

**Report of the Trustees and  
Unaudited Financial Statements for the Year  
Ended 30 April 2019  
for**

**Civic Voice  
(A Company Limited by Guarantee)**

McMillan & Co LLP  
Chartered Accountants  
28 Eaton Avenue  
Matrix Office Park  
Buckshaw Village  
Chorley  
Lancashire  
PR7 7NA

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for the year ended 30 April 2019**

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## **Civic Voice**

### **Report of the Trustees for the year ended 30 April 2019**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2019. The trustees have adopted the provisions of 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and activities**

Civic Voice is the national charity for the civic movement in England. We have 260 members who work to make the places where everyone lives more attractive, enjoyable and distinctive and promote civic pride. We campaign nationally and support civic societies and other community and voluntary groups to be more successful locally. We believe everyone has the right to live somewhere they can be proud of.

Our charitable objects are to:

- Promote the conservation, protection and improvement of the environment, in particular the public realm and the historic environment
- Encourage high standards in the management and development of the built and natural environment
- Promote sustainable development by the conservation, protection and improvement of the environment, and the promotion of the prudent use of resources (sustainable development being development that meets the needs of the present without compromising the ability of future generations to meet their own needs)
- Foster civic pride and stimulate and educate the public, in particular by promoting understanding of the beauty, history, geography and character of different localities
- Develop the capacity and skills of individuals and communities to understand and take action to conserve, protect and improve the quality, beauty and character of their locality
- Promote such other charitable purposes as may from time to time be determined by the Trustees, including the assistance of other charities.

##### **Public benefit**

At the heart of Civic Voice, is the emphasis on public participation in the places where we live. Communities across the country are facing serious challenges. Our high streets are full of empty shops, poor quality housing is being allowed, our historic environment that gives us a sense of identity is being eroded and we have stark inequality between different places across the country.

Civic societies are taking local action to reverse this trend, like campaigning to save historic buildings, running activities to inspire people to volunteer, restoring local green spaces, highlighting issues on housing quality, talking about the cumulative impact of developments on the quality of life of communities and much more.

All these activities help make their communities better places to live. Through a national movement like Civic Voice, we are trying to give power to community to change their area for the better. For everyone.

Combined, these initiatives highlight that having local people, who know their area best, participating in the planning process leads to higher quality development. This benefits communities and civic societies by developing their awareness and understanding of the issues, opportunities and challenges facing the country.

We are an open organisation and welcome all community groups and the millions of individuals who live or work in conservation areas to engage in our work, regardless of personal background, faith, gender or personal circumstances. We create opportunities to allow people to engage with their local area and to enable them to say, "I care about where I live".

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives.

**Report of the Trustees  
for the year ended 30 April 2019**

**STRATEGIC REPORT**

**Achievement and performance**

*Achievements*

Our work for the year has been centred around several Strategic Objectives, as published in our Strategic Plan 2017. We are coming to the end of that Strategic Plan and, we can say, that we are in a stronger position as an organisation than at the start of the plan.

- 1 **To diversify** our short and long term income streams to ensure long term financial viability within a three-year time frame.
- 2 **Increasing resilience:** To build and secure the resilience of resources (staff, systems, processes, membership, volunteers) with a focus on core functions and the civic movement to support delivery of our longer-term mission.
- 3 **Using our voice:** Cement the relationship with the APPG for Civic Societies to positively influence new government actions in at least two significant government actions that affect our mission.
- 4 **National mandate:** Demonstrate through increased civic society member and increasing individual supporters that Civic Voice is the authoritative representation of the civic movement.

We can confidently say that we have achieved 3 and 4 and that we are now clearly recognised by members, the wider sector and Government as being influential in making the case for civic societies.

On point 1 and 2 we have built the resilience of the organisation, with now having IT systems that enable us to securely record, track and monitor work across all our initiatives in a central hub. A lot of time and energy went into investing in these systems, and this is now paying off.

We have increased our individual membership, and whilst we had a growth in civic societies at the start of the Strategic Plan, that has levelled out in year three. As a membership organisation, we accept that not every civic society will agree with everything that we do, and may want us focused on single issues, that, unfortunately we cannot resource.

Going forward, our key themes of work will continue to be:

- We want to create a more accessible, balanced and collaborative planning system with communities at the heart.
- Move towards a citizen-led, participative model of governance for our towns, cities and villages.
- Move towards ensuring local authorities have appropriate funding in place and the proper powers to enhance the historic environment to make better places.

## **Civic Voice**

### **Report of the Trustees for the year ended 30 April 2019**

#### **STRATEGIC REPORT**

##### **Achievement and performance**

###### *Performance*

We have continued to strengthen Civic Voice and to be the national leader for the civic society movement.

We delivered Civic Voice's biggest ever conference - Birmingham (Oct 2018) Approx. 170 delegates.

We submitted a detailed consultation response to Government's consultation on changes to permitted development (Jan/Feb 2019).

We submitted evidence to BBBBC (verbal & written) and data from Civic Voice research was used by the Commission (in their report).

APPGs have been very successful and well attended. Ministers and/or Shadow Planning Minister at every APPG this year. Lord Raynsford also gave a presentation at Public Participation APPG.

We raised the profile of Conservation Areas - the Deal Society model of developing conservation areas appraisals is now referenced in national guidance.

We are raising the profile of Civic Voice in the planning sector - New relationship developed with The Planner magazine (journal for chartered town planners). 6 articles/Civic Voice quotes in the publication this year.

##### **Influencing Government policy/being heard at a national level:**

'Civic societies' specifically mentioned in updated NPPG (Oct 2019) - full quote:

Civic societies have an opportunity to become '4th sector' i.e. citizen's voice.

Focus is on community organised events/workshops.

We presented at BBBBC interim report launch and was the only external speaker.

'Civic societies/Voice' mentioned 27 times in the interim Building Better report.

Government produced a Communities Framework (July) which is much stronger on requiring communities to have 'a meaningful voice' at every stage of the planning process.

Presented Civic Voice research at RTPi national conference - What do communities want from planners?

Facilitated Southgate Community Planning Event - new way of working for local groups. Southgate and Leeds are real examples to inspire other civic societies.

Government has also listened to this as have been leading the debate in putting communities at the heart of the new national design guidance.

Future of Historic England consultation - more groups responded to this consultation than any other. 60+ civic societies responded.

Influence the final Historic England HAZ funding to ensure community participation and conservation areas were mandatory in the process.

We continued to meet regularly with senior officials in MHCLG and Historic England, as well as meeting with politicians from all sides of the house.

##### **Developing relationships:**

Forging new partnerships in the development sector - Craig McWilliam CEO of Grosvenor gave a presentation at our Building Better, Building Beautiful APPG & conversations have since led to Grosvenor hosting a Civic Voice event in December 2019.

Raising profile of Civic Voice & creating opportunities for new income - Civic Voice sitting on Future High Streets Task Force Steering Group (<https://www.highstreetworkforce.org.uk>).

## **Civic Voice**

### **Report of the Trustees for the year ended 30 April 2019**

#### **STRATEGIC REPORT**

##### **Achievement and performance**

###### *Performance*

We were invited to join Historic England Heritage High Streets panel.

We sat on an advisory group for National Housing Design Audit.

##### **Other achievements/specific to local groups:**

We have offered leadership to the movement (e.g. Southgate event - new way of working for groups).

25 editions of Civic Update issued.

22 talks to civic societies.

18 regional networking events held - including a Midlands Network and East of England Network meeting.

8-member briefing meetings held on subjects including Community Design Review, Building for Life and Conservation Area Appraisals.

9,600 followers on Twitter.

Undertook research into Statements of Community Involvement - publishing research in December.

Undertook research into Conservation Areas and heritage high streets at risk.

Promoted Building for Life as a tool for civic societies to use to influence design of housing development.

Regional Forum has changed and is now a real opportunity to shape Civic Voice policy.

## **Civic Voice**

### **Report of the Trustees for the year ended 30 April 2019**

#### **STRATEGIC REPORT**

##### **Financial review**

###### *Reserves policy*

The trustees have established a policy whereby it is desirable that the unrestricted funds not committed or invested in the fixed assets ("the free reserves") the charity holds should be approximately nine months of the resources expended, which equates to approximately £112,000. At present the free reserves are below the target level.

The funds in the financial statements are defined as:-

##### **General Fund**

These funds are unrestricted and are used for all charitable purposes without restriction in accordance with the governing documents. Amounts held in these funds as at 30 April 2019 were £4,639 (2018: £6,778).

##### **Restricted Fund - Local Heritage Lists**

Local Heritage Listing is a means for community and a local authority to jointly identify heritage assets that are valued as distinctive elements of the local historic environment. A Local Heritage List identifies those heritage assets that are not protected by statutory national designations but are of local heritage interest, contributing to the sense of place and history of the local area.

A toolkit was developed by Civic Voice in 2017 to support community groups who want to take forward the development of a Local Heritage List, but don't know where to start! The toolkit was funded by Historic England's Heritage Protection Commissions programme, through a grant awarded to Civic Voice. The amount held in this fund as at 30 April 2019 was £29,404 (2018: £16,568).

##### **Restricted Fund - War Memorials**

Civic Voice was a partner from 2014-2018 in The First World War Memorials Programme (FWWMP), a UK government supported initiative funded via the Department for Culture, Media and Sport. It covered a wide range of war memorial activity with Civic Voice focussed on delivering community engagement.

As part of the national commemorative events, Civic Voice has been holding regional conferences to celebrate the work of volunteers over the course of the Centenary of the First World War. This campaign concluded with an event at Westminster Abbey when 25 Civic Voice volunteers attended the international event to commemorate the end of the First World War. The amount held in this fund as at 30 April 2019 was £Nil (2018: (£13,038)).

##### **Risk review**

The trustees continue to address their responsibilities for managing risk by conducting a review of the risks that Civic Voice is exposed to.

At our annual away day in February 2019, the Trustees identified continued threats to Civic Voice and introduced a policy that now states that 'high level risks' exposed to the organisations are discussed at all Civic Voice Trustee meeting.

The key risks to the organisation continue to be resourcing, being such a small organisation, with a national remit. Diversifying our income and securing funding on an unrestricted basis, whilst delivering initiatives supported by our membership is a challenge.

During the year, the Governance Sub-Committee started a review of our risks so that they can be considered alongside our new Strategic Plan from 2020-2023.

For transparency purposes, minutes of meetings are published on the Civic Voice website.

## **Civic Voice**

### **Report of the Trustees for the year ended 30 April 2019**

#### **STRATEGIC REPORT**

##### **Future plans**

During the year, we started an initiative to update our Strategic Plan. This is to time with Civic Voice celebrating its tenth anniversary in 2020.

To ensure that any future strategy aligns with our members, the Civic Voice team have held an extensive 'conversation' with our members throughout the past 12 months. This has involved meetings, workshops and surveys. This process gives us the confidence that our future strategy, to launch on May 1st, 2020 will enable us to continue to show national leadership for the civic movement.

We will continue to provide the civic movement with a strong and an influential national voice. We know though, that being a national voice is only important, if we represent a relevant movement, engaging in issues that are impacting wider society.

Making the case for the importance of conservation areas, high quality housing, future of our high street and community involvement at all stages of the planning system will be central to our work for the period of our new strategy.

The new strategy will be called 'Civic Societies at the heart of their community', reflecting our ambition to ensure that all civic societies are relevant to the communities they are based in. We know that this will be a challenge for some civic societies, but we also know, that the best civic societies work when they are speaking for all their community, and not just the few.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Civic Voice is a charitable company limited by guarantee, incorporated on 2nd February 2010 and registered as a charity on 23rd February 2010.

##### **Charity constitution**

Civic Voice is run by a Board of eight trustees, seven of whom are elected by member civic societies. Up to three others are co-opted. The Board is responsible for the overall strategy and sustainability of the organisation and ensuring effective compliance and risk management. It delegates executive responsibilities to the Executive Director.

##### **Recruitment and appointment of new trustees**

The Board is recruited openly and all its members are also members of local civic societies. It met five times between April 2018 and March 2019.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

07142946 (England and Wales)

##### **Registered Charity number**

1134476

##### **Registered office**

13-15 Fleet Street  
Birmingham  
B3 1JP

## Civic Voice

### Report of the Trustees for the year ended 30 April 2019

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Trustees

M G Ash	Retired	
P A Bedwell	Company Director	
P A Douce	Retired	- resigned 20/10/2018
D J Evans	Retired	
M E Gunson	Chartered Accountant	
J J Humble	Retired	
C F Winter	Retired	- resigned 6/2/2019
G C Orton	Architect	
K M Hollins	Company Director	- appointed 20/10/2018
H Kidman	Company Director	- appointed 20/10/2018
S M Cunningham	Company Director	- appointed 20/10/2018

##### Independent examiner

McMillan & Co LLP  
Chartered Accountants  
28 Eaton Avenue  
Matrix Office Park  
Buckshaw Village  
Chorley  
Lancashire  
PR7 7NA

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 20 December 2019 and signed on the board's behalf by:

J J Humble - Trustee

# **Independent Examiner's Report to the Trustees of Civic Voice**

## **Independent examiner's report to the trustees of Civic Voice ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2019.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Neil McMillan FCA  
McMillan & Co LLP  
Chartered Accountants  
28 Eaton Avenue  
Matrix Office Park  
Buckshaw Village  
Chorley  
Lancashire  
PR7 7NA

20 December 2019

Civic Voice

Statement of Financial Activities  
for the year ended 30 April 2019

	Notes	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations		5,559	-	5,559	1,365
<b>Charitable activities</b>					
Membership		58,280	-	58,280	48,872
Projects		-	42,568	42,568	72,319
Grants / Fees		-	55,185	55,185	67,570
Other trading activities	3	12,268	-	12,268	5,069
<b>Total</b>		<b>76,107</b>	<b>97,753</b>	<b>173,860</b>	195,195
<b>EXPENDITURE ON</b>					
Charitable activities		49,496	71,879	121,375	174,764
Other	4	28,750	-	28,750	21,744
<b>Total</b>		<b>78,246</b>	<b>71,879</b>	<b>150,125</b>	196,508
<b>NET INCOME/(EXPENDITURE)</b>		<b>(2,139)</b>	<b>25,874</b>	<b>23,735</b>	(1,313)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>6,778</b>	<b>3,530</b>	<b>10,308</b>	11,621
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>4,639</b>	<b>29,404</b>	<b>34,043</b>	10,308

The notes form part of these financial statements

Civic Voice

Balance Sheet  
At 30 April 2019

	Notes	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	8	1,270	-	1,270	10,302
Cash at bank and in hand		33,346	29,404	62,750	39,439
		<u>34,616</u>	<u>29,404</u>	<u>64,020</u>	<u>49,741</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(29,977)	-	(29,977)	(39,433)
		<u>4,639</u>	<u>29,404</u>	<u>34,043</u>	<u>10,308</u>
<b>NET CURRENT ASSETS</b>					
		<u>4,639</u>	<u>29,404</u>	<u>34,043</u>	<u>10,308</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>4,639</u>	<u>29,404</u>	<u>34,043</u>	<u>10,308</u>
<b>NET ASSETS</b>					
		<u>4,639</u>	<u>29,404</u>	<u>34,043</u>	<u>10,308</u>
<b>FUNDS</b>					
Unrestricted funds	10			4,639	6,778
Restricted funds				29,404	3,530
				<u>34,043</u>	<u>10,308</u>
<b>TOTAL FUNDS</b>					
				<u>34,043</u>	<u>10,308</u>

The notes form part of these financial statements

## **Civic Voice**

### **Balance Sheet - continued At 30 April 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 20 December 2019 and were signed on its behalf by:

J J Humble -Trustee

**Notes to the Financial Statements  
for the year ended 30 April 2019**

**1. LIMITED BY GUARANTEE**

The charity is limited by guarantee. Each member of the charity undertakes that if the charity is wound up while he/she is a member, or within one year after he/she ceases to be a member, he/she will contribute a sum not exceeding £1 to the assets of the charity for:

- payment of the debts and liabilities of the charity contracted before he/she ceases to be a member,
- payment of the costs, charges and expenses of winding up; and
- adjustment of the rights of the contributories among themselves.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentational currency of the charity is pound sterling (£) and the amounts in the financial statements have been rounded to the nearest £1.

There are no material uncertainties about the charity's ability to continue.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Critical accounting judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Income**

All incoming resources are included in the Statement of Financial Activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably,
- Legacy income is recognised when receipt is probable and entitlement is established,
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers,
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Notes to the Financial Statements - continued  
for the year ended 30 April 2019**

**2. ACCOUNTING POLICIES - continued**

**Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is classified under headings of the Statement of Financial Activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods,
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities,
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justified and consistent basis.

**Financial instruments**

Financial instruments are classified and accounted for according to the substance of the contractual arrangement as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Pension costs and other post-retirement benefits**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

**Going concern**

The charity has, as noted in the Trustees Report, reviewed reserves policies, ongoing projects and income and expenditure. It is heavily reliant on national and local government funding and other charitable foundations. A new fundraising strategy and new fundraising committee have been implemented, and as a result the going concern basis of accounting has been adopted.

**3. OTHER TRADING ACTIVITIES**

	<b>2019</b>	2018
	£	£
AGM / National Convention	<u><b>12,268</b></u>	<u>5,069</u>

**Notes to the Financial Statements - continued  
for the year ended 30 April 2019**

**4. OTHER**

	<b>2019</b>	2018
	<b>£</b>	£
Support costs	<b>28,750</b>	21,744

Included in accountancy and legal fees are costs of £1,700 (2018: £1,650) in relation to Independent Examination and payroll costs of £150 (2018: £150) also paid to the Independent Examiner.

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 April 2019 nor for the year ended 30 April 2018.

**Trustees' expenses**

During the year the following expenses were paid to the trustees:

	<b>2019</b>	2018
	<b>£</b>	£
M G Ash	<b>392</b>	343
P A Bedwell	<b>572</b>	1,323
P A Douce	<b>221</b>	921
D J Evans	<b>468</b>	871
M E Gunson	<b>348</b>	597
J J Humble	<b>984</b>	1,425
C F Winter	<b>92</b>	1,055
H Kidman	<b>384</b>	-
S Cunningham	<b>69</b>	-
<b>TOTAL</b>	<b>3,530</b>	6,535

Expenses reimbursed relate to travel, subsistence and entertaining.

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	<b>2019</b>	2018
Number of staff - Admin	<b>2</b>	4

No employees received emoluments in excess of £60,000 in the current or previous year.

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Unrestricted fund £</b>	<b>Restricted fund £</b>	<b>Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations	<b>1,365</b>	-	1,365
<b>Charitable activities</b>			
Membership	<b>48,872</b>	-	48,872
Projects	-	<b>72,319</b>	72,319
Grants / Fees	-	<b>67,570</b>	67,570
Other trading activities	<b>5,069</b>	-	5,069
<b>Total</b>	<b>55,306</b>	<b>139,889</b>	195,195

Notes to the Financial Statements - continued  
for the year ended 30 April 2019

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £	Restricted fund £	Total funds £
<b>EXPENDITURE ON</b>			
Charitable activities	48,637	126,127	174,764
Other	20,744	1,000	21,744
<b>Total</b>	<b>69,381</b>	<b>127,127</b>	<b>196,508</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(14,075)</b>	<b>12,762</b>	<b>(1,313)</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	20,853	(9,232)	11,621
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>6,778</b>	<b>3,530</b>	<b>10,308</b>
<b>8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		<b>2019</b>	<b>2018</b>
		£	£
Prepayments and accrued income		<b>1,270</b>	<b>10,302</b>
<b>9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		<b>2019</b>	<b>2018</b>
		£	£
Trade creditors		<b>27,256</b>	2,166
Social security and other taxes		-	1,628
Other creditors		<b>721</b>	721
Accruals and deferred income		<b>2,000</b>	34,918
		<b>29,977</b>	<b>39,433</b>
<b>10. MOVEMENT IN FUNDS</b>		<b>Net movement in funds</b>	
	<b>At 1/5/18</b>	<b>£</b>	<b>At 30/4/19</b>
	£	£	£
<b>Unrestricted funds</b>			
General fund	6,778	(2,139)	4,639
<b>Restricted funds</b>			
Special Projects	3,530	25,874	29,404
<b>TOTAL FUNDS</b>	<b>10,308</b>	<b>23,735</b>	<b>34,043</b>

**Notes to the Financial Statements - continued  
for the year ended 30 April 2019**

**10. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	76,107	(78,246)	(2,139)
<b>Restricted funds</b>			
Special Projects	97,753	(71,879)	25,874
<b>TOTAL FUNDS</b>	<u>173,860</u>	<u>(150,125)</u>	<u>23,735</u>

**Comparatives for movement in funds**

	At 1/5/17 £	Net movement in funds £	At 30/4/18 £
<b>Unrestricted Funds</b>			
General fund	20,853	(14,075)	6,778
<b>Restricted Funds</b>			
Special Projects	(9,232)	12,762	3,530
<b>TOTAL FUNDS</b>	<u>11,621</u>	<u>(1,313)</u>	<u>10,308</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	55,306	(69,381)	(14,075)
<b>Restricted funds</b>			
Special Projects	139,889	(127,127)	12,762
<b>TOTAL FUNDS</b>	<u>195,195</u>	<u>(196,508)</u>	<u>(1,313)</u>

**Notes to the Financial Statements - continued  
for the year ended 30 April 2019**

**10. MOVEMENT IN FUNDS - continued**

Restricted funds are specifically:

**Restricted Fund - Local Heritage Lists**

Local Heritage Listing is a means for community and a local authority to jointly identify heritage assets that are valued as distinctive elements of the local historic environment. A Local Heritage List identifies those heritage assets that are not protected by statutory national designations but are of local heritage interest, contributing to the sense of place and history of the local area.

The amount held in this fund as at 30 April 2019 was £29,404 (2018: £16,568).

**Restricted Fund - War Memorials**

Civic Voice was a partner from 2014-2018 in The First World War Memorials Programme (FWWMP), a UK government supported initiative funded via the Department for Culture, Media and Sport. It covered a wide range of war memorial activity with Civic Voice focussed on delivering community engagement.

The amount held in this fund as at 30 April 2019 was £Nil (2018: (£13,800)).

The brought forward negative balance on the War Memorials Fund was reimbursed by Historic England in the year to 30 April 2019.

**11. PENSION COMMITMENTS**

The amount recognised in the Statement of Financial Activities as an expense in relation to defined contribution plans was £2,719 (2018: £688).

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 April 2019 or 30 April 2018.

## Civic Voice

### Detailed Statement of Financial Activities for the year ended 30 April 2019

	2019 £	2018 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations</b>		
Donations	4,735	1,365
Other voluntary income	824	-
	<u>5,559</u>	<u>1,365</u>
<b>Other trading activities</b>		
AGM / National Convention	12,268	5,069
<b>Charitable activities</b>		
Membership	58,280	48,872
Projects	42,568	72,319
Grants / Fees	55,185	67,570
	<u>156,033</u>	<u>188,761</u>
<b>Total incoming resources</b>	<b>173,860</b>	<b>195,195</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	77,533	117,206
Social security	6,615	10,832
Pensions	2,719	688
Telephone	3,452	3,253
Other establishment costs	4,507	9,890
Other office costs	4,021	7,746
Events costs	4,699	7,578
Staff and volunteer costs	5,490	9,300
Project costs	10,096	8,271
Events	2,243	-
	<u>121,375</u>	<u>174,764</u>
<b>Support costs</b>		
<b>Other</b>		
Governance costs inc AGM	19,545	9,891
Trustees expenses	3,530	6,535
	<u>23,075</u>	<u>16,426</u>
<b>Governance costs</b>		
Accountancy and legal fees	5,675	5,318
	<u>5,675</u>	<u>5,318</u>
<b>Total resources expended</b>	<b>150,125</b>	<b>196,508</b>
	<u>150,125</u>	<u>196,508</u>
<b>Net income/(expenditure)</b>	<b>23,735</b>	<b>(1,313)</b>
	<u>23,735</u>	<u>(1,313)</u>

This page does not form part of the statutory financial statements