

REGISTERED COMPANY NUMBER: 06210121 (England and Wales)
REGISTERED CHARITY NUMBER: 1138312

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 APRIL 2012
FOR
CHARITYCOMMS**

Hilton Sharp & Clarke
1st Floor Atlantic House
Jengers Mead
Billingshurst
West Sussex
RH14 9PB

CHARITYCOMMS

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FOR THE YEAR ENDED 30 APRIL 2012

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CHARITYCOMMS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 APRIL 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06210121 (England and Wales)

Registered Charity number

1138312

Registered office

2-6 Tenter Ground
Spitalfields
London
E1 7NH

Trustees

J J Barnard
V A Browning
R M Dyson Acipr
P Gibbs
J A Grounds
B R Matthews
B McBride
J E Moss
S Palmer
J H C Saxton
G Scott-Spicer
V Shooter
C Davidge

Independent Examiner

Hilton Sharp & Clarke
1st Floor Atlantic House
Jengers Mead
Billingshurst
West Sussex
RH14 9PB

COMMENCEMENT OF ACTIVITIES

The charity was incorporated on 12 April 2007 and registered as a charity with the Charity Commission on 7 October 2010.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the memorandum and articles of association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

CharityComms instituted an election process in January 2011 whereby two trustees will be elected either from the organisational or individual membership base each year, or as otherwise agreed by the board, to represent the interest of that section of membership. Other trustees with specialist skills may be co-opted to the board at the invitation of the Chair and subject to approval by the rest of the board.

Organisational structure

The charity trustees have delegated to day to day management of the charity to V Browning.

Related parties

Details of transaction with related parties are set out in note 12 of the financial statements.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

CHARITYCOMMS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 APRIL 2012

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects for which CharityComms is established are:

a) to promote the efficiency and effectiveness of charities, not for profit organisations and voluntary organisations for the benefit of the public throughout the United Kingdom by the provision of resources to optimise their communications. Charities are organisations which are established for exclusively charitable purposes in accordance with the law of England and Wales. Voluntary and not for profit organisations are independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities.

b) to advance the education of the public in relation to the matters referred to in object (a).

Our vision

Communications are integral to each charity's work for a better world. Our vision is a charity sector that values and uses effective communications.

Our mission

We are the professional membership body for charity communicators, led by the sector for the sector. We aim to improve the standard of communications and champion its role in the sector. We seek to represent, support, inspire, connect and inform our members and the wider charity communications community.

Significant activities

CharityComms holds regular seminars, conferences and workshops, hosts networking events and enables charities to share best practice. Our events and the wide range of information and case studies on our website are available to all. Our members have exclusive access to our mentoring and CPD programmes plus a host of other benefits.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

CharityComms celebrated its 5th birthday in April 2012, and our anniversary year sees the charity continuing to thrive.

Sharing best practice and improving the standard of communications

In the year from 1 May 2011 to 30 April 2012, CharityComms held 25 events including seminars, workshops, conferences, networking events, members' lunches, briefings and training days.

These events provided training, knowledge-sharing and networking to over a thousand charity communications professionals. Satisfaction rates for our seminars, conferences and workshops remain high, with feedback showing that 94% of attendees rated them as excellent or good. We launched two new types of networking events this year our Heads of Digital evenings for digital leads from large UK charities, and our SW Regional Group, which now meets quarterly in Bristol.

In total, our events generated income of £97,871 through ticket sales and sponsorship.

Supporting communications professionals

Individual membership of CharityComms grew from 191 in May 2011 to 224 at the end of April 2012. Thirteen major charities joined as new organisational members, taking the total at year end from 36 to 68. Corporate membership rose from 13 to 24 suppliers to the charity communications sector. Membership fees increased by 23% to £95,457 from £77,622 in 2011.

We facilitated 61 mentoring partnerships, doubled from the previous year, enabling communications professionals working in the charity sector to obtain the support, guidance and challenge of an external communications colleague in mentoring relationships as part of their professional development.

CharityComms' website www.charitycomms.org.uk was visited by 45,123 unique visitors from May 2011 to April 2012 (up from 26,218 the previous year). At the end of April 2012 we had 6,600 Twitter followers, an increase of 4,000 followers from 2011.

Championing the sector

Our campaign to lift the burden of media licensing fees from charities is ongoing. Our Beginner's Guide to Media Licensing in the Charity Sector, launched in October 2012, has been downloaded 200 times from our website.

Financial summary

The charity continues to operate on funds derived through trading (events and membership), with total income increasing from £170,157 to £193,415. The accounts show the charity with greater resources expended than incoming this year, resulting in the deficit of £7,367 (shown on pages five and 10). This reflects an investment in developing the website, and an increase in staff and associated salaries. Although this has resulted in the negative funds balance of £304 on the balance sheet (see page six), the charity is actually in a strong position going into the next financial year. The charity has reasonable cash reserves and the majority of the creditors' balance is made up of deferred income that will be included in next year's statement of financial activities.

CHARITYCOMMS

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2012**

ACHIEVEMENT AND PERFORMANCE

Future developments

CharityComms launched its Guide to Social Media for Charities in Jan 2011. In 2012-13 we will be building on the popularity of this report by publishing the first of our series of best practice guides, covering the portrayal of beneficiaries and service users. We will also release the results of our Communications Benchmark 2012 from a survey undertaken in March this year.

We will be refreshing our brand and relaunching our website in June 2012 and updating the AskCharity service by the end of the calendar year.

FINANCIAL REVIEW

Reserves policy

The charity company has no restricted funds therefore all are classed as unrestricted. The trustees have not designated any of these funds for a particular purpose, therefore all are general.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD :

.....
Trustee

Date:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHARITYCOMMS**

I report on the accounts for the year ended 30 April 2012 set out on pages five to nine.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hilton Sharp & Clarke
1st Floor Atlantic House
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Date:

CHARITYCOMMS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2012

	Notes	2012 Unrestricted funds £	2011 Total funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		95,457	77,622
Activities for generating funds	2	97,871	92,493
Investment income	3	87	42
Total incoming resources		193,415	170,157
RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading: cost of goods sold and other costs	4	200,782	143,736
NET INCOMING/(OUTGOING) RESOURCES		(7,367)	26,421
RECONCILIATION OF FUNDS			
Total funds brought forward		7,063	(19,358)
TOTAL FUNDS CARRIED FORWARD		(304)	7,063

The notes form part of these financial statements

CHARITYCOMMS

**BALANCE SHEET
AT 30 APRIL 2012**

	Notes	2012 Unrestricted funds £	2011 Total funds £
FIXED ASSETS			
Tangible assets	8	9,011	4,731
CURRENT ASSETS			
Debtors: amounts falling due within one year	9	17,212	4,533
Cash at bank and in hand		69,804	50,181
		87,016	54,714
CREDITORS			
Amounts falling due within one year	10	(96,331)	(52,382)
NET CURRENT ASSETS/(LIABILITIES)		(9,315)	2,332
TOTAL ASSETS LESS CURRENT LIABILITIES		(304)	7,063
NET ASSETS/(LIABILITIES)		(304)	7,063
FUNDS			
Unrestricted funds	11	(304)	7,063
TOTAL FUNDS		(304)	7,063

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

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

.....
Trustee

The notes form part of these financial statements

CHARITYCOMMS

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2012**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Computer equipment	- 25% on reducing balance
Website	- 25% on reducing balance

Taxation

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

Fund accounting

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. ACTIVITIES FOR GENERATING FUNDS

	2012	2011
	£	£
Conferences	<u>97,871</u>	<u>92,493</u>

3. INVESTMENT INCOME

	2012	2011
	£	£
Deposit account interest	<u>87</u>	<u>42</u>

4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	2012	2011
	£	£
Purchases	46,511	46,755
Bad debts	986	-
Support costs	<u>153,285</u>	<u>96,981</u>
	<u>200,782</u>	<u>143,736</u>

CHARITYCOMMS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2012

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2012	2011
	£	£
Depreciation - owned assets	<u>3,002</u>	<u>1,577</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2012 nor for the year ended 30 April 2011 .

Trustees' Expenses

There were no trustees' expenses paid for the year ended 30 April 2012 nor for the year ended 30 April 2011 .

7. STAFF COSTS

	2012	2011
	£	£
Wages and salaries	95,205	60,874
Social security costs	7,944	6,089
Other pension costs	1,100	-
	<u>104,249</u>	<u>66,963</u>

8. TANGIBLE FIXED ASSETS

	Computer equipment £	Website £	Totals £
COST			
At 1 May 2011	-	11,214	11,214
Additions	<u>1,037</u>	<u>6,245</u>	<u>7,282</u>
At 30 April 2012	<u>1,037</u>	<u>17,459</u>	<u>18,496</u>
DEPRECIATION			
At 1 May 2011	-	6,483	6,483
Charge for year	<u>260</u>	<u>2,742</u>	<u>3,002</u>
At 30 April 2012	<u>260</u>	<u>9,225</u>	<u>9,485</u>
NET BOOK VALUE			
At 30 April 2012	<u>777</u>	<u>8,234</u>	<u>9,011</u>
At 30 April 2011	<u>-</u>	<u>4,731</u>	<u>4,731</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade debtors	<u>17,212</u>	<u>4,533</u>

CHARITYCOMMS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2012

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Trade creditors	2,914	2,035
Social security and other taxes	3,326	2,371
VAT	15,085	7,071
Other creditors	298	-
Accruals and deferred income	74,708	40,905
	<u>96,331</u>	<u>52,382</u>

11. MOVEMENT IN FUNDS

	At 1.5.11	Net movement	At 30.4.12
	£	in funds	£
		£	
Unrestricted funds			
General fund	7,063	(7,367)	(304)
	<u>7,063</u>	<u>(7,367)</u>	<u>(304)</u>
TOTAL FUNDS	<u>7,063</u>	<u>(7,367)</u>	<u>(304)</u>

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

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			
General fund	193,415	(200,782)	(7,367)
	<u>193,415</u>	<u>(200,782)</u>	<u>(7,367)</u>
TOTAL FUNDS	<u>193,415</u>	<u>(200,782)</u>	<u>(7,367)</u>

12. RELATED PARTY DISCLOSURES

During the year the company paid consultancy fees to V Browning totalling £33,505. (2010 - £22,960)

CHARITYCOMMS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2012

	2012 £	2011 £
INCOMING RESOURCES		
Voluntary income		
Subscriptions	95,457	77,622
Activities for generating funds		
Conferences	97,871	92,493
Investment income		
Deposit account interest	87	42
Total incoming resources	193,415	170,157
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Direct costs	46,511	46,755
Bad debts	986	-
	47,497	46,755
Support costs		
Management		
Pensions	1,100	-
Finance		
Bank charges	616	75
Human resources		
Wages	95,205	60,874
Social security	7,944	6,089
	103,149	66,963
Other		
Computer software	2,717	789
Sundries	-	320
Accountancy	2,642	3,241
Consultancy	35,295	22,960
Staff expenses	4,762	1,056
Computer equipment	260	-
Website depreciation	2,744	1,577
	48,420	29,943
Total resources expended	200,782	143,736
Net (expenditure)/income	(7,367)	26,421