquire if they can work together, along with GP surgeries. They advised that as GP surgeries are private businesses, they cannot ask them to provide exemptions or concessions. The Team met with Ruth Cadbury, MP for Brentford and Isleworth. She kindly agreed to work with Speak Out and raise this on a local and national level. This campaign is on-going and the Speak Out team will provide updates as it progresses.

Speak Out would like to thank the London Borough of Hounslow, the National Lottery and the Mayor of London for their generous and vital support.

The Empowerment Project - Express Yourself and Manage Your Own Life

The project supports adults with a learning disability in Hounslow to live more independently and have more choice and control over their lives.

This project supports members to:

- Make positive, well informed choices, plans and changes to their lives
- Access and develop local social networks and natural community supports
- Increase uptake of positive healthy lifestyle behaviours & access to services
- Increase learning and development of key life skills
- Increase participation in decision making
- Contribute towards the community

The project achieves this by:

- The co-production of activities with members of Speak Out's community.
- Increased participation and engagement with activities, community resources and building independence.

Since April 2022, The Empowerment project activities hosted 481 active engagements sessions with 3521 attendees with learning disabilities and/or autism. The activities included arts and crafts, cooking, tennis and walks and other health and wellbeing interactions. The Empowerment Project worked in partnership during 2022/23 Let's Go Outside and Learn, The London Museum of Water and Steam and Will to Win Chiswick as well as many professionals from both mainstream and specialist services. Speak Out would like to thank all of these partners for their time, expertise and contributions towards helping Speak Out meet its aims.

Examples of project outcomes:

Individual: TH has a visual impairment but manages the weeding really well at the garden group at the London Museum of Water and Steam. She really enjoys the sweeping up at the end also. She enjoys these as she can do them independently without support. RS has developed a strong friendship with TH so they often spend time together. The garden offers a safe space for RS to wander around independently and she always chooses to follow TH.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

Group: Tennis has a steady core group of people that attend even when the weather is getting really cold. A few of them arrange to meet each other beforehand and go for a coffee first. This is great to show how relationships are formed, developed and strengthened over a shared interest. They also go for lunch together afterwards. The members are not only improving their physical strength and skills, which helps with their overall health, but also mental wellbeing. Members have reported feeling energised and less stressed after the tennis session as well as having a lot of fun.

Everyone: The cooking group were asked by the Creative People and Places project based at Watermans Arts Centre if they could share some recipes for a new book they were collating called 55 Dishes for Hounslow. The group shared two plant based recipes that they enjoyed cooking, tasted delicious and had nutritional value. The proceeds of the book are divided between the Creative People Places initiative and Hounslow Community Foodbox. To ensure that both organisations community work is ongoing and financially supported.

Speak Out would like to thank the Champniss Foundation, the Co-op, and the National Lottery for their generous and vital support.

The Keeping Safe project

This project started in January 2020 due to funding from The National Lottery.

This project supports members to:

- Live more independently
- Travel by themselves
- Access public transport e.g. trains, buses and the London Underground
- How to Keep Safe when using social media, in relationships, out in the community and at home.

Due to the mental health consequences of the Covid- 19 pandemic and cost of living crisis it was decided that the project should focus on building confidence of Speak Out members to be part of society again. Between April 2022 and March 2023 the Keeping Safe project had 207 individual engagements that took place in 45 1:1 Confidence Building sessions and 24 Group Confidence sessions. Information was also shared on Speak Out's Facebook group and page that had 300 group members and 653 followers.

Individual: JV, a wheelchair user with cerebral palsy, has now moved on from being independent in her forays towards Hounslow and Staines by bus to concentrate on getting to Richmond Adult Community College by train. She has made great progress in her train travel, learning how and where to access trains, how to interact with railway staff, making her needs for ramps known and memorising the short journey from Richmond railway station to her college. We expect that she will be making this journey on her own really soon which is a real achievement.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

Community: Our Keeping Safe group activities included a three week-long Money Management course at which Speak Out members have learned how to assess and track what money they have coming in and going out. We have explored ways of keeping records of what we do with our finances and polished off the course by looking at keeping a weekly diary of what we earn, collect in benefits and spend. Members were also keen in these sessions to look into what items they were buying and to decide whether or not they needed a lot of the things they purchased. In these times of economic hardship it was decided that some cutting back might be appropriate – items such as chocolate, non-essential clothes and shoes were all put on the ‘I can do without these at the moment’ list.

Everyone: The Keeping Safe Project was extremely proud to see the outcome of our work with the London Museum of Water and Steam’s (LMWS) video promoting the museum to the learning disability community. JV, SW and RM all played key roles in the film we designed in partnership with LMWS. The final edits of this were done in November and the video posted on both the Speak Out and LMWS web sites to great acclaim. Big thanks here to Gemma from LMWS and of course to our star performers, JV, SW and RM.

Speak Out would like to thank the National Lottery for their generous and vital support.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023

RESERVES POLICY

This policy outlines the total reserves we allow Speak out in Hounslow to have and their purpose. We recognise that if we ended our support it would be particularly hard for our users to understand and come to terms with, as all of them are adults with a learning disability. So we aim to have enough money to wind down over 3 months. In addition to this, a redundancy reserve is to be allocated to provide each affected staff member with a lump sum. This will cover them if, for any reason beyond their control, their post was ended prior to the end of their contract or the expected funding period of that post.

The maximum total reserves allowed will be one week's pay per years' service for each staff member, plus three months running costs for each project. Our redundancy reserve will be calculated on the salary costs only.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its results at the end of the year. In preparing those accounts, the Trustees 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 and statements of recommended practice have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with appropriate legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TRUSTEES

The Trustees, who are also Directors of the company, serving during the year are listed on page 1. This report was approved by the Trustees on 18 December 2023.

For and on behalf of the Trustees



Joe Johnson - **Chair**



Sean Wienand - **Treasurer**

SPEAK OUT IN HOUNSLOW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

I report on the accounts of the company for the year ended 31 March 2023, which are set out on pages 11 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of independent examiner's report

My 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 also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations 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 statement below.

Independent Examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006;
- and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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

SPEAK OUT IN HOUNSLOW

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW**

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



A and C Services
Flat 68 Ranton House
1B Commerce Road
Brentford
TW8 8FU

18 December 2023

SPEAK OUT IN HOUNSLOW

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds	Restricted Funds	Year ended 31 March 2023	Year ended 31 March 2022
	£	£	£	£
Charitable Activities				
Big Lottery Funds	118,173	10,000	128,173	118,173
London Borough of Hounslow	49,459	20,150	69,609	69,459
Co-op Funds	-	2,676	2,676	843
GLA	-	4,500	4,500	-
Champniss Foundation	-	1,750	1,750	-
Other Grants and Donations	1,976	897	2,873	726
Investment Income	<u>322</u>	<u>-</u>	<u>322</u>	<u>9</u>
Total incoming resources	<u>169,930</u>	<u>39,973</u>	<u>209,903</u>	<u>189,210</u>
Charitable activities				
Directors' remuneration	35,788	27,638	63,426	60,148
Salaries and wages	52,523	40,562	93,085	88,454
Employer's NIC	5,552	2,166	7,718	7,097
Pension	2,165	624	2,789	2,907
Staff training	1,270	36	1,306	1,386
Project costs	199	1,317	1,516	839
Event and running expenses	5,034	13,279	18,313	10,919
Computer running expenses	228	-	228	711
Equipment	-	214	214	325
Rent and rates	12,600	-	12,600	12,000
Travel	272	157	429	255
Postage, printing, stationery and publications	2,777	-	2,777	2,309
Subscriptions	1,550	-	1,550	737
Telephone & Internet	2,601	792	3,393	4,292
Insurance	535	249	784	936
Tutor	-	7,344	7,344	3,741
Payroll costs	1,293	-	1,293	1,013
Independent examiner's fee	800	-	800	800
Miscellaneous expenses, AGM and annual report	<u>851</u>	<u>-</u>	<u>851</u>	<u>698</u>
Total resources expended	<u>126,038</u>	<u>94,378</u>	<u>220,416</u>	<u>199,567</u>
Movement of funds	<u>43,892</u>	<u>(54,405)</u>	<u>(10,513)</u>	<u>(10,357)</u>

SPEAK OUT IN HOUNSLOW

BALANCE SHEET AS AT 31 MARCH 2023

	Notes	2023 £	2022 £
Current assets			
Debtors	3	1,932	1,932
Cash at bank and in hand		128,885	139,415
		<u>130,817</u>	<u>141,347</u>
Creditors: Amounts falling due within one year	4	(1,338)	(1,355)
Net current assets		<u>129,479</u> =====	<u>139,992</u> =====
The funds of the charity:			
Unrestricted funds	6	126,234	133,470
Restricted funds	6	3,245	6,522
		<u>129,479</u> =====	<u>139,992</u> =====

For the financial year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees/Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the financial statements.

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

Approved by the Trustees and authorised for issue on 18 December 2023.



Joe Johnson - Chair



Sean Wienand - Treasurer

Company Registration No. 04296856

The notes on pages 13 to 15 form part of these financial statements.

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

a) Accounting convention

The financial statements have been prepared under the historical cost convention and on a going concern basis, which is dependent upon the availability of adequate continued funding. The nature of the charity's funding is inherently uncertain as it is only agreed by the funding bodies every one to three years. Should grant funding be discontinued in future years, the charity would have to find other sources of funding or significantly curtail its activities.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), and the Charities Act 2011 and applicable regulations.

b) Incoming resources

Grants and other funds receivable are included in full in the Statement of Financial Activities as they are received.

c) Resources expended

Expenditure is charged to the Statement of Financial Activities on an accruals basis. Resources expended include VAT which cannot be recovered.

d) Taxation

Subject to agreement with HM Revenue and Customs, the company is exempt from the payment of any taxes to the extent it is a registered charity and therefore is not liable for Income Tax or Corporation Tax on income derived from charitable activities. The company does not have a liability to register for VAT.

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting policies (continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restriction on the expenditure imposed by the donor or through the terms of appeal.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs included those costs associated with the meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

f) Equipment

Purchases of equipment are expensed off in full in the year in which it is acquired.

g) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent valuation of the scheme. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from the employees' services.

2. Directors' remuneration

The remunerations for the directors for the year were as follows:

	Gross Salary	Employer's Pension	2023 Total	2022 Total
	£	£	£	£
N Benjamin	29,640	702	30,342	28,870
S Malit	<u>33,786</u>	<u>826</u>	<u>34,612</u>	<u>32,710</u>
Total	<u>63,426</u>	<u>1,528</u>	<u>64,954</u>	<u>61,580</u>

3. Debtors

	2023 £	2022 £
Other debtors	1,932	1,932
	=====	=====

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

4. Creditors: Amounts falling due within one year

	2023 £	2022 £
Accruals	1,338	1,355
	=====	=====

5. Analysis of Net Assets between funds

	Unrestricted Funds £	Restricted Funds £	2023 Total £
Funds	126,234	3,245	129,479
Debtors	1,932	-	1,932
Creditors	<u>(1,338)</u>	<u>-</u>	<u>(1,338)</u>
	<u>126,828</u>	<u>3,245</u>	<u>130,073</u>

6. Statement of Funds

	Balance at 01/04/2022 £	Incoming Resources £	Resources Expended £	Transfer £	Balance at 31/03/2023 £
Restricted Funds					
CCP	6,522	24,500	(35,825)	4,803	-
Drama	-	10,000	(6,755)	-	3,245
Empowerment Project	-	5,473	(47,129)	41,656	-
Total Restricted Funds	6,522	39,973	(89,709)	46,459	3,245
Unrestricted Funds	<u>133,470</u>	<u>169,930</u>	<u>(130,707)</u>	<u>(46,459)</u>	<u>126,234</u>
Total Funds as at 31 March	<u>139,992</u>	<u>209,903</u>	<u>(220,416)</u>	<u>-</u>	<u>129,479</u>

7. Operating lease commitment

At the report end date, the charity had outstanding commitments for future minimum lease payment under non-cancellable operating lease, which fall due as follows:

	2023 £	2022 £
Within one year	-	10,000
Between 1 – 2 years	<u>-</u>	<u>-</u>
	<u>-</u>	<u>10,000</u>

8. Related party transaction

There were no Trustees' expenses paid during the year.

Accounts

Company Registration Number 04296856

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

Status	Speak Out In Hounslow has charitable status and is a company limited by guarantee.
Trustees	Joe Johnson (Chairperson) Anthony Power Sarah Ann Miller Sean Douglas Wienand (Treasurer) Punam Sharma Jatinder Chohan (Appointed 4 August 2022) Ramandeep Mann (Appointed 4 August 2022) Ali Shah (Appointed 4 August 2022)
Directors	Nicholas Benjamin Sally Malit
Company Secretary	Nicholas Benjamin
Company registration number	04296856
Charity registration number	1089995
Registered office	Suite 2-03 Qwest 1110 Great West Road Brentford TW8 0GP
Bankers	HSBC Bank Plc 127 High Street Hounslow TW3 1QP

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

The Trustees of the charity, who are also Directors of the company, present their report and the audited financial statements of Speak Out in Hounslow for the year ending 31st March 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Speak Out in Hounslow is a registered charity. It is also constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. Members of the charity elect trustees annually, who are then given induction training and access to further development opportunities including Safeguarding Adults training.

The staff team in the 2021-22 period comprised of:

Nick Benjamin and Sally Malit as part-time Co Directors with additional responsibilities in sharing the Strengthening Our Community Project Manager's role. Sarfraz Kherdin as Campaigns Consultation and Partnership / Campaigns and Advice Coordinator with Jaspaul Vilkhur supporting as Project Worker. Rebecca Driver as Empowerment/Manage Your Life Coordinator. Jeff Munday the Outings and Taster Project/ Express Yourself and Keeping Safe coordinator. Terri Kember as Movement and Dance co-ordinator. Jo Chapman and Steve Joyce as project workers.

All Speak Out employees work on a part-time basis and are employed due to the wide range of skills and expertise they can draw from.

MISSION STATEMENT

Speak Out in Hounslow works to support and empower adults with learning disabilities and/or autism in Hounslow to speak up, be heard and listened to, affect change, and have real life and social opportunities.

AIMS AND OBJECTIVES

Overall Aim

The overall aim of Speak Out in Hounslow is to improve the lives of adults with learning disabilities and/or autism in the London Borough of Hounslow.

Specific Aims

Speak Out in Hounslow seeks to achieve this overall aim through:

- Supporting adults with learning disabilities and/or autism to lead a normal life with the same access to opportunities as everyone else
- Empowering adults with learning disabilities and/or autism to speak up for themselves.
- Supporting adults with learning disabilities and/or autism to make their own choices and decisions.
- Increasing adults with learning disabilities and/or autism awareness of their rights, responsibilities and entitlements.
- Improving user-involvement in the planning, decision making and delivery of mainstream and specialist learning disability services.
- Improving awareness and understanding of learning disability and autism issues.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

OBJECTIVES

Speak Out tries to achieve these aims by doing the following things:

- Working closely with adults who have learning disabilities and/or autism in Hounslow to ensure Speak Out continues to be people led.
- Offering a range of services for people with learning disabilities and/or autism that are wanted and needed by the members of Speak Out in Hounslow.
- Ensuring that experienced, competent and well-supported staff and volunteers provide these services.
- Establishing a fundraising strategy that will enable all of Speak Out's projects to have secured funding at full cost.

As of 31st March 2022, Speak Out has 10 paid staff (all part time), and in the last year have worked with 1 sessional staff member and 31 volunteers. The Trustees wish to thank all of them for their commitment and achievement during the year. Speak Out would also like to thank all of its members with learning disabled and/or autism for their invaluable additional contribution to Speak Out's work – without which the key aims and objectives of the organisation could not have been achieved.

ACHIEVEMENTS AND PERFORMANCE

At the beginning of 2020 Speak Out reconfigured the project delivery to ensure that it reflected the changing needs of our members and ran 4 main projects.

Therefore, the Campaigns Consultation and Partnership Project was expanded to include advice and was renamed Campaigns and Advice, Empowerment project was divided into Express Yourself and Manage Your Life, Travel Training was expanded to Keeping Safe. Due to the Covid-19 pandemic other projects were put on hold.

Speak Out currently has 700 members and continues to produce well-regarded printed information in Easy Read.

The Campaign Project - Campaigns and Advice (C&A) This project is a user led campaign group that was identified by its learning disabled members, who wanted to make real and lasting change in Hounslow.

This project supports members to: Ensure people have an influence on what happens in their lives and in their community by raising the profile of people with learning disabilities and/or autism in the borough and working against changes in both mainstream and specialist services that exacerbate or do not aim to alleviate poverty, exclusion and disadvantage experienced by people with learning disabilities

The project achieves this by:

- Supporting members to attend community based meetings & make recommendations.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

- Securing borough wide policy and practice changes & working in partnership.
- Providing advice to the adults with learning disabilities and/or autism and their parents carers
- Increasing the awareness and raising the profile of people with a learning disability by taking part in consultations, mystery shops & running campaigns.

C&A currently has 27 members. Due to the pandemic, the project hosted 38 meetings with a total of 314 adults with learning disabilities and/or autism attending.

Example of project outcomes:

Individual: Speak Out member LG approached Sarfraz to seek advice and representation regarding a preliminary hearing she had coming up. It was regarding a legal claim against her employer on grounds of unfair dismissal and disability discrimination.

Sarfraz engaged with LG and asked her to gather all of her documents, as he wanted to refer the matter to Hounslow Citizens' Advice Bureau (HCAB). Following a discussion with his contact within HCAB, they provided LG with a consultation with one of their pro-bono employment solicitors. The solicitor agreed to take the case on a conditional fee arrangement.

Sarfraz continued to engage with LG upon her request to explain the letter of representation sent by her solicitor regarding her employment case. She wanted to do this before instructing them and agreeing to their terms. Sarfraz also explained the litigation process, the conditional fee agreement (no win no fee) and the costs for any disbursements (such as expert evidence and barristers' fees etc.) and the solicitors' fee at the end. He went through the letter and raised points that LG should be made aware. He would continue to explain legal terminology impartially and in a manner that a person with a learning disability was able to understand throughout her process.

LG approached Sarfraz regarding an offer from her former employer to settle the claim. LG wanted an explanation on how offers are accepted and rejected and, as well as the cost implications. Sarfraz explained this, but maintained that he cannot advise on the particular merit of an offer and that LG should consult her legal counsel.

LG's claim against her former employer concluded with a large settlement offer made to her. She was extremely happy with the assistance that Speak Out provided throughout the process.

Group: Speak Out members wanted to carry out a mystery shop of the lift inside the Treaty Centre in Hounslow. Members wanted to do this mystery shop because prior to the pandemic, Debenhams in Hounslow's Treaty Centre had the only accessible customer lift leading to the first floor. When Debenhams recently closed permanently, the lift access was also closed off. This raised concerns for many Speak Out members, as well as members of the disability community.

LS went into the Treaty Centre with Sarfraz and Jaspaul and she asked a security officer if there was lift access. He showed them to a service/cargo lift to the side of the Treaty Centre building. This lift was converted into a makeshift customer lift, leading to the first floor. It is only accessible if a person asks to use it. Otherwise, it is not visible.

When this mystery shop had finished, LS mentioned that the lift didn't feel very safe and said that it would be hard to find, as there were no signs directing people to the lift. She also said that if you had a speech problem, the security might not understand or be able to help you find it.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

The Campaigns and Advice Team had put in a Freedom of Information request to Hounslow Council and Treaty Centre Management. They also made many enquiries as to the adequacy of the lift. In November 2021, following the measures taken by Speak Out, the Treaty Centre Management announced that a lift was in development. Development of the lift was recently completed and is now in full working order.

Everyone:

Lewisham Speaking Up, an independent charity set up to champion the rights of people with learning disabilities, offered Speak Out in Hounslow's members training on the Introduction to Hate Crime, as well as becoming a Hate Crime Advocate.

Both the Introduction to Hate Crime and Hate Crime Advocacy Training were carried out over Zoom. 10 members attended the training on the Introduction to Hate Crime. 5 members carried out the Hate Crime Advocacy training and are now advocates for the learning disability and autism community. SW mentioned that he benefited from ways to report hate crime. He feels more confident in making reports. He said that he would find it easy to report a hate crime to the police for someone else, but would find it stressful if he had to report it for himself. He is also happy that he did the training and will help people going forward.

PS feels that she can now help people who she knows are victims of hate crime, by showing them what they can do and where to go.

AB enjoyed learning something new and feels that she can use this to help people report hate crimes. She now has a better understanding of what hate crimes and hate crimes are.

LS enjoyed the training, particularly the videos. She also feels more confident, now that she knows how to report hate crimes.

RM said that she benefited from the role play scenarios and interactive questions from Gabriella, Tom and Oliver. She was happy to learn how to report hate crimes and looks forward to helping others.

Speak Out would like to thank the London Borough of Hounslow and the National Lottery for their generous and vital support.

The Empowerment Project - Express Yourself and Manage Your Own Life

The project supports adults with a learning disability in Hounslow to live more independently and have more choice and control over their lives.

This project supports members to:

- Make positive, well informed choices, plans and changes to their lives
- Access and develop local social networks and natural community supports
- Increase uptake of positive healthy lifestyle behaviours & access to services
- Increase learning and development of key life skills
- Increase participation in decision making
- Contribute towards the community

The project achieves this by:

- Running user led groups
- Take part in activities, access community resources, work together and have fun.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

Since April 2021, The Empowerment project has had contact 2407 times with adults with learning disabilities and/or autism. Due to the Covid -19 pandemic some contact was by phone, WhatsApp and Zoom, 1767 interactions were made this way. In addition to 1800 information and activity packs being produced and mailed out. With the easing of restrictions 640 attendees came to the in person activities.

The Empowerment Project worked in partnership during 2021/22 with Brentford FC Community Sports Trust, Let's Go Outside and Learn, The London Museum of Water and Steam and Will to Win Chiswick as well as many professionals from both mainstream and specialist services. Speak Out would like to thank all of these partners for their time, expertise and contributions towards helping Speak Out meet its aims.

When the National Restrictions eased Speak Out delivered 7 weekly activities. That included arts and crafts, gardening, multi-sports, line dancing, sensory stories, tennis and walks. The majority of which were outside due to on-going restrictions apart from multi-sports that was legally allowed from May 2021 to be held inside a sports hall. However, numbers of attendees were limited to all activities, the maximum being 15 participants that included parents and carers with 3 members of staff including a director to ensure that Covid guidelines were adhered to.

Examples of project outcomes:

Individual: One parent whose son has challenging behaviour and has been excluded from two colleges because of it said how pleased they both were that the arts and crafts group had started again. As he always enjoyed the activity and it calmed him down. The tutor Jaqueline is impressed by the work that he does and thinks that he has artistic talents. At every session she provides him with a more challenging project than the rest of the group.

Group: A new activity was developed called Sensory Stories that was aimed at members with higher needs, some of whom have sensory impairments too. The activity was initially suggested by Certitude staff in a consultation Speak Out carried out at the beginning of the year. Rebecca Driver – Manage Your Life Coordinator along with Terri Kember the Music and Movement coordinator developed the activity and delivered it together. The group met outside in the garden at the London Museum of Water and Steam which is ideal as it has a sensory area of the garden for people to explore. The aim of the group was to create a safe space for people to meet, explore their surroundings through sensory exploration, develop communication and interaction and have fun together. We use short rhyming stories with associated sensory experiences to help members explore their world.

Everyone: At the end of the summer holidays Speak Out were invited to take part and have an information table in Clayponds Fun Day in Clayponds Garden Estate Brentford by the resident's association. The Line Dancing group were asked if they could perform their routines for the visiting public. The last time they did a public performance was in October 2019 in Bedfont Community Centre, so they were really pleased to have been asked. However, in their eagerness they did the first dance a bit early in the day, so didn't get the round of applause they were used to, so were a bit disappointed. But later in the day when they danced again they were warmly received. It was also really nice to see several members and their families who we hadn't seen in a while.

Speak Out thank the Co-op, and the National Lottery for their generous and vital support.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

The Keeping Safe project

This project started in January 2020 due to funding from The National Lottery. However, due to the Covid -19 pandemic the practical in-person activities were postponed until the autumn of 2021. Before this the main media for interacting with the members was via Facebook and Facebook Live. During this period there was an average weekly active interaction with 460 members and a yearly total of 23899.

This project supports members to:

- Live more independently
- Travel by themselves
- Access public transport e.g. trains, buses and the London Underground
- How to Keep Safe when using social media, in relationships, out in the community and at home.

Individual: Member DC has now proved to himself that he can get back on a bus and travel to destinations he knows. He is confident in travelling around his own area and is not put off by minor inconveniences such as his glasses misting up when wearing a mask. DC is also very well able to purchase items at the local supermarket; he plans the journey well, has a shopping list, bag and money handy and understands how to use the automated tills when paying. One item that may be improved upon is his attention to other shoppers - he sometimes forgets the need to allow them personal space when they are at the same area in which the items he wants are to be found.

His next challenge will be to do an accompanied bus trip to a location outside of his immediate vicinity. This will allow him to see how he copes with being on a bus for longer than 15 minutes and also to check how he feels when the landmarks he sees are not all totally familiar to him. When he develops confidence with this we will look at bus trips he might do on his own.

Community: Throughout this financial year Jeff Munday delivered confidence courses via Facebook Live and in-person. This was due to feedback and requests from our members, their parents and carers plus social workers from the Adults with Learning Disability and Autism Spectrum team (ALDAS) from Hounslow Council.

The courses explored the following: -

Get a better understanding of what confidence is

Get a better understanding of what makes me feel confident

Explore ways of increasing my confidence

Make an action plan of confidence boosting activities.

Everyone: One member who took part in the courses and one to one travel training shared his experience on Facebook Live with the project coordinator. DC, due to his autism, finds it difficult to talk and interact with others. However, with the support of the project coordinator Jeff Munday. He did a great job of letting us and the wider community know about his confidence building journey. This included bus journeys, wearing a face mask and shopping trips which he hadn't been able to do independently since 2004.

Speak Out would like to thank the National Lottery for their generous and vital support

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

RESERVES POLICY

This policy outlines the total reserves we allow Speak out in Hounslow to have and their purpose. We recognise that if we ended our support it would be particularly hard for our users to understand and come to terms with, as all of them are adults with a learning disability. So we aim to have enough money to wind down over 3 months. In addition to this, a redundancy reserve is to be allocated to provide each affected staff member with a lump sum. This will cover them if, for any reason beyond their control, their post was ended prior to the end of their contract or the expected funding period of that post.

The maximum total reserves allowed will be one week's pay per years' service for each staff member, plus three months running costs for each project. Our redundancy reserve will be calculated on the salary costs only.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its results at the end of the year. In preparing those accounts, the Trustees 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 and statements of recommended practice have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with appropriate legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TRUSTEES

The Trustees, who are also Directors of the company, serving during the year are listed on page 1. This report was approved by the Trustees on 14 December 2022.

For and on behalf of the Trustees



Joe Johnson - **Chair**



Sean Wienand - **Treasurer**

SPEAK OUT IN HOUNSLOW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

I report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 11 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of independent examiner's report

My 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 also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations 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 statement below.

Independent Examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006;
- and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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

SPEAK OUT IN HOUNSLOW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

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



A and C Services
Flat 68 Ranton House
1B Commerce Road
Brentford
TW8 8FU

14 December 2022

SPEAK OUT IN HOUNSLOW

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2022

	Unrestricted Funds	Restricted Funds	Year ended 31 March 2022	Year ended 31 March 2021
	£	£	£	£
Charitable Activities				
Big Lottery Funds	118,173	-	118,173	118,173
London Borough of Hounslow	49,459	20,000	69,459	69,459
Co-op Funds	-	843	843	4,183
Heathrow Community Trust	-	-	-	125
Other Grants and Donations	726	-	726	399
Investment Income	<u>9</u>	<u>-</u>	<u>9</u>	<u>28</u>
Total incoming resources	<u>168,367</u>	<u>20,843</u>	<u>189,210</u>	<u>192,367</u>
Charitable activities				
Directors' remuneration	34,304	25,844	60,148	58,966
Salaries and wages	50,447	38,007	88,454	85,499
Employer's NIC	5,986	1,111	7,097	5,910
Pension	2,087	819	2,907	2,606
Staff training	1,386	-	1,386	65
Project costs	399	440	839	369
Event and running expenses	5,106	5,814	10,919	3,358
Computer running expenses	711	-	711	361
Equipment	325	-	325	25
Rent and rates	12,000	-	12,000	12,029
Travel	207	48	255	113
Postage, printing, stationery and publications	2,309	-	2,309	2,938
Subscriptions	737	-	737	773
Evaluation	-	-	-	2,250
Telephone & Internet	3,069	1,223	4,292	4,563
Insurance	697	239	936	962
Tutor	-	3,741	3,741	1,210
Payroll costs	1,013	-	1,013	1,104
Independent examiner's fee	800	-	800	500
Miscellaneous expenses, AGM and annual report	<u>698</u>	<u>-</u>	<u>698</u>	<u>261</u>
Total resources expended	<u>122,281</u>	<u>77,286</u>	<u>199,567</u>	<u>183,862</u>
Movement of funds	<u>46,086</u>	<u>(56,443)</u>	<u>(10,357)</u>	<u>8,505</u>

SPEAK OUT IN HOUNSLOW

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Current assets			
Debtors	3	1,932	1,932
Cash at bank and in hand		139,415	149,500
		<u>141,347</u>	<u>151,432</u>
Creditors: Amounts falling due within one year	4	(1,355)	(1,055)
Net current assets		<u>139,992</u> =====	<u>150,377</u> =====
The funds of the charity:			
Unrestricted funds	6	133,470	130,688
Restricted funds	6	6,522	19,689
		<u>139,992</u> =====	<u>150,377</u> =====

For the financial year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees/Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the financial statements.

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

Approved by the Trustees and authorised for issue on 14 December 2022.



Joe Johnson - **Chair**



Sean Wienand - **Treasurer**

Company Registration No. 04296856

The notes on pages 13 to 15 form part of these financial statements.

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

a) Accounting convention

The financial statements have been prepared under the historical cost convention and on a going concern basis, which is dependent upon the availability of adequate continued funding. The nature of the charity's funding is inherently uncertain as it is only agreed by the funding bodies every one to three years. Should grant funding be discontinued in future years, the charity would have to find other sources of funding or significantly curtail its activities.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), and the Charities Act 2011 and applicable regulations.

b) Incoming resources

Grants and other funds receivable are included in full in the Statement of Financial Activities as they are received.

c) Resources expended

Expenditure is charged to the Statement of Financial Activities on an accruals basis. Resources expended include VAT which cannot be recovered.

d) Taxation

Subject to agreement with HM Revenue and Customs, the company is exempt from the payment of any taxes to the extent it is a registered charity and therefore is not liable for Income Tax or Corporation Tax on income derived from charitable activities. The company does not have a liability to register for VAT.

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. Accounting policies (continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restriction on the expenditure imposed by the donor or through the terms of appeal.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs included those costs associated with the meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

f) Equipment

Purchases of equipment are expensed off in full in the year in which it is acquired.

g) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent valuation of the scheme. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from the employees' services.

2. Directors' remuneration

The remunerations for the directors for the year were as follows:

	Gross Salary	Employer's Pension	2022 Total	2021 Total
	£	£	£	£
N Benjamin	28,211	659	28,870	28,320
S Malit	<u>31,937</u>	<u>773</u>	<u>32,710</u>	<u>32,061</u>
Total	<u>60,148</u>	<u>1,432</u>	<u>61,580</u>	<u>60,381</u>

3. Debtors

	2022 £	2021 £
Other debtors	1,932	1,932
	=====	=====

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

4. Creditors: Amounts falling due within one year

	2022 £	2021 £
Accruals	1,355	1,055
	=====	=====

5. Analysis of Net Assets between funds

	Unrestricted Funds £	Restricted Funds £	2022 Total £
Funds	133,470	6,522	139,992
Debtors	1,932	-	1,932
Creditors	<u>(1,355)</u>	<u>-</u>	<u>(1,355)</u>
	<u>134,047</u>	<u>6,522</u>	<u>140,569</u>

6. Statement of Funds

	Balance at 01/04/2021 £	Incoming Resources £	Resources Expended £	Transfer £	Balance at 31/03/2022 £
Restricted Funds					
CCP (formerly Heresay)	10,903	20,000	(24,381)	-	6,522
Drama	1,432	-	(8,229)	6,797	-
Empowerment Project	<u>7,354</u>	<u>843</u>	<u>(38,453)</u>	<u>30,256</u>	<u>-</u>
Total Restricted Funds	19,689	20,843	(71,063)	37,053	6,522
Unrestricted Funds	<u>130,688</u>	<u>168,367</u>	<u>(128,532)</u>	<u>(37,053)</u>	<u>133,470</u>
Total Funds as at 31 March	<u>150,377</u>	<u>189,210</u>	<u>(199,595)</u>	<u>-</u>	<u>139,992</u>

7. Operating lease commitment

At the report end date, the charity had outstanding commitments for future minimum lease payment under non-cancellable operating lease, which fall due as follows:

	2022 £	2021 £
Within one year	10,000	10,000
Between 1 – 2 years	<u>-</u>	<u>10,500</u>
	<u>10,000</u>	<u>20,500</u>

8. Related party transaction

There were no Trustees' expenses paid during the year.

Accounts

Company Registration Number 04296856

SPEAK OUT IN HOUNSLOW

**A COMPANY LIMITED BY GUARANTEE
(CHARITY NO. 1089995)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

Status	Speak Out In Hounslow has charitable status and is a company limited by guarantee.
Trustees	Joe Johnson (Chairperson) Anthony Power Sarah Ann Miller Sean Douglas Wienand Punam Sharma
Directors	Nicholas Benjamin Sally Malit
Company Secretary	Nicholas Benjamin
Company registration number	04296856
Charity registration number	1089995
Registered office	Suite 2-03 Qwest 1110 Great West Road Brentford TW8 0GP
Bankers	HSBC Bank Plc 127 High Street Hounslow TW3 1QP

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

The Trustees of the charity, who are also Directors of the company, present their report and the audited financial statements of Speak Out in Hounslow for the year ending 31st March 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Speak Out in Hounslow is a registered charity. It is also constituted as a company limited by guarantee and is therefore governed by a Memorandum and Articles of Association. Members of the charity elect trustees annually, who are then given induction training and access to further development opportunities including Safeguarding Adults training.

The staff team in the 2020-21 period comprised of:

Nick Benjamin and Sally Malit as part-time Co Directors with additional responsibilities in sharing the Strengthening Our Community Project Manager's role. Sarfraz Kherdin as Campaigns Consultation and Partnership / Campaigns and Advice Coordinator with Jaspaul Vilkhur supporting as Project Worker. Rebecca Driver as Empowerment/Manage Your Life Coordinator with Vaishali Arora as the Project Worker (resigned June 2020). Steve Joyce coordinated the Travel Training/ Keeping Safe Project (downsized role to project worker October 2020) and Jeff Munday the Outings and Taster Project/ Express Yourself and Keeping Safe coordinator (October 2020). Terri Kember as Movement and Dance co-ordinator.

All Speak Out employees work on a part-time basis and are employed due to the wide range of skills and expertise they can draw from.

MISSION STATEMENT

Speak Out in Hounslow works to support and empower adults with learning disabilities and/or autism in Hounslow to speak up, be heard and listened to, affect change, and have real life and social opportunities.

AIMS AND OBJECTIVES

Overall Aim

The overall aim of Speak Out in Hounslow is to improve the lives of adults with learning disabilities and/or autism in the London Borough of Hounslow.

Specific Aims

Speak Out in Hounslow seeks to achieve this overall aim through:

- Supporting adults with learning disabilities and/or autism to lead a normal life with the same access to opportunities as everyone else
- Empowering adults with learning disabilities and/or autism to speak up for themselves.
- Supporting adults with learning disabilities and/or autism to make their own choices and decisions.
- Increasing adults with learning disabilities and/or autism awareness of their rights, responsibilities and entitlements.

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

- Improving user-involvement in the planning, decision making and delivery of mainstream and specialist learning disability services.
- Improving awareness and understanding of learning disability and autism issues.

OBJECTIVES

Speak Out tries to achieve these aims by doing the following things:

- Working closely with adults who have learning disabilities and/or autism in Hounslow to ensure Speak Out continues to be people led.
- Offering a range of services for people with learning disabilities and/or autism that are wanted and needed by the members of Speak Out in Hounslow.
- Ensuring that experienced, competent and well-supported staff and volunteers provide these services.
- Establishing a fundraising strategy that will enable all of Speak Out's projects to have secured funding at full cost.

As of 31st March 2021, Speak Out has 11 paid staff (all part time), and in the last year have worked with 4 sessional staff and 18 volunteers. The Trustees wish to thank all of them for their commitment and achievement during the year. Speak Out would also like to thank all of its members with learning disabled and/or autism for their invaluable additional contribution to Speak Out's work – without which the key aims and objectives of the organisation could not have been achieved.

ACHIEVEMENTS AND PERFORMANCE

At the beginning of 2020 Speak Out reconfigured the project delivery to ensure that it reflected the changing needs of our members and ran 4 main projects.

Therefore, the Campaigns Consultation and Partnership Project was expanded to include advice and was renamed Campaigns and Advice, Empowerment project was divided into Express Yourself and Manage Your Life, Travel Training was expanded to Keeping Safe. Due to the Covid-19 pandemic other projects were put on hold.

Speak Out currently has 675 members and continues to produce well-regarded printed information in Easy Read.

The Campaign Project - Campaigns and Advice (C&A) This project is a user led campaign group that was identified by its learning disabled members, who wanted to make real and lasting change in Hounslow.

This project supports members to: Ensure people have an influence on what happens in their lives and in their community by raising the profile of people with learning disabilities and/or autism in the borough and working against changes in both mainstream and specialist services that exacerbate or do not aim to alleviate poverty, exclusion and disadvantage experienced by people with learning disabilities

The project achieves this by:

- Supporting members to attend community based meetings & make recommendations.

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

- Securing borough wide policy and practice changes & working in partnership.
- Providing advice to the adults with learning disabilities and/or autism and their parents carers
- Increasing the awareness and raising the profile of people with a learning disability by taking part in consultations, mystery shops & running campaigns.

C&A currently has 25 members. Due to the pandemic, the project hosted 63 Zoom meetings with a total of 592 adults with learning disabilities and/or autism attending.

Example of project outcomes:

Individual: A parent of a member contacted Sarfraz Kherdin- C&A project coordinator asking for help in assisting his daughter in rent arrears she was unwittingly accruing. Due to not having the capacity to read the letters that her housing association were sending saying that they had increased the cost. He also had personal and digital connectivity issues that meant he could not act on her behalf and was concerned that she would be evicted. Sarfraz liaised with Hestia - support agency and LB Hounslow to ensure the member had a reassessment of care and support needs following a change of support providers who would read her letters, so that her benefits could be adjusted to cover the rent and that her needs were met.

Group: The volunteer members of C&A were quick to learn how to use Zoom during the first lock down to ensure that they could still take part in consultations with partners. The consultations included meetings with Health Watch Hounslow, Our Barn and Transport for London. The volunteer members were asked to share their experiences of lockdown, restrictions easing and having to shield so that the partner organisations could assess and understand what they should put in place to assist in the health and well-being of the learning disabled and/or autistic community. Our Barn used the consultation results to gain funding for a digital inclusion project that provides computers and basic understanding of IT systems.

Everyone: the group were approached by Nadine Fletcher from Poet in the City. She was working on behalf of Hounslow Council in order to create a creative archive recording the ways in which the COVID 19 pandemic had impacted on local people in the borough. The purpose of the project was to create a record of the diverse ways this extraordinary time has affected local people, build awareness and empathy across communities and shine a light on the grassroots initiatives that have embedded crucial support networks during this time.

The C&A members were excited to take part and express their experiences and views. Poet Daljit Nagra spoke with the group and created a poem called Aldona & the Lockdown Squeaker: a poem for Hounslow. Speak Out and several members are mentioned in the poem which provides the lived experiences of Hounslow's learning disabled and/or autistic community at this extraordinary time for future generations.

Speak Out would like to thank the London Borough of Hounslow and the National Lottery for their generous and vital support.

The Empowerment Project - Express Yourself and Manage Your Own Life

The project supports adults with a learning disability in Hounslow to live more independently and have more choice and control over their lives.

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This project supports members to:

- Make positive, well informed choices, plans and changes to their lives
- Access and develop local social networks and natural community supports
- Increase uptake of positive healthy lifestyle behaviours & access to services
- Increase learning and development of key life skills
- Increase participation in decision making
- Contribute towards the community

The project achieves this by:

- Running user led groups take part in activities, access community resources, work together and have fun.

Since April 2020, The Empowerment project has had contact 3122 times with adults with learning disabilities and/or autism. Due to the Covid -19 pandemic the main contact was by phone, WhatsApp and Zoom, 2912 interactions were this way. In addition to 1800 information and activity packs being produced and mailed out. When restrictions eased 210 attendees came to the in the person activities

The Empowerment Project worked in partnership during 2020/21 with Let's Go Outside and Learn, The London Museum of Water and Steam and Will to Win Chiswick as well as many professionals from both mainstream and specialist services. Speak Out would like to thank all of these partners for their time, expertise and contributions towards helping Speak Out meet its aims.

Examples of project outcomes:

Individual: When the National Restrictions eased Speak Out delivered 5 weekly activities. That included arts and crafts, gardening, line dancing, tennis and walks.

One member who has a sight impairment and mild learning disability was required to shield by the government said that it was a major relief to be able to get out of her house. As her relationship with her mother had increasingly deteriorated and they argued constantly with each other. Her mother agreed and said that both of them needed the company of others to keep themselves sane.

Group: As part of the activity programme for the Manage Your Life project the gardening group restarted in August. The members were enthusiastic to be back and there was a lot of work to do in the garden area of the London Museum of Water and Steam. As volunteers had not been able to take care of the garden during the lockdown. The museum management were really pleased to welcome the members back and used the activities delivered there as a vehicle to get much needed emergency funding to ensure that it could continue and not close due to lack of finances.

Everyone: Speak Out Radio which is part of the Express Yourself project formed an essential part of the members week during the lockdowns. They were invited by host Nick Benjamin to be interviewed and suggest songs that they would like to hear. In addition, Nick interviewed local politicians Ruth Cadbury MP and The Mayor of Hounslow, Cllr Tony Louki. They both talked about their experiences growing up and representing the London Borough of Hounslow residents. They also spoke about the members of Speak Out In Hounslow they knew and respected. Cllr Tony Louki recalled the time he met a member with cerebral palsy who uses a wheelchair for mobility, whilst he was walking down a local street. She was coming back from a Speak Out activity by herself after being supported by the Keeping Safe project to travel independently. He asked her why she was on

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

the road and not the pavement as he thought that it was a dangerous thing to be doing. She told him that as there were no dropped curbs she could not access the pavement. After inspecting the pavement, he realised that she was correct. So he contacted Hounslow Highways and requested that they put in dropped curbs as soon as possible as there were several residential houses and schools in the vicinity, which they did.

The project was funded by The National Lottery, the Co-op Community Fund and Sport England. Speak Out would like to thank them for their vital financial contribution.

The Keeping Safe project

This project started in January 2020 due to funding from The National Lottery. However, due to the Covid -19 pandemic the practical in-person activities were postponed. The main media for interacting with the members was via Facebook and Facebook Live. During this period there was an average daily active interaction with 75 members and a yearly total of 27324.

This project supports members to:

- Live more independently
- Travel by themselves
- Access public transport e.g. trains, buses and the London Underground
- How to Keep Safe when using social media, in relationships, out in the community and at home.

Individual: One member on the autism spectrum who in pre-Covid days would be active out in the community posted in Speak Out's Public Facebook group 'I've been listening to Steve's three sessions on keeping safe during the lockdown. I found them very interesting. I would like to thank Steve very much'.

Community: During the period of lockdown and the easing of national restrictions the Keeping Safe Project coordinators Jeff Munday and Steve Joyce did several Facebook live videos in order to assist the members in understanding what was happening and what the government updates meant to our community. Jeff shared a post with a photograph in March 2021 'Here I am the proud owner of a Covid 19 vaccination badge. Got my second jab today. Sending tremendous thanks to all the great NHS staff and volunteers who were brilliant and so friendly...and I didn't feel a thing! This encouraged members to share when they were going to get theirs and to congratulate each other when they had them.

Everyone: Due to reports from members concerned about receiving information through the post about the Census that needed to be completed by Sunday 21st March on-line or the household would be issued with a fine. Jeff Munday made two short videos explaining the process and constructed a post with the key points to make it easier for the members and parents/carers to understand. The information provided by the members to the England Census will go towards assisting government and statutory services in understanding the lives of the learning disabled and autism community of the London Borough of Hounslow as well as future generations.

Speak Out would like to thank the National Lottery for their generous and vital support

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TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

FUTURE PLANS

As this report has demonstrated, Speak Out has continued to make a positive difference to the lives of many adults with learning disabilities and our autism in the London Borough of Hounslow and surrounding areas. Speak Out's challenges and targets in 2021-22 are:

- Develop new projects that reflect the needs and wants of adults with learning disabilities and/or autism.
- Consider and research funding opportunities in order to enable a sustainable organisation.
- Continue to put members at the heart of all of Speak Out's work and to ensure the organisation is user led.

RESERVES POLICY

This policy outlines the total reserves we allow Speak out in Hounslow to have and their purpose. We recognise that if we ended our support it would be particularly hard for our users to understand and come to terms with as all of them are adults with a learning disability. So we aim to have enough money to wind down over 3 months. In addition to this, a redundancy reserve is to be allocated to provide each affected staff member with a lump sum. This will cover them if for any reason, beyond their control, their post was ended prior to the end of their contract or the expected funding period of that post.

The maximum total reserves allowed will be one week's pay per years' service for each staff member, plus three months running costs for each project. Our redundancy reserve will be calculated on the salary costs only.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its results at the end of the year. In preparing those accounts, the Trustees 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 and statements of recommended practice have been followed;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with appropriate legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SPEAK OUT IN HOUNSLOW

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

TRUSTEES

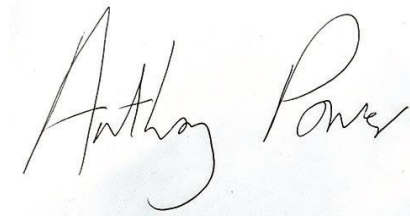
The Trustees, who are also Directors of the company, serving during the year are listed on page 1.

This report was approved by the Trustees on 14 December 2021.

For and on behalf of the Trustees



Joe Johnson
Trustee



Anthony Power
Trustee

SPEAK OUT IN HOUNSLOW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 11 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my 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 my attention.

Basis of independent examiner's report

My 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 also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations 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 statement below.

Independent Examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006;
- and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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

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**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SPEAK OUT IN HOUNSLOW**

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

A handwritten signature in blue ink that reads "A & C Services". The signature is written in a cursive, slightly slanted style.

A and C Services
Apartment 202 Jantzen House
Ealing Road
Brentford
TW8 0GF

14 December 2021

SPEAK OUT IN HOUNSLOW

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds	Restricted Funds	Year ended 31 March 2021	Year ended 31 March 2020
	£	£	£	£
Charitable Activities				
Big Lottery Funds	77,273	40,900	118,173	117,347
London Borough of Hounslow	49,459	20,000	69,459	70,649
Peoples Health Trust	-	-	-	7,201
Co-op Funds	-	4,183	4,183	2,602
Sport England	-	-	-	9,954
SERGO	-	-	-	4,397
Heathrow Community Trust	-	125	125	2,375
Other Grants and Donations	249	150	399	1,108
Investment Income	<u>28</u>	<u>-</u>	<u>28</u>	<u>137</u>
Total incoming resources	<u>127,009</u>	<u>65,358</u>	<u>192,367</u>	<u>215,770</u>
Charitable activities				
Directors' remuneration	33,636	25,330	58,966	60,542
Salaries and wages	48,772	36,727	85,499	97,447
Employer's NIC	4,887	1,023	5,910	6,377
Pension	1,829	777	2,606	2,514
Staff training	65	-	65	1,235
Project costs	101	268	369	1,883
Event and running expenses	2,649	709	3,358	12,940
Computer running expenses	361	-	361	2,204
Equipment	25	-	25	231
Rent and rates	12,029	-	12,029	13,931
Travel	32	81	113	1,122
Postage, printing, stationery and publications	2,938	-	2,938	3,377
Subscriptions	737	36	773	1,442
Evaluation	2,250	-	2,250	2,640
Telephone	2,850	-	2,850	2,500
Insurance	690	272	962	949
Tutor	-	1,210	1,210	2,450
Payroll costs	1,104	-	1,104	1,352
Independent examiner's fee	500	-	500	500
Miscellaneous expenses, AGM and annual report	<u>1,897</u>	<u>77</u>	<u>1,974</u>	<u>1,776</u>
Total resources expended	<u>117,352</u>	<u>66,510</u>	<u>183,862</u>	<u>217,412</u>
Movement of funds	<u>9,657</u>	<u>(1,152)</u>	<u>8,505</u>	<u>(1,642)</u>

SPEAK OUT IN HOUNSLOW

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Current assets			
Debtors	3	1,932	1,932
Cash at bank and in hand		149,500	140,925
		<u>151,432</u>	<u>142,857</u>
Creditors: Amounts falling due within one year	4	(1,055)	(985)
Net current assets		<u>150,377</u> =====	<u>141,872</u> =====
The funds of the charity:			
Unrestricted funds	6	130,688	126,653
Restricted funds	6	19,689	15,219
		<u>150,377</u> =====	<u>141,872</u> =====

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

Trustees/Directors' responsibilities:

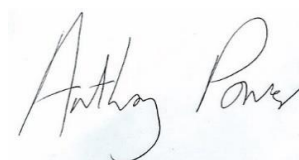
- The members have not required the company to obtain an audit of its financial statements in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the financial statements.

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

Approved by the Board and authorised for issue on 14 December 2021.



Joe Johnson
Trustee



Anthony Power
Trustee

Company Registration No. 04296856

The notes on pages 13 to 15 form part of these financial statements.

SPEAK OUT IN HOUNSLOW

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

a) Accounting convention

The financial statements have been prepared under the historical cost convention and on a going concern basis, which is dependent upon the availability of adequate continued funding. The nature of the charity's funding is inherently uncertain as it is only agreed by the funding bodies every one to three years. Should grant funding be discontinued in future years, the charity would have to find other sources of funding or significantly curtail its activities.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), and the Charities Act 2011 and applicable regulations.

b) Incoming resources

Grants and other funds receivable are included in full in the Statement of Financial Activities as they are received.

c) Resources expended

Expenditure is charged to the Statement of Financial Activities on an accruals basis. Resources expended include VAT which cannot be recovered.

d) Taxation

Subject to agreement with HM Revenue and Customs, the company is exempt from the payment of any taxes to the extent it is a registered charity and therefore is not liable for Income Tax or Corporation Tax on income derived from charitable activities. The company does not have a liability to register for VAT.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. Accounting policies (continued)

e) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restriction on the expenditure imposed by the donor or through the terms of appeal.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs included those costs associated with the meeting the constitutional and statutory requirements of the charity and include the fees and costs linked to the strategic management of the charity.

f) Equipment

Purchases of equipment are expensed off in full in the year in which it is acquired.

g) Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs are assessed in accordance with actuarial advice and based on the most recent valuation of the scheme. These costs are accounted for on the basis of charging the cost of providing pensions over the period during which the charity benefits from the employees' services.

2. Directors' remuneration

The remunerations for the directors for the year were as follows:

	Gross Salary	Employer's Pension	2021 Total	2020 Total
	£	£	£	£
N Benjamin	27,657	663	28,320	30,455
S Malit	<u>31,309</u>	<u>752</u>	<u>32,061</u>	<u>31,535</u>
Total	<u>58,966</u>	<u>1,415</u>	<u>60,381</u>	<u>61,990</u>

3. Debtors

	2021 £	2020 £
Other debtors	1,932	1,932
	=====	=====

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

4. Creditors: Amounts falling due within one year

	2021 £	2020 £
Accruals	1,055	985
	=====	=====

5. Analysis of Net Assets between funds

	Unrestricted Funds £	Restricted Funds £	2021 Total £
Funds	130,688	19,689	150,377
Debtors	1,932	-	1,932
Creditors	<u>(1,055)</u>	<u>-</u>	<u>(1,055)</u>
	<u>131,565</u>	<u>19,689</u>	<u>151,254</u>

6. Statement of Funds

	Balance at 01/04/2020 £	Incoming Resources £	Resources Expended £	Transfer £	Balance at 31/03/2021 £
Restricted Funds					
CCP (formerly Heresay)	9,161	22,000	(20,258)	-	10,903
Drama	326	10,650	(9,544)	-	1,432
Empowerment Project	<u>5,732</u>	<u>32,708</u>	<u>(31,086)</u>	<u>-</u>	<u>7,354</u>
Total Restricted Funds	15,219	65,358	(60,888)	-	19,689
Unrestricted Funds	<u>126,653</u>	<u>127,009</u>	<u>(122,974)</u>	<u>-</u>	<u>130,688</u>
Total Funds as at 31 March	<u>141,872</u>	<u>192,367</u>	<u>(183,862)</u>	<u>-</u>	<u>150,377</u>

7. Operating lease commitment

At the report end date, the charity had outstanding commitments for future minimum lease payment under non-cancellable operating lease, which fall due as follows:

	2021 £	2020 £
Within one year	10,000	-
Between 1 – 2 years	<u>10,500</u>	<u>-</u>
	<u>20,500</u>	<u>-</u>

8. Related party transaction

There were no Trustees' expenses paid during the year.