

SAY APHASIA

Charity Number: 1169933



**Trustees' Annual Report
and Financial Statements
for the Period
29 September 2021 to 28 September 2022**

May 2023

Reference & Administration Details

Charity name: SAY APHASIA

Charity number: 1169933

Charity's operating address: 9 Gatton Park Lane, Brighton, BN1 5BQ

Names of the Charity Trustees who Manage the Charity

1: Colin Lyall

Names of Trustees for the Charity

1: Barbara Chalk (appointed February 2023)

2: Ian Lyall

3: Catharine Swinburn

4: Emma Virrill

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is Constituted: Charitable Incorporated Organisation

Objectives & Activities

The object of Say Aphasia is the relief of persons with aphasia and associated acquired communication difficulties after a stroke, head injury or brain tumour and their families and carers by the provision of such charitable support as the trustees think fit, including the provision of therapy, support and information.

Say Aphasia helps people with aphasia adapt to their new way of life and regain their independence and confidence. Say Aphasia provide drop in groups for people with aphasia. These groups are run by people with aphasia. Drop in groups are located in Abergavenny, Barry, Chichester, Crawley, Darlington, Eastbourne, Exeter, Hove, Selsey, Skipton, Winchester, Woodingdean and Worthing where people with aphasia can get together, chat, make friends and have fun. Online groups are also provided. Say Aphasia also have affiliation with groups in Sheffield, Leeds and Exeter and the Stroke Association.

Say Aphasia makes a difference to people living with aphasia by:

- Offering additional support.
- Helping to adjust to living with aphasia.
- Meeting like-minded people who are experiencing a similar life change.
- Making new life long friends.
- Gaining tips and advice from others with aphasia.
- Gaining confidence to socialise and communicate as best they can.
- Re-gaining independence as much as they can.
- Helping to reduce loneliness.
- Providing support in a relaxed and welcoming environment.
- Offering art class and singing class as a therapeutic way to relax and express themselves.

Achievements & Performance

As COVID restrictions continue to ease the 13 drop in groups have recommenced and Zoom Groups continue to be used.

Say Aphasia celebrated their 6th birthday during this year.

Say Aphasia have again successfully secured several grants throughout the year. These funds have been used to provide Zooming Great, a 6-week programme which explored providing the best support to digitally excluded SayAphasia members. Funds have also been used provide free speech and language therapy sessions where possible.

A Peer Leader Support Group, who meet monthly, has been created to support the people who run the drop in groups, most of whom have Aphasia.

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Financial Review

See Receipts and Payments accounts for 29th September 2021 to 28th September 2022.

Declaration

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Signature(s):



Full Name(s): COLIN LYALL

Position(s): CHAIR

Date: 30/05/2023



Receipts and payments accounts

CC16a

For the period
from

29/09/2021


To

28/09/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	15,246	-	-	15,246	22,618
Grants	10,366	12,000	-	22,366	27,452
HMRC gift aid claims	2,434	-	-	2,434	1,938
Bank Interest	7	-	-	7	12
Donations from Living with Aphasia	3,100	-	-	3,100	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,153	12,000	-	43,153	52,021
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,153	12,000	-	43,153	52,021
A3 Payments					
Charity Events	3,500	500	-	4,000	300
Administration	10,426	-	-	10,426	4,598
Fundraising	3,718	-	-	3,718	4,375
General expenses	3,012	8,500	-	11,512	2,202
Insurance	126	-	-	126	126
Marketing	1,982	6,532	-	8,514	4,864
Speech Therapy	87	2,547	-	2,634	14,953
Travel	603	-	-	603	-
Drop in groups - venue hire	4,328	1,800	-	6,128	-
	-	-	-	-	-
Sub total	27,782	19,879	-	47,661	31,418
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,782	19,879	-	47,661	31,418
Net of receipts/(payments)	3,371	- 7,879	-	- 4,508	20,603
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,596	7,879	-	36,475	15,872
Cash funds this year end	31,967	-	-	31,967	36,475

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank balance held	31,967	-	-
		-	-	-
		-	-	-
	Total cash funds	31,967	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			COLIN LYALL	30/05/2023

Independent examiner's report to the Trustees of Say Aphasia (Charitable Incorporated Organisation- number 1169933)

I report on the accounts of Say Aphasia for the year ended 28 September 2022, which are set out on pages 1 to 2 of the Receipts and Payments accounts.

Respective responsibilities of 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(2) 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 requirement:
 - 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 2011 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.

Michelle Westbury FCCA

Michelle Westbury FCCA
West & Berry Limited
Mocatta House, Trafalgar Place
Brighton BN1 4DU

3 June 2023

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Signed By

Signer: Michelle Westbury FCCA (michelle@westandberry.co.uk)

Identity Check: Email Authentication

Signature Type: Typed

Time Zone: UTC+01:00, Europe/London (British Summer Time)

Event Log

Jun 3, 2023, 11:48:22 AM - Email notification sent to Michelle Westbury FCCA (michelle@westandberry.co.uk).

Jun 3, 2023, 11:48:30 AM - Email notification delivered to Michelle Westbury FCCA (michelle@westandberry.co.uk).

Jun 3, 2023, 11:49:00 AM - Michelle Westbury FCCA (michelle@westandberry.co.uk) electronically signed or completed the document, from 86.167.3.222.

END OF LOG

Reserves policy

Aphasia friendly summary

£ Say Aphasias aims to **always have reserves of money** so that our work with people with aphasia is not disrupted.

- We aim to hold reserves of **£48,000 each year** to continue to provide a service to our members.
- The **Board of Trustees is responsible** for ensuring that we manage our resources responsibly.
- The Board of Trustees may sometimes use reserve funds for significant projects.
- The **exact reserve amount** is noted at each Trustee meeting, and **reviewed annually**.

Full policy

The policies and procedures explained in this manual have been developed to enable us to manage our finances and resources effectively.

Our reserves policy aims to ensure our work to help those with aphasia is protected from the risk of disruption at short notice due to a lack of funds.

Legislation and regulation	Charity Commission guidance 'Charities reserves: building resilience' (CC19)
Formally endorsed by	Board of Trustees
Endorsement date	07-03-2023
Next review	March 2024 or when financial circumstances alter substantially

1 Introduction

1.1 This policy sets out our need for financial reserves, and the target range.

1.2 Financial year runs from 29th September. Accounts will be drawn up after each financial year within 3 months of the end of the year. These will be presented after an

independent audit. Say Aphasia is required to have an independent examination / audit each year.

2 Policy statement

2.1 The Say Aphasia charity provides support for people with aphasia and associated acquired communication difficulties after a stroke, head injury or brain tumour.

2.2 Providing targeted, effective support when it is needed is therefore core to our mission at Say Aphasia, and to the reserves policy we have set to ensure we are able to deliver on our vision and mission. The policy ensures our work is protected from the risk of disruption at short notice due to a lack of funds, whilst at the same time ensuring we do not retain income for longer than required.

3 Financial Objectives

3.1 Say Aphasia currently aims to achieve a surplus of £48,000 each year in order to be able to continue to provide a service to our beneficiaries.

3.2 Say Aphasia has identified these following costs as core items and will seek to finance these through income streams that are secure and long term.

Item	Annual Cost
Fundraising and events	£6,000.00
Administration	£10,000.00
General expenses including Technology / Zoom Software / CRM system /	£14,000.00
Venue hire	£7,000.00
Marketing (inc Website / Social Media)	£11,000.00

3.3 We have calculated an appropriate reserves range for our organisation of £12,000 which covers our core running costs for 3 months.

4. Reserves

4.1 This policy sets out our unrestricted reserves, which are defined as unrestricted funds to spend on any of the charity's purposes. As part of effective financial management, we hold free unrestricted reserves to ensure we can manage and provide:

- a level of working capital that protects the continuity of our core work,
- a level of funding for unexpected opportunities.
- cover for risks such as unforeseen expenditure or unanticipated loss of income or unbudgeted increases in expenditure.

4.2 The Board of Trustees will review the above criteria with reference to Say Aphasia's strategy and Annual Plan and determine the target level of unrestricted reserves to meet these.

4.3 The Board of Trustees may at times designate funds from unrestricted reserves for significant project costs or replacement of major assets.

5 Financial impact of risk

5.1 To ensure that there is no significant disruption to our charitable activities, holding appropriate reserves will enable the organisation to respond to any unforeseen reduction in income (for example when income does not reach expected levels); or additional expenditure (for example when projects overrun or unplanned events occur).

5.2 We calculate that the target range of reserves suggested enables the provision of short-term financial support until long-term solutions can be established.

6 Responsibilities

6.1 The Board of Trustees are responsible for ensuring that we manage our resources responsibly, and that we act in the best interests of the organisation and the people we serve. The Board has responsibility for approving and monitoring the implementation of this policy.

7 Review

7.1 The exact amount of the reserve will be noted at regular Trustee meetings, and reviewed annually.

Change Record

Date of Change:	Changed By:	Comments:
05-05-22		Approved by trustees at meeting
07-03-23	Kate Swinburn	Updated and ratified by Kate Swinburn, Ian Lyall and Colin Lyall.