



CHARITY NO: 1134476
COMPANY NO: 07142946

CIVIC VOICE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
30 JUNE 2011

CIVIC VOICE

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CIVIC VOICE

COMPANY INFORMATION FOR THE FINANCIAL YEAR PERIOD ENDED 30 JUNE 2011

DIRECTORS & TRUSTEES:

Mrs P F C Ridley – Chair (from 17.4.2010)
Dr A E F Gick – Deputy Chair (from 17.4.2010)
Mr D B Lovie (from 17.4.2010)
Mrs H Marcus (from 17.4.2010)
Mr G M Meredith - Hon Treasurer (from 17.4.2010)
Mr N R Sinden (from 30.11.2010)
Mr D Tittle (from 17.4.2010)
Mr J V Walker (from 17.4.2010)
Mr P Myers (from 17.4.2010 to 8.09.2010)
Dr P Diplock (resigned 17.4.2010)
Mr G Bell (resigned 17.4.2010)
Mr S Spiers (resigned 17.4.2010)
Mr K Trickett (resigned 17.4.2010)

EXECUTIVE OFFICERS:

Mr T Burton – Director
Mr I Harvey – Co-ordinator

HONORARY PRESIDENT

Mr G Rhys Jones

REGISTERED OFFICE:

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

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info@civicvoice.org.uk
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[@civic_voice](https://www.instagram.com/civic_voice)

BANKERS:

The Co-operative Bank plc
4th Floor
9 Prescott Street
LONDON SE1 0SW

INDEPENDENT EXAMINER

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

CHARITY REGISTRATION NO: 1134476

COMPANY NO: 07142946

The company is limited by guarantee and came into being on 2 February 2010 and became a registered charity on 23 February 2010.

CIVIC VOICE

REPORT OF THE TRUSTEES (INCORPORATING THE DIRECTORS' REPORT) FOR THE FINANCIAL PERIOD ENDED 30 JUNE 2011

The trustees present their report together with the financial statements of the company for the period ended 30 June 2011.

Structure, governance and management

Civic Voice is run by a Board of nine trustees, six of whom are elected by member civic societies. Two others are co-opted and one trustee is nominated by the Civic Panel. 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 Director.

The Board is recruited openly and all its members are also members of local civic societies. It met eight times between April 2010 and June 2011 and was hosted by Leeds Civic Trust for a meeting in October 2010. Each trustee received information about their role and responsibilities as part of their induction.

The Civic Panel was established to provide a forum for like-minded not-for-profit national organisations with a shared interest in "place" to inform Civic Voice's activities. The following organisations are members of the Civic Panel – Keep Britain Tidy, National Trust, Campaign to Protect Rural England, The Heritage Alliance, Community Matters, The Prince's Foundation for the Built Environment, Living Streets, Urban Forum, Association of Preservation Trusts, Association of Small Historic Towns & Villages and Design Council CABE.

The Planning Panel was established by the Board to support and advise staff on the development of Civic Voice's views on changes to planning policy and legislation. Its Chair, Dave Chetwyn, was appointed after open recruitment and its membership will be reviewed annually. Current members are Paul Bedwell (Sheffield Civic Trust); Michael Bach (Kensington Society); Adrian Dunning (Worsley Civic Trust); John Beveridge (City of Winchester Trust); Stephanie Stokes (Fordingbridge Society); Eric Sorensen (Angel Association); Chris Bowden (Stour Community First); Rob Kinchin-Smith (Banbury Society).

In undertaking their role the trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Objectives and Activities

Civic Voice is the national charity for the civic movement in England. We 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 should live somewhere they can be proud of. 275 civic societies joined in our first year with over 71,000 individual members and this number continues to grow.

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.

We were established in 2010 after extensive consultation and discussion with hundreds of civic and amenity societies and their members and with over 100 other interested organisations and partners about the future of the civic movement. This followed closure of the Civic Trust in April 2009. This work was led by the Civic Society Initiative (hosted by North of England Civic Trust) and funded by the National Trust, Esmée Fairbairn Foundation and individual civic societies with support from Campaign to Protect Rural England, North of England Civic Trust, English Heritage and the Royal Institute of British Architects among others. We are grateful to all those who supported the civic movement during this period.

Civic Voice's priority is to champion and support the civic movement – providing a stronger national voice and increasing the capacity and capability of local volunteers and their community networks. While many individual civic societies flourish they also recognise the value of having a national body to represent their views, provide advice and information and strengthen and extend the whole civic network.

Our vision is for everyone to live somewhere they can be proud of. To achieve this we will help provide the civic movement with a strong local presence and an influential national voice. We will be active on the national, city and local stage, working in partnership across the UK. Civic societies will perform at the level of the best today and the civic movement will reach more places and benefit more people from all walks of life. Our reputation and authority will make us the first port of call for anyone seeking to develop, conserve or interpret the quality, beauty and character of our towns, cities and villages or to engage people in shaping their future. We will be a source of civic pride and people will know us for our independence of thought, challenging perspective and positive outlook. We will listen, advise, support and act on behalf of communities everywhere. Communities will know they have a voice and a champion for the place where they live.

We have established a clear organisational strategy for Civic Voice and refreshed this during the year. It is based around four main workstreams:

- ☛ Strengthening civic societies
- ☛ Raising our profile and influence
- ☛ Becoming sustainable and independent
- ☛ Improving the way we work

We established success measures to judge progress against this strategy. These are reported below and we have refreshed our measures and targets for 2011-12.

We have agreed a set of values to guide us:

Campaigning – strong in our advocacy and promotion of the cause

Responsive – focused on the individual and collective needs of civic societies and the civic movement

Light footed – maximising the use of existing resources and volunteer expertise

Grassroots – with a bottom-up feel and governance

Independent – unfettered in our views and approach

Reaching out – engaging the whole community and spreading the benefit

Networked – making the most of the collective strength of the movement

We have also agreed principles about our style of working:

Rooted in local experience – our work is based on the “civic sense” of local groups, not ideology

Celebrating place – we look for the positive and provide practical help and proposals which protect and improve places

Front foot – we seek to shape and not respond to events

Campaigning – strong in our advocacy and promotion of the cause

Reaching out – we seek more opportunities for people to get involved both in the way that we work and what we advocate

Making a difference – we focus on what matters to the civic movement where we can add value and achieve change for the better.

Achievements and Performance

We have structured the report on our achievements around the four main workstreams in our strategy.

(1) Strengthening civic societies

Our primary objective has been to work with civic societies to demonstrate the advantages of being part of a bigger movement and improve their effectiveness. This has seen important progress although it remains challenging given the very local nature of most groups and their core purpose which is to celebrate and protect what is distinctive about their locality.

We undertook a wide range of activity to support and strengthen civic societies, including:

- ☛ Bringing groups together face to face – civic societies had not met together since the 1970s until October 2009 and we have now brought them together four times, including our first AGM and two Spring Network events (involving our President Griff Rhys Jones) – we met over half our member groups face to face
- ☛ Delivering regular and informative internal bulletins and news alerts

- Establishing a basic website for groups which request it
- Speaking at civic society events
- Promoting use of our online discussion forum, including through regular online debates with our Director via Civic Voice Live
- Significantly increasing the number of civic societies on twitter to over 30 by promoting its value as a campaigning and communication tool
- Developing local campaigns with national impact, such as Street Pride
- Providing opportunities for local groups to influence decisions at the highest level, including workshops developing questions for Decentralisation Minister Greg Clark MP to which he responded personally and a workshop on localism facilitated by Ipsos MORI for civic society leaders in Kent which presented its conclusions to the Minister in his own constituency
- Establishing the Marsh Christian Trust awards for volunteers and civic societies that make an outstanding contribution to the movement
- Running awards for the best civic society newsletter and website and for Civic Day
- Promoting use of the Civic Voice name and logo by local groups to give their views weight
- Offering free membership of NCVO and support on organisational development and legal issues
- Providing a hotline and enquiry service which has fielded over 1,400 enquiries
- Developing online resources and signposting key support and information – e.g. finding volunteers, fundraising, profile raising
- Delivering over 30 workshops on issues varying from planning, street clutter, urban design and Civic Day
- Helping eight new groups establish.

In considering the best approach to strengthening civic societies we have adopted a strategy which is:

- positive about the achievements of civic societies
- based on the principle of “by example”
- focused on peer-to-peer and face-to-face support and inspiration
- grassroots in its approach.

We identified early on there is no single right way to approach this and adopted an action research approach to identifying what is most effective.

A highlight of the year was Civic Day. This brought over 200 civic societies and other community groups from across England together to organise over 350 events and activities to engage people in their local area. This was the largest civic event yet organised and provided an important focus. It was led by a Civic Day Team of volunteers. As part of the support provided we published *101 civic ideas* to stimulate thinking based on things different groups are already doing. We will be running the programme again in June 2012, following the Diamond Jubilee celebrations.

(2) Raising our profile and influence

The importance of raising the profile of both civic societies and the civic movement as a whole was a primary concern during the establishment of Civic Voice. We have begun to address it in three main areas:

Media – we saw significant new coverage for civic societies in the national and local media, including appearing twice on each of BBC Radio 4 Today, BBC TV news, ITV News and BBC Radio 4 You & Yours as well as in the national press. We secured over 170 “media mentions” for Civic Voice and are now regularly approached for comment in the trade and professional media as the “community voice” with something interesting to say.

Professional and peer groups – we were invited to participate in a growing number of events, as well as writing articles, chairing conferences and speaking on a variety of high profile public platforms, including the Local Government Association Board, Society of Local Council Clerks, Planning Officers Society cabinet, RTPI National Planning Convention, National Regeneration Summit, Big Society North and the Planning Summer School among others.

Politics – in addition to our work with Ministers and civil servants we raised the profile with MPs and Peers, including through briefings on key legislation such as the Localism Bill and establishing an All Party Parliamentary Group on civic societies which will be launched in late 2011.

We were also delighted when Griff Rhys Jones agreed to be our President and he has provided immense support for local groups and in raising our profile.

Our first year coincided with unprecedented political interest in community-led activity and a focus on localism and the Big Society. We have been well placed to both benefit from and influence this debate at a national level and to inform and stimulate local action. This followed the support we received from the leaders of each of the three main political parties in the week after our launch during the General Election campaign, including the soon-to-be Prime Minister David Cameron who said:

“I was really encouraged to hear about the launch of Civic Voice. It’s based on a great idea – an idea which we’ve got to get much better at celebrating: that the things that really matter are about quality of life, not quantity of money. I hope Civic Voice will play a key part in building a stronger, bigger and more responsible society, and will help put the neighbourhood back at the front of politics.”

Civic Voice is the only community voice on the Government’s Planning Sounding Board. Our Director is a member of Defra’s Civil Society Advisory Board as well as DCLG’s Neighbourhood Planning Sounding Board and the National Planning Forum. We met with eight different Government Ministers, attended events at 10 Downing Street, and are in regular touch with key Ministers and Government officials and special advisors. We contributed to 20 meetings in DCLG during the first 3 months of 2011 on the Localism Bill. Our views also appeared in five government press releases and two videos and we have podcast an interview by Tony Burton with Decentralisation Minister Greg Clark MP on the importance of localism to communities. We also developed a strong following on twitter which is proving to be an important tool for communicating to influential audiences

We campaigned on a wide variety of issues most relevant to the civic movement. Wherever possible these involve civic societies in providing examples and supporting local as well as national action.

Our key campaigns have been on:

Localism – the Localism Bill and the provisions for neighbourhood planning in particular have been a major focus for our work – in many respects they are designed to benefit community

groups like civic societies. We welcomed the "power shift" to communities without being starry eyed about the potential. We secured important changes to the legislation, including amendments to allow neighbourhood plans to be prepared across council boundaries and to ensure it respects conservation areas and the setting of listed buildings. We continue to press for more emphasis on supporting communities to take advantage of their new rights and campaign against the Bill and planning policy becoming distorted by business interests

Street clutter – our Street Pride campaign has been a major success, engaging volunteers and raising our profile with both the media and opinion formers. The Government has publicly commended our Street Pride campaign on removing street clutter in the media and in a letter to all local authorities in the country. We continue to campaign on this issue and have drawn particular attention to the problems being caused by the installation of thousands of large green broadband cabinets on local streets without effective safeguards in terms of their location or design – we want broadband Britain to be beautiful too

High Speed Rail – we helped bring civic societies together to discuss and debate the implications of proposals for a new high speed rail line from London to Birmingham and beyond, providing a means of looking beyond their local area and tapping into the national picture. This included a workshop with HS2's Chief Executive, online questionnaire and hosting a guided visit for civic volunteers (and also HS2's staff and its Executive Board) to see how similar issues were handled by HS1 in Kent. We submitted evidence to the Transport Select Committee inquiry on high speed rail and joined with other national ngos in the *Right Lines* charter setting out the grounds on which high speed rail might have merit

Tree planting – we played an important role as a partner in the Big Tree Plant working with Defra and other national partners to increase tree planting and improve aftercare – we have been one of the few community (as opposed to tree, woodland or nature) organisations involved in developing and delivering the campaign

Love Local – our survey of the reasons why people love their local area, what they value and what is at risk attracted over 250 responses and provided an important platform for our launch. It confirmed the importance of recognising the emotional connection people have with their local area which cannot always be valued by public policy makers and decision takers.

Information and examples from civic societies and volunteers is key to our successful campaigning and we are developing a range of ways of generating it. These include regular notifications and requests in our bulletins and online and the work of our Planning Panel of volunteers which advise on relevant consultation papers and responses. We responded to 14 consultation papers and other requests between April 2010 and June 2011 as well as giving written and oral evidence to two House of Commons Select Committees. We also worked in partnership with other organisations, such as Heritage Alliance, Living Streets, Campaign for Real Ale, Open All Hours and the Campaign to Protect Rural England, in making joint submissions and campaigns.

Further information on our campaigns is available at <http://www.civicvoice.org.uk/campaigns>

(3) Becoming sustainable and independent

We have worked hard to strengthen our financial sustainability and diversify our income. We benefited enormously from the support of Esmée Fairbairn Foundation which has been critical to our progress. We also secured core funding from DCLG and English Heritage in

our first year and we are actively seeking for this to continue as a mix of core and project funding support. We have also benefited from project funding, including from a donor in the USA for our work developing a history of the civic movement. English Heritage also supported our Civic Survey 2011 project.

We aim for a majority of our core funding to be provided by civic societies which requires a growing membership. This needs to be attracted by the clear advantages we offer 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 from national partnerships developed with Lockton (insurance cover), The Co-operative Bank (free banking with interest), NCVO (free membership and support), the National Trust & English Heritage (free day access passes for members) and RUDI (free online access to information on urban design and planning) among others.

(4) Improving the way we work

We are a small light footed organisation with just two staff. Our influence and impact comes from the way we work to support and champion the work of civic volunteers. We keep this under constant review.

We have just embarked on a programme to develop a stronger "common voice" for the civic movement which will provide the foundation for what we do and the campaigns we run. This included undertaking the first survey of civic societies and civic volunteers, with support from English Heritage. The results identified key themes for the civic movement as the basis for building a stronger sense of shared ownership and direction among civic groups and a platform for our advocacy.

We developed our website during the year and improved the quality of our digital bulletins to convey the key messages more effectively and provide more opportunities for people to get involved. We also ran a series of online surveys and polls. We improved our approach to gathering views on Government and other consultations, including through a live consultations page on our website.

Our media contacts continued to grow and we benefited from expert support from Forster to improve their effectiveness around Civic Day and strengthen the media capability of local groups.

Our success measures

We identified success measures and targets for delivery of our strategy for the period between our public launch on 17 April 2010 and end June 2011.

	Target	Outcome
<i>Strengthening civic societies</i>		
Members confident their group is getting stronger (%)	n/a	69
Level of participation in key initiatives		
Street Pride – workshops/participants/packs used	6/100/800	6/115/738
Love Local – number of surveys	200	250
Civic Day - % member societies	33	53
Volume of enquires met by help desk	2,000	1,652
Support given to member societies by help desk (%)	50	28

<i>Raising our profile and influence</i>		
Number of media mentions for Civic Voice	150	179
<i>Improving the way we work</i>		
Readership levels for internal bulletins (%)	50	54
Unique visitors to the website (per day)	300	245
Twitter followers	500	1,772
<i>Becoming sustainable and independent</i>		
Civic society membership income as a % of core costs	39	47
Member satisfaction with Civic Voice – renewals (%)	90	72

We significantly exceeded the majority of our targets and for some, such as renewal rates, performance has improved after June 2011.

Plans for future periods

We have refreshed our strategy to 2015 and revised and rolled forward our success measures and targets (see below). The essential mix remains the same with an emphasis on how we can strengthen the civic movement in ways that inspire support because of what we do and the influence and profile we have which in turn should attract support and provide a more sustainable future. We are also looking at ways to diversify our income through the programmes we run and improving links with lottery providers, charitable trusts and foundations and business.

Looking ahead we are delighted to be taking on responsibility for the national co-ordination of Heritage Open Days. This will be in partnership with The Heritage Alliance and National Trust and follows a competitive tender run by English Heritage. This follows the important role played by English Heritage in rescuing Heritage Open Days in 2009 following the closure of the Civic Trust. It brings Heritage Open Days back into the voluntary sector. The partnership has secured funding to run Heritage Open Days to 2015 and our main role will be to run a Futures Group that will be responsible for putting Heritage Open Days on an independent and financially sustainable footing beyond 2015. We will also be encouraging even more civic societies to get involved.

Our success measures and targets for 2011-12 are as follows:

	Target
<i>Strengthening civic societies</i>	
Members confident their group is getting stronger (%)	60
Level of participation in key initiatives	
Civic Day - % member societies	40
Heritage Open Days – number of civic societies	80
Volume of enquires met by help desk	1,500
Member societies attending Civic Voice events (%)	50
<i>Raising our profile and influence</i>	
Number of media mentions for Civic Voice	150
Twitter followers	2,500
<i>Improving the way we work</i>	
Readership levels for internal bulletins (%)	55
Unique visitors to the website (per day)	300

Becoming sustainable and independent

Civic society membership income as a % of core costs	45
Member satisfaction with Civic Voice – renewals (%)	90
Member satisfaction with Civic Voice - % rating good or very good	75

We will report on our performance next year.

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 six months of the resources expended, which equates to approximately £81,000. At present the free reserves are below the target level as Civic Voice becomes established.

Risk Review

The trustees have addressed their responsibilities for managing risk by conducting a review of the risks that Civic Voice is exposed to. The major risk identified was the continuing dependence on short term grant funding. This has made it difficult to plan on a long term basis. We have developed a funding strategy to mitigate this risk as part of our wider organisational strategy.

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 the 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 these financial statements, the trustees are required to:


- ☞ select suitable accounting policies and then apply them consistently
- ☞ observe the methods and principals in the charities SORP
- ☞ make judgements and estimates that are reasonable and prudent
- ☞ state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- ☞ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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 8 September 2011 and signed on its behalf by;

..... Mrs P F C Ridley – Chair

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

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED
FINANCIAL STATEMENTS OF CIVIC VOICE**

I report on the accounts of Civic Voice for the period ended 30 June 2011 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 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. It is my responsibility to examine the accounts under section 43 (3) (a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; 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

2 October 2011

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

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING THE INCOME AND
EXPENDITURE ACCOUNT**

FOR THE PERIOD ENDED 30 JUNE 2011

		Unrestricted Funds £	Restricted Funds £	Period Ended 30/6/2011 Total £
Incoming Resources				
Incoming resources from generating funds:				
Voluntary income	2	227,921	17,045	244,966
Activities for generating funds	3	<u>3,802</u>	<u> </u>	<u>3,802</u>
Total Incoming Resources		<u>231,723</u>	<u>17,045</u>	<u>248,768</u>
Resources expended				
Staff costs	4	106,979	12,100	119,079
Establishment costs		8,761		8,761
Accountancy fees		2,880		2,880
Legal and professional fees		370	1,200	1,570
Communications		901		901
Other office expenses		6,096		6,096
AGM and governance		5,982		5,982
Research and development costs			3,745	3,745
Events		13,177		13,177
Civic Society Initiative		<u>2,361</u>	<u> </u>	<u>2,361</u>
Total resources expended		<u>147,507</u>	<u>17,045</u>	<u>164,552</u>
Net incoming /(outgoing) resources for the period/ Net income/(expense) for the period		84,216	0	84,216
Total funds brought forward		<u>0</u>	<u>0</u>	<u>0</u>
Total funds carried forward		<u>84,216</u>	<u>0</u>	<u>84,216</u>

The notes on pages 16 to 19 form an integral part of these financial statements

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

BALANCE SHEET AS AT 30 JUNE 2011

	Notes	£	£
Current Assets			
Cash at bank and in hand		<u>158,814</u>	
		158,814	
Creditors			
Amounts falling due within one year	7	<u>(74,598)</u>	
Net current assets			<u>84,216</u>
Net assets			<u>84,216</u>
Funds			
Unrestricted income funds	8		<u>84,216</u>
Total funds			<u>84,216</u>

The notes on pages 16 to 19 form an integral part of these financial statements

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

BALANCE SHEET CONTINUED

**Trustees Statements required by the Companies Act 2006
For the period ended 30 June 2011**

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 2011
- (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 period of its profit and loss for the period 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 8 September 2011 and signed on its behalf by:-


PFC Ridley
Chair

The notes on pages 16 to 19 form an integral part of these financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2011**

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently through the 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.

CIVIC VOICE

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2011

1.5 Defined contribution pension schemes

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

2. Voluntary income

	Unrestricted £	Restricted £	Period ended 30/6/2011 £
Donations	1,707		1,707
Grants receivable General Fund	156,750		156,750
Grants receivable Civic Survey		13,300	13,300
Grants receivable History of Civic Movement		3,745	3,745
Subscriptions	<u>69,464</u>	<u> </u>	<u>69,464</u>
	<u>227,921</u>	<u>17,045</u>	<u>244,966</u>

3. Activities for generating funds

	Unrestricted Funds	Period ended 30/6/2011
Other activities for generating funds – Events	1,921	1,921
Other activities for generating funds – Civic Society Initiative final balance	<u>1,881</u>	<u>1,881</u>
	<u>3,802</u>	<u>3,802</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2011

4. Employees	Period ended 30/6/2011
Employment costs	
Wages and salaries	93,339
Social Security costs	7,480
Pension costs	7,676
Staff expenses	10,183
Volunteer expenses	<u>401</u>
	<u>119,079</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:-

	Period ended 30/6/2011 Number
Administrative and supporting charitable activities	<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:-

	Period ended 30/6/2011
Pension charge	<u>7,676</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.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2011**

7. Creditors: amounts falling due within one year	30/6/2011 £
Trade creditors	27,542
Other creditors	4,501
Accruals and deferred income	<u>42,555</u>
	<u><u>74,598</u></u>

8. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds £
Fund balances at 30 June 2011 as represented by:		
Current assets	158,814	158,814
Current liabilities	<u>(74,598)</u>	<u>(74,598)</u>
	<u><u>84,216</u></u>	<u><u>84,216</u></u>

9. Unrestricted funds

	At 02/02/2010 £	Incoming resources £	Outgoing resources £	At 30/6/2011 £
General fund	<u>0</u>	<u>231,723</u>	<u>(147,507)</u>	<u>84,216</u>

10. 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.

(A COMPANY LIMITED BY GUARANTEE)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 30 JUNE 2011

	£	Period Ended 30/6/2011 £
Incoming resources		
Incoming resources from generated funds:		
<i>Voluntary income</i>		
Donations	1,707	
Grants receivable General Fund	156,750	
Grants receivable Civic Survey	13,300	
Grants receivable History of Civic Movement	3,745	
Subscriptions	<u>69,464</u>	244,966
<i>Activities for generating funds</i>		
Events	1,921	
Civic Society Initiative final balance	<u>1,881</u>	<u>3,802</u>
Total incoming resources from generated funds		<u>248,768</u>
Total incoming resources		<u>248,768</u>
Resources expended		
Costs of generating funds:		
<i>General fund</i>		
Staff – salaries and wages	106,578	
Staff – Volunteer expenses	401	
Establishment – rent	8,761	
Office expenses – telephone	901	
Office expenses – other	6,096	
Other costs – Events	13,177	
Other Costs – Civic Society Initiative	<u>2,361</u>	138,275
<i>Civic Survey</i>		
Staff – Salaries & wages	12,100	
Professional – other	<u>1,200</u>	13,300
<i>History of Civic Movement</i>		
Research & development	<u>3,745</u>	<u>3,745</u>
Total costs of generating voluntary income		<u>155,320</u>
Fundraising trading:		
Cost of goods sold and other costs		
Total costs of generating funds		<u>155,320</u>

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(A COMPANY LIMITED BY GUARANTEE)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 30 JUNE 2011

	£	Period Ended 30/6/2011 £
Charitable activities		
Governance costs		
<i>Activities undertaken directly</i>		
Professional – Accountancy fees	2,880	
Professional – Legal fees	80	
Professional – Other	290	
AGM	4,051	
Cost of trustees meetings	1,931	<u>9,232</u>
Total governance costs		<u>9,232</u>
Net incoming/(outgoing) resources for the period		<u>84,216</u>

This page does not form part of the statutory accounts.