



**CHARITY NO: 1134476**  
**COMPANY NO: 07142946**

**CIVIC VOICE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES REPORT AND FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED**  
**30 JUNE 2013**

**CIVIC VOICE  
(A COMPANY LIMITED BY GUARANTEE)  
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**CIVIC VOICE  
(A COMPANY LIMITED BY GUARANTEE)  
COMPANY INFORMATION  
FOR THE FINANCIAL YEAR PERIOD ENDED 30 JUNE 2013**

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**Page 1**

CHARITY REGISTRATION NO: 1134476

COMPANY NO: 07142946

DIRECTORS &  
TRUSTEES: Mrs P F C Ridley – Chair  
Dr A E F Gick – Deputy Chair  
Mr J Bothamley (appointed 20.10.2013)  
Mr D B Lovie (resigned 20.10.12)  
Mrs H Marcus  
Mr G M Meredith - Hon Treasurer  
Mr N R Sinden – Civic Panel Nominee (co-opted)  
Mr D Tittle  
Mr J V Walker  
Mr P Clarke

EXECUTIVE OFFICERS: Mr S Graham – Director (appointed 15.06.2012 - left  
22.6.2013)  
Mr I Harvey – Co-ordinator

HONORARY PRESIDENT Mr G Rhys Jones

REGISTERED OFFICE: The Tea Factory  
Unit 101  
82 Wood Street  
LIVERPOOL  
L1 4DQ

BANKERS: The Co-operative Bank plc  
4<sup>th</sup> Floor  
9 Prescott Street  
LONDON  
SE1 0SW

INDEPENDENT EXAMINER Hargreaves and Woods  
Chartered Accountants  
Cholmondeley House  
Dee Hills Park  
Chester  
CH3 5AR

The trustees present their report and the financial statements for the year ended 30 June 2013. The trustees, who are also directors of Civic Voice for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

### **Structure, governance and management**

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

### **Objectives and activities**

The objects of the Charity are for the public benefit in England and in such other locations as the Trustees see fit:

- to promote the conservation, protection and improvement of the environment, in particular the public realm and the historic environment
- to encourage high standards in the management and development of the built and natural environment
- to 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)
- to foster civic pride and stimulate and educate the public, in particular by promoting understanding of the beauty, history, geography and character of different localities
- to 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
- to promote such other charitable purposes as may from time to time be determined by the Trustees, including the assistance of other charities

In setting the above objectives and running activities the Trustees have given careful consideration of the Charity Commission's guidelines on public benefit.

### **Achievements and performance**

The past year has been challenging. We have been busy on many fronts, as the Government has continued to announce a slew of planning issues which have impacts for all Civic Societies. Probably the biggest event of the year was the campaign against the Government's changes to Permitted Development Rights. With the support of MPs, members managed to persuade the Government to make considerable changes to its original proposals. The what-shall-we-do about-failing-High Streets was another long-running debate, which has now morphed into our current concern about changing failing retail premises into residential. All these issues have gained us significant media coverage and demonstrated the strength of the civic society movement when working together. We are very grateful to our members for their constant vigilance and speed in responding to our constant calls to action.

Other successes from the past twelve months include Civic Day, a key initiative to help demonstrate the benefits of being part of something bigger and to help strengthen groups.

On 23 June over 200 community groups across the country organised close to 350 activities to interest and engage people in their local area. This is the largest civic activity yet organised and is generating enormous enthusiasm as well as demonstrating the creativity of civic societies. Some highlights included:

- Being launched by Secretary of State for Communities and Local Government, Eric Pickles MP at a Parliamentary reception attended by MPs from across the House.
- Leader of the House of Commons, John Bercow MP, launching the Buckingham Society Civic Day
- Mayor of London, Boris Johnson hosting a dinner for London groups
- Securing media coverage via the Guardian newspaper.

On average, groups were able to recruit eight new members per Civic Day activity, and it has become the central date in the Civic Voice and civic movement calendar. From what started as an idea, to a national event, is a clear demonstration of members' enthusiasm for it. Societies have captured this event with their debates, discussions and surveys, and are very much making it their own.

Relationships with government are important, and during the year we have had meetings with Planning Minister, Nick Boles MP, Culture Secretary Maria Miller MP, Communities Secretary Eric Pickles and met many other MPs to press the concerns of the civic society movement. We are particularly pleased to have had two successful All Party Parliamentary Group meetings, at one of which Nick Boles answered questions and at both of which some members were present. We thank Laura Sandys MP and her colleagues for their commitment to our movement.

In the coming year, we will continue to establish communication channels with the groups who have not joined. The success of Civic Voice (not only from a financial point of view) is dependent on us demonstrating that we are continuing to grow. We aim for a majority of our core funding to be provided by civic societies which requires a growing membership, attracted to Civic Voice because we offer clear advantages in terms of the voice we give the movement; the information and advice we provide; the national profile we generate; our ability to bring civic volunteers together; and the practical benefits that come. However, it is clear that a number of civic societies are choosing not to join but to still participate in our activities and attend events. This is disappointing as it means other groups are subsidising those groups who choose not to join. Revised budgeting for an organisation running on £100K still leaves a shortfall of c40k based on expected membership income. If we are not able to plug this in the next two years then the future of the charity long term will be threatened.

There are always thanks at the end of a year. First, to the Coventry Society for organising such a fascinating (and exhausting!) AGM. To Griff Rhys Jones, our President, for his tireless support of the civic movement. To Steve Graham, who spent a year with us as Director; and to Ian Harvey, in many ways the lynch-pin of the organisation since its earliest days. We were able to bring in additional admin support with the appointment Gill Roxborough. This has allowed Ian Harvey to concentrate more on policy, promotion and campaigning, which is at the core of the organisation. Many thanks to all of them.

This is my last Annual Report as I will be stepping down at the AGM in Liverpool in October. I believe the organisation we have now demonstrates the effectiveness and need for leadership within the civic society movement and hope that within the first three years, we have been able to demonstrate to industry partners, funders and members the need for Civic Voice. And the most important thanks of all are to all our members, who have contributed to the credibility of the organisation, and who are truly responsible for its success.

### **Risk Management**

The trustees have conducted a review of the major risks to which the organisation is exposed and systems and strategies have been established to minimise these risks.

### **Reserves Policy**

The trustees have established a policy whereby it is desirable for unrestricted funds not committed or invested in fixed assets ("the free reserves") the charity holds should be approximately six months of the resources expended, which equates to approximately £81,000. At present the free reserves are slightly above this level as Civic Voice becomes established and, in the current uncertain economic conditions being experienced by charities, this excess is considered prudent protection for the future of the organisation.

### **Statement of Trustees Responsibilities**

The trustees (who are also directors of Civic Voice) are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year.

In preparing those financial statements, the trustees have:

- selected suitable financial policies and applied them consistently
- observed the methods and principles in the charities SORP
- made judgements and estimates that are reasonable and prudent:
- stated whether applicable accounting standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of control, financial and otherwise. They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for the safeguarding of the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and breaches of the law and regulations.

### **Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

*Approved by the Board of Trustees on 11 September 2013 and signed on its behalf by:*

..... P F C Ridley - Chair

I report on the accounts of Civic Voice for the period ended 30 June 2013 set out on pages 1 to 19.

**Respective responsibilities of trustees and independent examiner**

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The 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. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination 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 statement**

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 seeking 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:-

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
James Hargreaves  
ICAEW  
Independent examiner  
Hargreaves & Woods  
Cholmondeley House  
Dee Hills Park  
Chester CH3 5AR



**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT  
FOR THE PERIOD ENDED 30 JUNE 2013**

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	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>Incoming Resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	80,532	83,674	164,206	210,389
Activities for generating funds	3	<u>4,284</u>	<u>-</u>	<u>4,284</u>	<u>4,346</u>
<b>Total Incoming Resources</b>		<u><b>84,816</b></u>	<u><b>83,674</b></u>	<u><b>168,490</b></u>	<u><b>214,735</b></u>
<b>Resources expended</b>					
Staff costs	4	93,142	56,638	149,780	101,153
Establishment costs		7,146	-	7,146	7,155
Accountancy fees		1,800	-	1,800	2,234
Legal and professional fees		-	-	-	84
Communications		6,902	10,968	17,870	7,562
Other office expenses		1,930	1,302	3,232	3,213
AGM		7,478	-	7,478	7,652
Recruitment		1,146	-	1,146	6,332
Other governance		14,199	-	14,199	4,441
Projects		-	-	-	3,745
Events		<u>2,464</u>	<u>11,205</u>	<u>13,669</u>	<u>5,686</u>
<b>Total resources expended</b>		<u><b>136,207</b></u>	<u><b>80,113</b></u>	<u><b>216,320</b></u>	<u><b>149,257</b></u>
<b>Net incoming /(outgoing) resources for the period/Net income/(expense) for the period</b>					
		(51,391)	3,561	(47,830)	65,478
<b>Total funds brought forward</b>		<u><b>149,694</b></u>	<u><b>-</b></u>	<u><b>149,694</b></u>	<u><b>84,216</b></u>
<b>Total funds carried forward</b>		<u><b>98,303</b></u>	<u><b>3,561</b></u>	<u><b>101,864</b></u>	<u><b>149,694</b></u>

The notes on pages 10 to 13 form an integral part of these financial statements

**CIVIC VOICE  
(A COMPANY LIMITED BY GUARANTEE)  
BALANCE SHEET AS AT 30 JUNE 2013**

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	<b>Notes</b>	<b>2013</b>		<b>2012</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Current Assets</b>					
Trade debtors	7	34		3,061	
Cash at bank and in hand		<u>154,852</u>		<u>263,070</u>	
		154,886		266,131	
<b>Creditors</b>					
Amounts falling due within one year	8	<u>(53,022)</u>		<u>(116,437)</u>	
<b>Net current assets</b>			<u>101,864</u>		<u>149,694</u>
<b>Net assets</b>			<u>101,864</u>		<u>149,694</u>
<b>Funds</b>					
Unrestricted income funds	9,10		98,303		149,694
Restricted income funds	9,10		<u>3,561</u>		<u>-</u>
<b>Total funds</b>			<u>101,864</u>		<u>149,694</u>

The directors statements required by Section 475 (2) and (3) are shown on the following page which forms part of the balance sheet.

**Trustees Statements required by the Companies Act 2006  
For the period ended 30 June 2013**

In approving these financial statements as trustees of the company we hereby confirm:

- (a) that for the period stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the period ended 30 June 2013
- (c) that we acknowledge our responsibilities for:
  - (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and
  - (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year of its profit and loss for the year then ended in accordance with the requirements of section 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and in accordance with the financial reporting standards for small entities (effective April 2008).

The financial statements were approved by the board on 11 September 2013 and signed on its behalf by:-

.....  
PFC Ridley  
Chair

The notes on pages 10 to 13 form an integral part of these financial statements

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding period.

**1.1 Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), the statement of recommended practice "Accounting and Reporting by Charities" issued in March 2005 (Sorp 2005) and the Companies Act 2006.

**1.2 Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to specific categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statements of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

**1.3 Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generated funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**1.4 Research and development**

Research expenditure is written off in the profit and loss account in the year in which it is incurred.

**1.5 Defined contribution pension schemes**

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

**2. Voluntary income**

	Unrestricted £	Restricted £	Total Funds 2013 £	Total Funds 2012 £
Donations	-	-	-	-
Grants receivable General Fund	18,500	-	18,500	133,750
English heritage	5,000	69,674	74,674	6,400
Ealing council	-	-	-	5,000
Locality	-	-	-	5,000
Civic Leadership	-	14,000	14,000	-
UDC Planning	3,000	-	3,000	-
Subscriptions	<u>54,032</u>	<u>-</u>	<u>54,032</u>	<u>60,239</u>
	<u>80,532</u>	<u>83,674</u>	<u>164,206</u>	<u>210,389</u>

**3. Activities for generating funds**

	Unrestricted £	Restricted £	Total Funds 2013 £	Total Funds 2012 £
Other activities for generating funds - events	3,803	-	3,803	4,110
Other activities for generating funds – bank interest	481	-	481	234
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>2</u>
	<u>4,284</u>	<u>-</u>	<u>4,284</u>	<u>4,346</u>

4. Employees	2013 £	2012 £
Employment costs		
Wages and salaries	136,810	86,449
Social Security costs	7,840	7,202
Pension costs	5,130	6,786
Volunteer expenses	<u>-</u>	<u>716</u>
	<u>149,780</u>	<u>101,153</u>

No employee received emoluments of more than £60,000.

#### Number of Employees

The average monthly number of employees during the period, calculated on the basis of full time equivalents, was as follows:

	2013 £	2012 £
Administrative and supporting charitable activities	<u>2</u>	<u>2</u>

#### 5. Pension costs

The employees contribute to their own personal pension schemes to which the company pays a defined contribution. The pension charge represents contributions due by the company and was as follows:-

	2013 £	2012 £
Pension charge	<u>5,130</u>	<u>6,786</u>

#### 6. Taxation

The charity's activities fall within the exemptions afforded by the provision of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

7. Debtors	2013 £	2012 £
Trade debtors	-	3,000
Other debtors	<u>34</u>	<u>61</u>
	<u>34</u>	<u>3,061</u>

	<b>2013</b>	<b>2012</b>		
<b>8. Creditors: amounts falling due within one year</b>	<b>£</b>	<b>£</b>		
Trade creditors	12,421	4,893		
Other creditors	5,530	27,540		
Accruals and deferred income	<u>35,071</u>	<u>84,004</u>		
	<u><u>53,022</u></u>	<u><u>116,437</u></u>		
<b>9. Analysis of net assets between funds</b>				
	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Fund balances at 30 June 2013 as represented by:				
Current assets	151,325	3,561	154,886	
Current liabilities	<u>(53,022)</u>	<u>-</u>	<u>(53,022)</u>	
	<u><u>98,303</u></u>	<u><u>3,561</u></u>	<u><u>101,864</u></u>	
<b>10. Unrestricted funds</b>				
	<b>At 1/7/2012</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>At 30/6/2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General fund	149,694	84,816	136,207	98,303
Restricted funds	<u>-</u>	<u>83,674</u>	<u>80,113</u>	<u>3,561</u>
Total funds	<u><u>149,694</u></u>	<u><u>168,490</u></u>	<u><u>216,320</u></u>	<u><u>101,864</u></u>

**11. Company Limited by guarantee**

Civic Voice is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it being wound up while he or she is a member, or within one year after he or she ceases to be a member.

**CIVIC VOICE  
(A COMPANY LIMITED BY GUARANTEE)**

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The following pages do not form part of the statutory accounts.



**CIVIC VOICE  
(A COMPANY LIMITED BY GUARANTEE)  
DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 30 JUNE 2013**

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	2013		2012	
	£	£	£	£
<b>Incoming resources</b>				
<b>Incoming resources from generated funds:</b>				
<i>Voluntary income</i>				
Donations				
Grants receivable General Fund	18,500		133,750	
Grants receivable UDC Planning	3,000		-	
Civic Leadership	14,000		-	
Ealing Council			5,000	
Locality			5,000	
English Heritage	74,674		6,400	
Subscriptions	54,032	164,206	60,239	210,389
<i>Activities for generating funds</i>				
Events	3,803		4,346	
Bank interest received	481		-	
		<u>4,284</u>	<u>4,346</u>	
<b>Total incoming resources from generated funds</b>		<u>168,490</u>	<u>214,735</u>	
<b>Total incoming resources</b>		<u>168,490</u>	<u>214,735</u>	
<b>Resources expended</b>				
<b>Costs of generating funds:</b>				
<i>General fund</i>				
Staff – salaries and wages	93,142		92,375	
Staff – Volunteer expenses	-		717	
Establishment – rent	7,146		7,155	
Communications	6,902		7,562	
Office expenses – other	1,930		3,213	
Other costs – Events	2,464		4,092	
		111,584		115,114
<i>Ealing Council</i>				
Staff – salaries and wages	-			5,000
<i>Protect Our Place</i>				
Staff – salaries and wages	53,430			
Staff – costs	3,208			
Communications	10,968			
Office expenses – other	1,302			
Events	765			
		69,673		
<i>Civic Leadership</i>				
Events		10,440		

**CIVIC VOICE  
(A COMPANY LIMITED BY GUARANTEE)  
DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 30 JUNE 2013**

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<i>Neighbourhood Planning</i>			
Staff salaries & wages		1,255	
Projects	<u>          -</u>	3,745	
			5,000
<i>Heritage Counts</i>			
Staff salaries & wages	-	1,806	
Events	<u>          -</u>	1,594	
			<u>3,400</u>
<b>Total costs of generating voluntary income</b>	<b><u>191,697</u></b>		<b><u>128,514</u></b>
<b>Fundraising trading:</b>			
<b>Cost of goods sold and other costs</b>	<b><u>          -</u></b>		<b><u>          -</u></b>
<b>Total costs of generating funds</b>	<b><u>191,697</u></b>		<b><u>128,514</u></b>
<b>Charitable activities</b>			
<b>Governance costs</b>			
<i>Activities undertaken directly</i>			
Professional – Accountancy fees	1,800	2,234	
Professional – Legal fees	-	-	
Professional – Other	501	84	
Recruitment	1,146	6,332	
AGM	7,478	7,652	
Cost of trustees meetings	<u>13,698</u>	<u>4,441</u>	
<b>Total governance costs</b>	<b><u>24,623</u></b>		<b><u>20,743</u></b>
<b>Net incoming/(outgoing) resources for the period</b>	<b><u>(47,830)</u></b>		<b><u>65,478</u></b>