

REGISTERED CHARITY NUMBER: 1163379

More Than Words Charity
Trustees' Annual Report and Accounts
For The Year Ended 31st December 2021

More Than Words Charity

Index

For the year ended 31st December 2021

Page No.

1	Legal and Administrative Information
2 - 3	Trustees' Annual Report
4	Accountants Report to the Trustees
5	Receipts and Payments Account
6	Statement of Assets and Liabilities
7 - 8	Notes to the Financial Statements

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Legal and Administrative Information

For the year ended 31st December 2021

Charity name: More Than Words Charity

Charity Commission registered number: 1163379

Charity's principal address:

20 Staple Drive
Staplehurst
Tonbridge
Kent
TN12 0SH

Trustees:

Lesley Manners
Paul Hughes – Chair
Vanessa Pilcher – Secretary
Richard Ebanks

Accountants and Independent Examiners:

Ronald Price FCA
Beak Kemmenoe
Chartered Accountants and
Registered Auditors
1 - 3 Manor Road
Chatham
Kent
ME4 6AE

Bankers:

National Westminster Bank Plc
5 The Parade
High Street
Staplehurst
Kent
TN12 0JY

The trustees submit their report together with the financial statements of the charity from the 1st January 2021 to 31st December 2021.

Structure, Governance and Management

The trustees during the period under review were:

Lesley Manners
Paul Hughes
Vanessa Pilcher
Richard Ebanks

Description of Charity's Governing document

Constitution adopted 9th January 2015 and amended 10th October 2015.

The charity is constituted as an association and is managed by a committee of trustees who meet on at least three occasions during the year.

Recruitment and appointment of trustees

Apart from the first charity trustees, trustees are appointed by the membership at the Annual General Meeting (AGM). All trustees retire at the next AGM but may stand for re-election. The committee of trustees has the power to appoint additional trustees during the year but they will stand down at the AGM. The minimum number of trustees is three and there is no maximum.

Objectives and Activities

Objects of the charity

To relieve the needs of disabled children and their families and carers in the UK in particular but not exclusively by providing support and communication aids for children with communication difficulties.

Main activities undertaken for the public benefit

The provision of Makaton signing courses free of charge to any person that cares for a child with communication difficulties. The provision of a support mechanism by providing events specifically centred for children with additional needs.

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

Achievements and Performance

The main achievements of the charity during the period were:

- Thirteen Makaton Level 1 signing courses held during 2021, with 100 parents and carers trained.
- Two Makaton Level 2 signing courses held during 2021, with 19 parents and carers trained.
- Organised seven inclusive events during the year alongside regular online stories and sign sessions including a Virtual Zoo Day for 20 children and the online performance of Blackbeard's Revenge online play for 28 children.
- Organised a visit to Fenn Bell Zoo for 19 adults and 14 children and another Christmas event at the Fenn Bell for 31 adults and 36 children.
- Continued and more regular use and of social media platforms to advertise and inform the public of our events and courses.
- Fundraisers taking part in events such as Grow your own Sunflower and Grow your own Strawberries as well as 'Santa Run' event which 41 people took part in.

Financial Review

General

The full financial results are set out on pages five to eight. In summary the total receipts from all sources amounted to £27,145 and total payments amounted to £23,691. This resulted in an excess of receipts over payments on total funds of £3,454. The net unrestricted funds of the charity stand at £20,085 as at 31st December 2021. The net restricted funds of the charity stand at £2,021 as at 31st December 2021.

The majority of funds raised are self-funded through fundraising events for example our charity auction and ball. We have a strong team of fundraisers who are willing and able to raise funds through sporting events.

Administration expenses including one part-time wage amounted to £6,902, which amounts to under 30% of total income for the year. The balance of all funds raised go back into providing courses and events for More Than Words beneficiaries.

Reserves Policy

Our policy is to hold sufficient reserves to sustain the charity should our income fall below expected levels, any excess being used to further the charity's current objectives.

Declaration and Signing

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Vanessa Pilcher
Trustee



Date of Approval

28/9/22

Independent Examiner's Report to the Trustees

On the Accounts for the year ended 31st December 2021

I report on the accounts for the year ended 31st December 2021 set out on pages 5 to 8 which have been prepared under the receipts and payments basis.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ronald Price FCA
Beak Kemmenoe
Chartered Accountants
1-3 Manor Road
Chatham
Kent
ME4 6AE

Dated: 28-09-2022

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Receipts and Payments Accounts

for the year ended 31st December 2021

	Notes	Unrestricted funds £	Restricted funds £	Totals 2021 £	Totals 2020 £
Receipts					
Incoming resources from generated funds:					
Voluntary income		23,383	-	23,383	16,198
Activities for generating funds		2,096	-	2,096	292
Interest received		1	-	1	4
Other incoming resources					
Other income - Makaton courses		-	1,665	1,665	-
Total incoming resources		25,480	1,665	27,145	16,495
Payments					
Costs of generating funds:					
Costs of generating voluntary income	1	10,169	-	10,169	6,417
Charitable activities costs	2	13,522	-	13,522	11,919
Total resources expended		23,691	-	23,691	18,335
Asset purchases					
Purchase of fixed assets		-	-	-	-
Excess of payments over receipts		1,789	1,665	3,454	- 1,840
Bank accounts and cash brought forward		18,296	356	18,652	20,492
Transfer between funds				-	-
Bank accounts and cash carried forward		20,085	2,021	22,106	18,652

The notes set out on page 7 - 8 form part of these accounts

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Statement of Assets and Liabilities

as at 31st December 2021

Cash funds:					
	Unrestricted funds	Restricted funds	Totals 2021	Totals 2020	
Current account and cash	£	£	£	£	
	20,085	2,021	22,106	18,653	
	<u>20,085</u>	<u>2,021</u>	<u>22,106</u>	<u>18,653</u>	
Other monetary assets:					
	Unrestricted funds	Restricted funds	Totals 2021	Totals 2020	
Stock	£	£	£	£	
	2,964	-	2,964	3,184	
	<u>2,964</u>	<u>-</u>	<u>2,964</u>	<u>3,184</u>	
Assets retained for the Charity's own use:					
	Fund to which asset belongs	Cost	Current value	Totals 2020	
Equipment		£	£	£	
	Unrestricted	4,495	507	757	
		<u>4,495</u>	<u>507</u>	<u>757</u>	
Liabilities:					
	Unrestricted funds	Restricted funds	Totals 2021	Totals 2020	
Other liabilities	£	£	£	£	
	1,200	-	1,200	1,200	
	<u>1,200</u>	<u>-</u>	<u>1,200</u>	<u>1,200</u>	

These accounts were approved by the trustees on

Lesley Manners
Trustee

L Manners 28.9.22.

Vanessa Pilcher
TrusteeV Pilcher
28/9/22

The notes set out on page 7 - 8 form part of these accounts

Notes to the Accounts

for the year ended 31st December 2021

1 Charitable activities costs

	Unrestricted funds £	Restricted funds £	Totals 2021 £	Totals 2020 £
Makaton course expenses	8,498	-	8,498	5,486
Childrens activities and resources	779	-	779	752
Support costs	891	-	891	179
	<u>10,169</u>	<u>-</u>	<u>10,169</u>	<u>6,417</u>

2 Costs of generating voluntary income

	Unrestricted funds £	Restricted funds £	Totals 2021 £	Totals 2020 £
Events	3,517	-	3,517	888
Other fundraising expenses	65	-	65	1,137
Support costs	9,940	-	9,940	9,894
	<u>13,522</u>	<u>-</u>	<u>13,522</u>	<u>11,919</u>

3 Support costs

	Unrestricted funds £	Restricted funds £	Totals 2021 £	Totals 2020 £
Wages	6,902	-	6,902	6,731
Audit and accountancy	1,200	-	1,200	1,200
Printing, postage and stationery	2,505	-	2,505	1,917
Insurance	224	-	224	224
	<u>10,831</u>	<u>-</u>	<u>10,831</u>	<u>10,072</u>

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	Unrestricted funds £	Restricted funds £	Totals 2021 £	Totals 2020 £
Cost of generating voluntary income	9,940	-	9,940	9,894
Charitable activities costs	891	-	891	179
	<u>10,831</u>	<u>-</u>	<u>10,831</u>	<u>10,072</u>

These notes form part of the accounts

4 Unrestricted funds

	Balance as at 1 January 2021 £	Incoming resources £	Resources expended £	Transfer between funds £	Balance as at 31 December 2021 £
General funds	18,297	25,480	(23,691)	-	20,085
Total unrestricted funds	<u>18,297</u>	<u>25,480</u>	<u>(23,691)</u>	<u>-</u>	<u>20,085</u>

5 Restricted funds

	Balance as at 1 January 2021 £	Incoming resources £	Resources expended £	Transfer between funds £	Balance as at 31 December 2021 £
Project fund	356	1,665	-	-	2,021
	<u>356</u>	<u>1,665</u>	<u>-</u>	<u>-</u>	<u>2,021</u>

6 Related party transactions

No remuneration or other benefits have been paid to the trustees during the period ended 31st December 2021.