

REGISTERED CHARITY NUMBER: 1163379

More Than Words Charity
Trustees' Annual Report and Accounts
For The Year Ended 31st December 2022

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More Than Words Charity
Legal and Administrative Information
For the year ended 31st December 2022

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 2022 to 31st December 2022.

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:

- Eleven Level 1 Makaton courses were held in 2022 with 123 parents and Carers trained.
- One Level 2 Makaton course was held in 2022 with eleven parents and Carers trained.
- Organised 4 inclusive events, alongside regular face to face and online Signed Story events including half term Robots, Dreamland visit, Hallowe'en activity and Tea with Santa. A total of 92 families attended these events.
- The economic climate in 2022 continued to be a challenge for fundraising events but a legacy in December 2023 helped us to continue plan more activities and training in 2023.
- An action was plan was agreed to help monitor the training in 2023 to ensure we continue to meet this part of the charity's purposes.

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 £30,799 and total payments amounted to £26,759. This resulted in an excess of receipts over payments on total funds of £4,040. The net unrestricted funds of the charity stand at £24,534 as at 31st December 2022. The net restricted funds of the charity stand at £1,612 as at 31st December 2022.

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 employee and a subcontractor amounted to £12,362, which amounts to 40% 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: 18/10/23

Independent Examiner's Report to the Trustees

On the Accounts for the year ended 31st December 2022

I report on the accounts for the year ended 31st December 2022 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: 18-10-2023

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Receipts and Payments Accounts

for the year ended 31st December 2022

	Notes	Unrestricted funds £	Restricted funds £	Totals 2022 £	Totals 2021 £
Receipts					
Incoming resources from generated funds:					
Voluntary income		12,501	-	12,501	23,383
Legacy income		9,399	-	9,399	-
Activities for generating funds		4,352	-	4,352	2,096
Interest received		11	-	11	1
Other incoming resources					
Other income - Makaton courses		-	4,535	4,535	1,665
Total incoming resources		26,264	4,535	30,799	27,145
Payments					
Charitable activities costs	1	8,879	4,944	13,823	10,169
Costs of generating funds:					
Costs of generating voluntary income	2	12,936	-	12,936	13,522
Total resources expended		21,815	4,944	26,759	23,691
Asset purchases					
Purchase of fixed assets		-	-	-	-
Excess of payments over receipts		4,449	(409)	4,040	3,454
Bank accounts and cash brought forward		20,085	2,021	22,106	18,652
Transfer between funds				-	-
Bank accounts and cash carried forward		24,534	1,612	26,146	22,106

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

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Statement of Assets and Liabilities

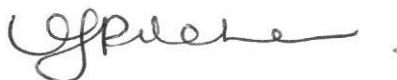
as at 31st December 2022

	Unrestricted funds	Restricted funds	Totals 2022	Totals 2021
Cash funds:	£	£	£	£
Current account and cash	24,534	1,612	26,146	22,106
	<u>24,534</u>	<u>1,612</u>	<u>26,146</u>	<u>22,106</u>
Other monetary assets:	£	£	£	£
Stock	2,703	-	2,703	2,964
	<u>2,703</u>	<u>-</u>	<u>2,703</u>	<u>2,964</u>
Assets retained for the Charity's own use:	Fund to which asset belongs	Cost	Current value	Totals 2021
		£	£	£
Equipment	Unrestricted	4,495	340	507
		<u>4,495</u>	<u>340</u>	<u>507</u>
Liabilities:	Unrestricted funds	Restricted funds	Totals 2022	Totals 2021
	£	£	£	£
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



Vanessa Pilcher
Trustee

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

for the year ended 31st December 2022

1 Charitable activities costs

	Unrestricted funds £	Restricted funds £	Totals 2022 £	Totals 2021 £
Makaton course expenses	6,546	-	6,546	8,498
Childrens activities and resources	560	-	560	779
Support costs	1,773	4,944	6,717	891
	<u>8,879</u>	<u>4,944</u>	<u>13,823</u>	<u>10,169</u>

2 Costs of generating voluntary income

	Unrestricted funds £	Restricted funds £	Totals 2022 £	Totals 2021 £
Events	2,725	-	2,725	3,517
Other fundraising expenses	1,290	-	1,290	65
Support costs	8,920	-	8,920	9,940
	<u>12,936</u>	<u>-</u>	<u>12,936</u>	<u>13,522</u>

3 Support costs

	Unrestricted funds £	Restricted funds £	Totals 2022 £	Totals 2021 £
Payroll and casual wages	7,418	4,944	12,362	6,902
Audit and accountancy	1,200	-	1,200	1,200
Printing, postage and stationery	1,851	-	1,851	2,505
Insurance	224	-	224	224
	<u>10,693</u>	<u>4,944</u>	<u>15,637</u>	<u>10,831</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 2022 £	Totals 2021 £
Cost of generating voluntary income	8,920	-	8,920	9,940
Charitable activities costs	1,773	4,944	6,717	891
	<u>10,693</u>	<u>4,944</u>	<u>15,637</u>	<u>10,831</u>

These notes form part of the accounts

for the year ended 31st December 2022

4 Unrestricted funds

	Balance as at 1 January 2022 £	Incoming resources £	Resources expended £	Transfer between funds £	Balance as at 31 December 2022 £
General funds	20,085	26,264	(21,815)	-	24,534
Total unrestricted funds	<u>20,085</u>	<u>26,264</u>	<u>(21,815)</u>	<u>-</u>	<u>24,534</u>

5 Restricted funds

	Balance as at 1 January 2022 £	Incoming resources £	Resources expended £	Transfer between funds £	Balance as at 31 December 2022 £
Project fund	2,021	4,535	(4,944)	-	1,612
	<u>2,021</u>	<u>4,535</u>	<u>(4,944)</u>	<u>-</u>	<u>1,612</u>

6 Related party transactions

No remuneration or other benefits have been paid to the trustees during the period ended 31st December 2022.

These notes form part of the accounts