

REGISTERED CHARITY NUMBER: 1163379

More Than Words Charity
Trustees' Annual Report and Accounts
For The Year Ended 31st December 2024

More Than Words Charity

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For the year ended 31st December 2024

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Legal and Administrative Information

For the year ended 31st December 2024

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 – Chairman
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 2024 to 31st December 2024.

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:

- 18 level 1 courses for parents and carers with some of our courses being held in environments where non-verbal children are being supported.
- 13 taster sessions
- Two level 2 courses
- One level 3 course
- One level 4 course
- In total 271 people were trained and 197 had an opportunity to experience the Makaton Communication Programme, helping children with communication difficulties to have a better chance of being heard.
- The charity is continuing to monitor and assess the training we offer, extending training throughout the county of Kent. The choice of online and face-to-face training is ensuring we can include as many parents and carers as possible. In some cases, we have extended our training to help other small charities/groups who aim to support children, their parents and carers with workshops.
- The charity arranged 6 inclusive events throughout the year for a total of 93 families including farm visits, specific and local theatre experiences, charity runs, an enchanted grotto and tea with Santa events.

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 £34,273 and total payments amounted to £28,891. This resulted in an excess of receipts over payments of £5,382. The net unrestricted funds of the charity stand at £32,712 as at 31st December 2024. There are no restricted funds as at 31st December 2024.

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 two part-time employees and a subcontractor amounted to £11,865, which amounts to 35% of total income for the year. The balance of all funds raised go back into providing courses and events for More Than Words beneficiaries.

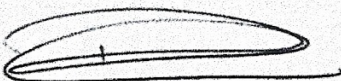
Reserves Policy

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



Paul Hughes

Trustee

Date of Approval: 29.10.2025

Independent Examiner's Report to the Trustees

On the Accounts for the year ended 31st December 2024

I report on the accounts for the year ended 31st December 2024 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:

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Receipts and Payments Accounts

for the year ended 31st December 2024

	Notes	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 £
Receipts					
Incoming resources from generated funds:					
Voluntary income		25,506		25,506	13,145
Legacy income				-	
Activities for generating funds		3,953		3,953	912
Interest received		74		74	61
Other incoming resources					
Other income - Makaton courses		4,740		4,740	10,690
Total incoming resources		34,273	-	34,273	24,808
Payments					
Charitable activities costs	1	10,088	1,612	11,700	6,992
Costs of generating funds:					
Costs of generating voluntary income	2	16,891		16,891	16,632
Total resources expended		26,979	1,612	28,591	23,624
Asset purchases					
Purchase of fixed assets		300	-	300	-
Excess of payments over receipts		6,994	(1,612)	5,382	1,184
Bank accounts and cash brought forward		25,718	1,612	27,330	26,146
Transfer between funds		-	-	-	-
Bank accounts and cash carried forward		32,712	-	32,712	27,330

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

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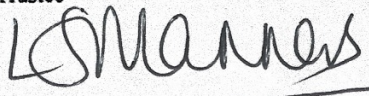
Statement of Assets and Liabilities

as at 31st December 2024

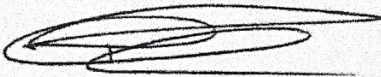
Cash funds:	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 £
Current account and cash	32,712	-	32,712	27,330
	<u>32,712</u>	<u>-</u>	<u>32,712</u>	<u>27,330</u>
Other monetary assets:	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 £
Stock	2,521	-	2,521	2,322
	<u>2,521</u>	<u>-</u>	<u>2,521</u>	<u>2,322</u>
Assets retained for the Charity's own use:	Fund to which asset belongs	Cost £	Current value £	Totals 2023 £
Equipment	Unrestricted	4,495	436	228
		<u>4,495</u>	<u>436</u>	<u>228</u>
Liabilities:	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 £
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



Paul Hughes
Trustee



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

Notes to the Accounts

for the year ended 31st December 2024

1 Charitable activities costs

	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 £
Makaton course expenses	7,553	1,612	9,165	1,572
Childrens activities and resources	396		396	4,725
Support costs	2,139		2,139	695
	<u>10,088</u>	<u>1,612</u>	<u>11,700</u>	<u>6,992</u>

2 Costs of generating voluntary income

	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 £
Events	3,056		3,056	2,501
Other fundraising expenses	35		35	35
Support costs	13,800		13,800	12,056
	<u>16,891</u>	<u>-</u>	<u>16,891</u>	<u>14,592</u>

3 Support costs

	Unrestricted funds £	Restricted funds £	Totals 2024 £	Totals 2023 £
Payroll and casual wages	11,865		11,865	9,805
Audit and accountancy	1,200		1,200	1,200
Printing, postage and stationery	2,407		2,407	1,349
Communication costs	243		243	173
Insurance	224		224	224
	<u>15,939</u>	<u>-</u>	<u>15,939</u>	<u>12,751</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 2024 £	Totals 2023 £
Cost of generating voluntary income	13,800	-	13,800	12,056
Charitable activities costs	2,139		2,139	695
	<u>15,939</u>	<u>-</u>	<u>15,939</u>	<u>12,751</u>

These notes form part of the accounts

for the year ended 31st December 2024

4 Unrestricted funds

	Balance as at 1 January 2024 £	Incoming resources £	Resources expended £	Transfer between funds £	Balance as at 31 December 2024 £
General funds	25,718	34,273	(27,279)	-	32,712
Total unrestricted funds	<u>25,718</u>	<u>34,273</u>	<u>(27,279)</u>	<u>-</u>	<u>32,712</u>

5 Restricted funds

	Balance as at 1 January 2024 £	Incoming resources £	Resources expended £	Transfer between funds £	Balance as at 31 December 2024 £
Project fund	1,612	-	(1,612)	-	-
	<u>1,612</u>	<u>-</u>	<u>(1,612)</u>	<u>-</u>	<u>-</u>

6 Related party transactions

No remuneration or other benefits have been paid to the trustees during the period ended 31st December 2024.