



CHARITY NO: 1134476
COMPANY NO: 07142946

CIVIC VOICE
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
30 JUNE 2012

CIVIC VOICE

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CIVIC VOICE

COMPANY INFORMATION FOR THE FINANCIAL YEAR PERIOD ENDED 30 JUNE 2012

CHARITY REGISTRATION NO: 1134476

COMPANY NO: 07142946

DIRECTORS &
TRUSTEES:

Mrs P F C Ridley – Chair
Dr A E F Gick – Deputy Chair
Mr D B Lovie
Mrs H Marcus (re-appointed 17.10.2011)
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 (appointed 17.10.2011)

EXECUTIVE OFFICERS:

Mr T Burton – Director (resigned 6.3.2012)
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
4th Floor
9 Prescot Street
LONDON
SE1 0SW

INDEPENDENT EXAMINER

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

CIVIC VOICE

REPORT OF THE TRUSTEES (INCORPORATING THE DIRECTORS' REPORT) FOR THE FINANCIAL PERIOD ENDED 30 JUNE 2012

The trustees present their report and the financial statements for the year ended 30th June 2012. 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 2nd February 2010, and registered as a charity on 23rd 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

Our strategy remains the same, selecting campaigns and initiatives that can strengthen the civic movement in ways that inspire support, influence and raise its profile, which in turn can attract support and provide a more sustainable future.

Essentially, our priority is to champion and support the civic movement – providing a national voice to the media and Government while increasing the capacity and capability of civic volunteers and their 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 network.

All Party Parliamentary Group

Civic Voice are gradually raising the profile with MPs and Peers, for example through briefings on key legislation such as the Localism Bill and appearing at a Select Committee on the National Planning Policy Framework. In November 2011 an All Party Parliamentary Group was launched in the House of Commons chaired by Laura Sandys MP (whose father, Lord Duncan Sandys, established the Civic Trust in 1957). A collective campaign with individual civic societies meant Civic Voice was able to sign up 48 MPs in less than 10 days.

Campaigning

Civic Voice's biggest campaign since we launched, has been the Fair Planning Campaign. The Government published its long awaited reforms to the planning system in March 2012. Civic Voice and the civic movement ran a well-organised campaign to pressurise the Government to change its stance.

Civic Day

Over 300 events taking place during Civic Day 2012 with over 150 groups participating

Heritage Open Days

Together with the National Trust and the Heritage Alliance, Civic Voice has taken on management of Heritage Open Days and has started the discussion about its long-term future.

Other Highlights

Some additional highlights from the year include:

- In June Civic Voice appointed a new Director, Steve Graham, replacing our previous Director, Tony Burton left to become Head of Strategy for Design Council in February.
- Through the second year of funding 290 civic societies with over 76,000 individual members have joined Civic Voice which is well on the way to becoming established as the national charity for the civic movement.
- A successful second AGM and Convention hosted by Sheffield Civic Trust in October 2011 (rated 4.6 out of 5 by 157 participants).
- 76% of members rate Civic Voice good or very good in Civic Survey 2012 while two thirds of civic societies believe they are well connected with other civic societies
- Civic Voice secured a legacy of £14,000 to fund a leadership programme to identify the next generation of civic leaders.
- Civic Voice secured funding to deliver workshops on neighbourhood planning to over 100 civic societies
- We secured funding from English Heritage to undertake a nationwide survey of current community action within the historic environment.
- The first Marsh Christian Trust awards for volunteers and civic societies making an outstanding contribution to the movement. These were awarded by Civic Voice to Sue Nichols, Altrincham Civic Society and The Wimbledon Society

Like all organisations in the current economic climate, Civic Voice is cautious about the future. Although continuing to see a growth in the number of civic groups that join, we recognise the challenges we face in transitioning to a sustainable business model, funded entirely by the civic movement before 2013. Going forward Civic Voice see income being sourced through a mix of membership, charitable foundation, grants and corporate support.

Nonetheless, after a period of change, the Board remains optimistic about the future and continuing to strengthen the civic network.

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 above this level as Civic Voice becomes established.

Plans for Future Periods

Civic Voice is moving forward on a number of fronts. In the coming year we hope to work with Laura Sandys MP to develop the All Party Parliamentary Group on Civic Societies; develop further our already successful Civic Day; and increase the interactivity of our website which is our main tool for communicating with members.

Members are of course key to our success, and following our Birmingham Away Day we will revisit the levels of subscription societies pay to be members, bearing in mind the need to balance this with the level of service required. We also hope to continue our efforts to strengthen civic societies, and continue with our well-received workshops of neighbourhood planning.

Our Planning Panel has already commented on recent Listed Building Consent proposals, and expect to do so on the recent government announcement to become more flexible on building in the Green Belt, as well as the plans to relax even further the new planning laws.

During the coming year we expect to publish the results of our English Heritage – funded research piece, 'Protect our Place', as well as a history of the Civic Movement, also externally funded.

There also needs to be a clear shift to less reliance on government - sourced funds and a move towards corporate sponsorship. Ensuring that current funded projects are delivered to specification and to time will enhance a reputation as a "can do-will do" organization, as well as offer the opportunity of repeat funding. Developing options that would be attractive to corporate funding support whilst delivering the main objectives of Civic Voice should be a main focus of fundraising action over the next period.

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:

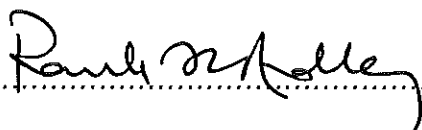
- selected suitable financial policies and applied them consistently
- observed the methods and principles in the charities SORP
- made judgements and estimates that are reasonable and prudent:
- stated whether applicable accounting standards and statement of recommended practice have been followed, 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 12th September 2012 and signed on its behalf by:


..... 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 2012 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

12 September 2012

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

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

FOR THE PERIOD ENDED 30 JUNE 2012

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 30/6/2012 Total £	Period Ended 30/6/2011 Total £
Incoming Resources					
Incoming resources from generating funds:					
Voluntary income	2	196,989	13,400	210,389	244,966
Activities for generating funds	3	<u>4,346</u>	<u>-</u>	<u>4,346</u>	<u>3,802</u>
Total Incoming Resources		<u>201,335</u>	<u>13,400</u>	<u>214,735</u>	<u>248,768</u>
Resources expended					
Staff costs	4	93,092	8,061	101,153	119,079
Establishment costs		7,155	-	7,155	8,761
Accountancy fees		2,234	-	2,234	2,880
Legal and professional fees		84	-	84	1,570
Communications		7,562	-	7,562	2,457
Other office expenses		3,213	-	3,213	4,540
AGM		7,652	-	7,652	4,051
Recruitment		6,332	-	6,332	-
Other governance		4,441	-	4,441	1,931
Projects		-	3,745	3,745	3,745
Events		4,092	1,594	5,686	13,177
Civic Society Initiative		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,361</u>
Total resources expended		<u>135,857</u>	<u>13,400</u>	<u>149,257</u>	<u>164,552</u>
Net incoming /(outgoing) resources for the period/Net income/(expense) for the period					
		65,478	0	65,478	84,216
Total funds brought forward		<u>84,216</u>	<u>0</u>	<u>84,216</u>	<u>0</u>
Total funds carried forward		<u>149,694</u>	<u>0</u>	<u>149,694</u>	<u>84,216</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 2012

	Notes	Year Ended 30/6/2012		Period Ended 30/6/2011	
		£	£	£	£
Current Assets					
Trade debtors	7	3,061		-	
Cash at bank and in hand		<u>263,070</u>		<u>158,814</u>	
		266,131		158,814	
Creditors					
Amounts falling due within one year	8	<u>(116,437)</u>		<u>(74,598)</u>	
Net current assets			<u>149,694</u>		<u>84,216</u>
Net assets			<u>149,694</u>		<u>84,216</u>
Funds					
Unrestricted income funds	9		<u>149,694</u>		<u>84,216</u>
Total funds			<u>149,694</u>		<u>84,216</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 CONTINUED

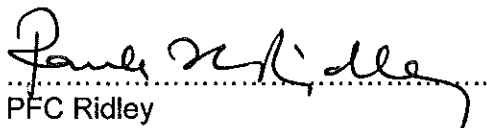
**Trustees Statements required by the Companies Act 2006
For the period ended 30 June 2012**

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 2012
- (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 12th September 2012 and signed on its behalf by:-


PFC Ridley
Chair

The notes on pages 10 to 13 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 2012**

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.

CIVIC VOICE

(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2012

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 £	Year Ended 30/6/2012 £	Period Ended 30/6/2011 £
Donations	-	-	-	1,707
Grants receivable General Fund	133,750	-	133,750	156,750
Grants receivable Civic Survey	-	-	-	13,300
Grants receivable History of Civic Movement	-	-	-	3,745
English heritage	3,000	3,400	6,400	-
Ealing council	-	5,000	5,000	-
Locality	-	5,000	5,000	-
Subscriptions	<u>60,239</u>	<u>-</u>	<u>60,239</u>	<u>69,464</u>
	<u>196,989</u>	<u>13,400</u>	<u>210,389</u>	<u>244,966</u>

3. Activities for generating funds

	Unrestricted Funds	Year ended 30/6/2012	Period Ended 30/6/011
Other activities for generating funds – Events	4,110	4,110	1,921
Other activities for generating funds – Civic Society Initiative final balance	-	-	1,881
Other activities for generating funds – bank interest	234	234	-
Other	<u>2</u>	<u>2</u>	<u>-</u>
	<u>4,346</u>	<u>4,346</u>	<u>3,802</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2012

	Year Ended 30/6/2012	Period Ended 30/6/2011
	£	£
4. Employees		
Employment costs		
Wages and salaries	77,435	93,339
Social Security costs	7,202	7,480
Pension costs	6,786	7,676
Staff expenses	9,014	10,183
Volunteer expenses	<u>716</u>	<u>401</u>
	<u>101,153</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:

	Year Ended 30/6/2012	Period Ended 30/6/2011
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:-

	Year Ended 30/6/2012	Period Ended 30/6/2011
Pension charge	<u>6,786</u>	<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 2012**

	Year ended 30/6/2012 £	Period ended 30/6/2011 £		
7. Trade Debtors				
Trade debtors	3,000	-		
Other debtors	<u>61</u>	<u>-</u>		
	<u>3,061</u>	<u>-</u>		
8. Creditors: amounts falling due within one year	£	£		
Trade creditors	4,893	27,542		
Other creditors	27,540	4,501		
Accruals and deferred income	<u>84,004</u>	<u>42,555</u>		
	<u>116,437</u>	<u>74,598</u>		
9. Analysis of net assets between funds				
	Unrestricted Funds £	Total Funds £		
Fund balances at 30 June 2012 as represented by:				
Current assets	266,131	266,131		
Current liabilities	<u>(116,437)</u>	<u>(116,437)</u>		
	<u>149,694</u>	<u>149,694</u>		
10. Unrestricted funds				
	At 1/7/2011 £	Incoming resources £	Outgoing resources £	At 30/6/2012 £
General fund	<u>84,216</u>	<u>201,335</u>	<u>(135,857)</u>	<u>149,694</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)**

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

	Year Ended 30/6/2012		Period Ended 30/6/2011	
	£	£	£	£
Incoming resources				
Incoming resources from generated funds:				
<i>Voluntary income</i>				
Donations		-		1,707
Grants receivable General Fund		133,750		156,750
Grants receivable Civic Survey		-		13,300
Grants receivable History of Civic Movement		-		3,745
Ealing Council		5,000		-
Locality		5,000		-
English heritage		6,400		-
Subscriptions		<u>60,239</u>		<u>69,464</u>
		210,389		244,966
<i>Activities for generating funds</i>				
Events		4,110		1,921
Civic Society Initiative final balance		-		1,881
Bank interest received		234		-
Other		<u>2</u>		<u>-</u>
		<u>4,346</u>		<u>3,802</u>
Total incoming resources from generated funds		<u>214,735</u>		<u>248,768</u>
Total incoming resources		<u>214,735</u>		<u>248,768</u>
Resources expended				
Costs of generating funds:				
<i>General fund</i>				
Staff – salaries and wages	92,376		106,578	
Staff – Volunteer expenses	716		401	
Establishment – rent	7,155		2,457	
Communications	7,562		4,540	
Office expenses – other	3,213		6,096	
Other costs – Events	4,092		13,177	
Other Costs – Civic Society Initiative	<u>-</u>		<u>2,361</u>	
		115,114		138,275
<i>Civic Survey</i>				
Staff – Salaries & wages	-		12,100	
Professional – other	<u>-</u>		<u>1,200</u>	
		-		13,300
<i>History of Civic Movement</i>				
Research & development	-		<u>3,745</u>	
				3,745

**CIVIC VOICE
(A COMPANY LIMITED BY GUARANTEE)
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 30 JUNE 2011**

	Year Ended 30/6/2012		Period Ended 30/6/2011	
	£	£	£	£
<i>Ealing Council</i>				
Staff salaries & wages	<u>5,000</u>	5,000	-	-
<i>Locality Neighbourhood plans</i>				
Staff salaries & wages	1,255			
Projects	<u>3,745</u>	5,000	-	-
<i>English Heritage – Heritage Counts</i>				
Staff salaries & wages	1,806			
Events	<u>1,594</u>	<u>3,400</u>		-
Total costs of generating voluntary income		<u>128,514</u>		<u>155,320</u>
Fundraising trading:				
Cost of goods sold and other costs		<u>-</u>		<u>-</u>
Total costs of generating funds		<u>128,514</u>		<u>155,320</u>
Charitable activities				
Governance costs				
<i>Activities undertaken directly</i>				
Professional – Accountancy fees	2,234		2,880	
Professional – Legal fees	-		80	
Professional – Other	84		290	
Recruitment	6,332		-	
AGM	7,652		4,051	
Cost of trustees meetings	<u>4,441</u>		1,931	
		<u>20,743</u>		<u>9,232</u>
Total governance costs		<u>20,743</u>		<u>9,232</u>
Net incoming/(outgoing) resources for the period		<u>65,478</u>		<u>84,216</u>

This page does not form part of the statutory accounts.