

**Charity Registration No. 1157070**

**VOICE: LOCAL**  
**ANNUAL REPORT**  
**AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

# VOICE: LOCAL

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	A Schenk J Sherrington J Fawcett S Merchant A Bain T Boylin U Badat H Osman	(Appointed 17 July 2019)
<b>Operations Manager</b>	Julie Darbyshire	
<b>Charity number</b>	1157070	
<b>Registered office</b>	Scott House 27 Silverwell Street Bolton BL1 1PP	
<b>Independent examiner</b>	Mr D A Kay FCA Barlow Andrews LLP Carlyle House 78 Chorley New Road Bolton BL1 4BY	
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Maling Kent ME19 4JQ	

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# VOICE: LOCAL

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 MARCH 2020*

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The trustees present their report and financial statements for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The charity's objectives are:

The advancement of health and the relief of those in need by the relief of those in need by reason of youth, age, ill health, disability or financial hardship by;

- a) encouraging and supporting local people to share their experiences of health and social care;
- b) ensuring the involvement of local people in the commissioning, design and scrutinizing, reviewing and monitoring of health and social care services;
- c) the promotion of transparency and accountability within the health economy;
- d) the provision of information and advice to the general public about health and social care services.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

##### **Priorities for the year**

Our priorities are set by the public via a public engagement process. In 2019/20 our priorities were: Cancer Screening, Discharge from Hospital, Young People's Emotional Health and Wellbeing. We also worked with Healthwatch colleagues across Greater Manchester to do public engagement on the NHS Long Term Plan. We produced the report for this work and won a 'highly commended' award from Healthwatch England. In March 2020 the Covid-19 pandemic started to make an impact and as a result of the advice from government we were forced to work differently. Because of the impact of the crisis and social distancing rules, we were unable to continue to do any face to face engagement work. Therefore we decided that we would have to roll our Discharge from Hospital work forward into the next year's work plan. We also started to co-design digital engagement work with Bolton University to gather public feedback about Covid-19 and will be co-producing feedback reports to Bolton Council and Bolton CCG to assist in their public health messages and communications.

##### **Information and Advice**

During 2019/20 Healthwatch Bolton information, advice and guidance service continued to provide an effective and valuable service to the people of Bolton. During the period the information and advice service dealt with 127 enquiries.

##### **Volunteer and member development**

Voice: Local is a membership organisation. During 2019/20 the organisation had 223 members. The organisation continued to support an active volunteer base, with a total of 18 volunteers taking on role of IT support, trustees and Enter and View Authorised Representatives.

##### **Engaging with the Public**

During 2019/20 we gathered the views of 2,098 members of the public during subject, site or target group specific engagement projects. We collected 2,312 individual comments from the public and we made 317 new contacts. We also received 1,300 completed cancer screening surveys. We distributed over 1,000 promotional items including leaflets and pens. We held 12 public events including outreach, market places and forums. Our social media following continued to grow and at the end of the year we had 3,005 followers on social media (Twitter 2,420, Facebook 330, Instagram 255).

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## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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#### **Research and the Evidence Base**

During 2019/20, we had to streamline the amount of work we could undertake due to less money being available than was originally understood. It was discovered there had been errors in the budget. We also lost key staff members to redundancy – our Senior Research Officer, our Chief Officer and our Independent Chair. We have produced 2 reports from the cancer screening and young people's emotional health. As well as this we had to change the way we work to support our public health colleagues in the coronavirus pandemic. We launched surveys to gather public feedback and began a project being co-produced with students from Bolton University on placement which will continue throughout the pandemic.

The Greater Manchester Research Unit continued to develop, publishing a detailed research framework and working with our national body, Healthwatch England and colleagues from across the Healthwatch Network on the development of a National Quality Standard in research, on developing research training modules and on preparing the forthcoming National Research Library. Work has progressed on the Research Governance Framework being rolled out to all Local Healthwatch. Training sessions have taken place and Local Healthwatch have been asked to pilot the framework. The second part of the work which was to establish a Customer Relations Management system has not gone to plan due to awaiting decisions from Healthwatch England. This work has currently stalled.

#### **Partnership Working, Engagement, Co-production, Co-design**

Healthwatch Bolton worked closely with Bolton CCG and voluntary sector colleagues on delivering professionals briefing sessions on informing people about the current landscape of mental health provision in Bolton, Bolton's Transformation Plan and information about Thrive and 'Be kind to My Mind' campaign. The intention was to deliver parent and carer sessions in schools but this was put on hold due to the pandemic. Healthwatch Bolton also worked closely with the Greater Manchester Screening and Engagement programme to co-design and co-produce engagement sessions for women from a variety of sections of the community to establish known barriers and knowledge to accessing cervical screening and to highlight potential cancer champions. We also worked with Greater Manchester Healthwatch to deliver engagement sessions on the NHS Long Term Plan.

In Bolton we continued to represent people's views in a wide variety of strategic and decision making forums at local level as well as to send representatives on behalf of Healthwatch in Greater Manchester to groups working on transformation and service planning at a city wide level.

#### **Working with other Local Healthwatch**

The organisation continues to work with Healthwatch colleagues across Greater Manchester. The Network undertook an external review during the year and was successful in winning a £60,000 investment from Healthwatch England and the Greater Manchester Health and Social Care Partnership which was supposed to help it respond to the review by creating a more formal structure and governance arrangements at Greater Manchester level. The money was allocated via grant agreements between Voice: Local and the host Healthwatch. Voice: Local held the grant agreement to administer the finances and record keeping. Healthwatch Tameside were unable to fulfil the 2nd quarter of their grant agreement (to pay the fees for Healthwatch representatives to attending meetings advised by the Greater Manchester Health and Social Care Partnership), so it was agreed that Voice: Local would pay the fees from the remaining monies.

#### **Plans for the Future**

We will continue to work with our colleagues across Healthwatch in Greater Manchester and will continue to look at opportunities to income generate. There is still no agreed way to commission Healthwatch consistently across Greater Manchester, despite being given funding to work on this (via the grant agreements). The issue appears to be that commissioners cannot agree a way forward.

We have established a Management and Strategy Group made up of 4 trustees and the Operations Manager. The role of this group is to oversee the work of Healthwatch Bolton regarding strategic matters, governance, HR, finance and support the staff team. We are also working to produce a new website to be launched in summer 2020. Regarding our workplan we have agreed to look at mental health for adults and children, and social care which were the top priority areas voted for by the public of Bolton. We will align this work to the current pandemic of Covid-19 and continue to gather public feedback on this. We will also contribute to ongoing work with Bolton MBC and Bolton Public Health.

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## TRUSTEES' REPORT (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2020*

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#### **Financial review**

Up to 31/3/2020 the organisation continued to hold the Healthwatch contract for Bolton and to act as financial host for Healthwatch in Greater Manchester, holding the funds provided by the Health and Social Care Partnership and Healthwatch England on behalf of that group.

The contract with Bolton MBC ended on 31st March 2020. Because it was identified that there would be a deficit in the budget for 2019/20, in July 2019 Voice: Local was instructed by Bolton MBC to produce a recovery plan to ensure the continuation of the company's operations and provide at least 3 months' running costs in reserves by the end of March 2020. This has been achieved. The recovery plan included key staff redundancies and scaling down running costs on premises, equipment etc. The recovery plan was accepted by Bolton MBC and Voice: Local was informed that the contract for Healthwatch Bolton would remain in place for the foreseeable future. Currently there is no written contract; one was being negotiated before the pandemic struck and we hope to be able to agree to as soon as is feasible.

The financial performance of the organisation is shown in the Statement of Financial Activities on page 6 and its financial position at year end is outlined in the balance sheet on page 7.

#### **Reserves policy**

The charity ended the previous financial year with free reserves of £33,109. A review of our reserves policy concluded that we should aim to:

- (a) ensure that the organisation can cover its liabilities and
- (b) work towards having free reserves equivalent to at least 3 months' operating costs.

At year end our free reserves of £30,879 enable us to satisfy the measure set at (a), but fall below the target at (b). However, given the uncertainties that we faced financially earlier in the 2019/20 year the trustees are satisfied with the position and are confident that we have a sound financial platform to build on going forward.

#### **Risk review**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to those risks.

# VOICE: LOCAL

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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#### Structure, governance and management

Healthwatch Bolton was set up by statute in April 2013 with a 'Shadow Board' and a parent company (The BHA for Equality) appointed by the Local Authority. In May 2014 Healthwatch Bolton became constituted in its own right and registered with the Charity Commissioner under the name Healthwatch Bolton. The registered charity number is 1157070. Healthwatch Bolton became fully independent in July 2015.

During 2016 Healthwatch Bolton was successful in winning the contract to run Healthwatch Wigan and Leigh and as a result of this development it was necessary to review the governance arrangements.

Consequently, Healthwatch Bolton became Voice: Local. It retained its original charity status (as a Charitable Incorporated Organisation (by Association)) and charity number, 1157070. However, since Healthwatch England Guidance says that there cannot be more than one Healthwatch branded organisation in any locality, the charity changed its name to Voice: Local. (This name change request was submitted to the Charities Commission in April 2017 and approved in June 2017). Voice: Local is used as a contractual name and the organisation continues to trade under the Healthwatch Bolton. It no longer holds the contract for Healthwatch Wigan and Leigh.

The trustees who served during the year and up to the date of signature of the financial statements were:

S Greenhalgh	(Resigned 17 July 2019)
A Schenk	
J Sherrington	
J Fawcett	
S Merchant	
A Bain	
T Boylin	
M Hodlin	(Resigned 29 May 2019)
S Gambles	(Resigned 17 July 2019)
A Stone	(Resigned 17 July 2019)
U Badat	
T Govind	(Resigned 8 October 2019)
H Osman	(Appointed 17 July 2019)

The current Board of Trustees remains as the governing body. The Board continued to consider matters of risk and to support the staff to develop and pursue new avenues for obtaining funding and developing services relevant to the charities overall mandate and to provide active and effective support to the Operations Manager.

During 2019/20 the organisation had an Independent Chair who supported the trustees and acted on behalf of the organisation as representative to the Health and Wellbeing Board and a wide range of other bodies, both locally and regionally. The Independent Chair, Mr Jack Firth resigned in October 2019. The Chief Officer, Alice Tligui and Senior Research Officer, Alex Tan were made redundant in June and November 2019 respectively.

The trustees' report was approved by the Board of Trustees.

#### **J Fawcett**

Trustee

Dated: 29 June 2020

## **VOICE: LOCAL**

### **TRUSTEES' DECLARATION ON UN-AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

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In relation to the financial statements which comprise, the Balance Sheet and the related notes:

- The trustees approve these financial statements and confirm that they are responsible for them, including selecting the appropriate accounting policies, applying them consistently and making, on a reasonable and prudent basis, the judgments underlying them. They have been prepared on the going concern basis on the grounds that the charity will continue in operation.
- The trustees confirm that they have made available to Barlow Andrews LLP, all the charity's accounting records and provided all the information necessary for the compilation of the financial statements.
- The trustees confirm that to the best of their knowledge and belief, the accounting records reflect all transactions of the charity for the year ended 31 March 2020.

On behalf of the board

J Fawcett  
Director  
29 June 2020



# VOICE: LOCAL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VOICE: LOCAL

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I report on the financial statements of the charity for the year ended 31 March 2020, which are set out on pages 7 to 16.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. 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 needed.

It is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

### **Basis of 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

David Kay, FCA  
Barlow Andrews LLP  
  
Chartered accountants  
Carlyle House  
78 Chorley New Road  
Bolton  
BL1 4BY

Dated: 29 June 2020

# VOICE: LOCAL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
<b>Income from:</b>							
Income from charitable activities	2	182,809	60,000	242,809	473,080	104,004	577,084
<b>Expenditure on:</b>							
Expenditure on charitable activities	3	193,039	37,520	230,559	490,934	124,490	615,424
<b>Net (outgoing)/ incoming resources before transfers</b>		(10,230)	22,480	12,250	(17,854)	(20,486)	(38,340)
Gross transfers between funds		8,000	(8,000)	-	-	-	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(2,230)	14,480	12,250	(17,854)	(20,486)	(38,340)
Fund balances at 1 April 2019		33,109	(7,308)	25,801	50,963	13,178	64,141
<b>Fund balances at 31 March 2020</b>		30,879	7,172	38,051	33,109	(7,308)	25,801

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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## BALANCE SHEET

AS AT 31 MARCH 2020

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	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Debtors	8	1,447		101,673	
Cash at bank and in hand		85,642		43,404	
		<u>87,089</u>		<u>145,077</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(49,038)</u>		<u>(119,276)</u>	
Net current assets			<u>38,051</u>		<u>25,801</u>
<b>Income funds</b>					
Restricted funds	10		7,172		(7,308)
Unrestricted funds			30,879		33,109
			<u>38,051</u>		<u>25,801</u>

The financial statements were approved by the Trustees on 29 June 2020

J Fawcett  
Trustee

# VOICE: LOCAL

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

#### Charity information

VOICE: Local is a CIO constituted in its own right and registered with the Charity Commissioner. The registered charity number is 1157070. The charity was previously called Healthwatch Bolton.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's trust deed, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for services provided in the normal course of business.

#### 1.5 Expenditure

All expenditure is accounted for on an accrued basis and has been classified under headings that aggregate all costs related to that category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them. It also includes costs associated with meeting the constitutional and statutory requirements of the charity, the professional fees and costs linked to the strategic management of the charity and costs associated with the staffing and the general running of the charity.

# VOICE: LOCAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies (Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33% straight line
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#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand.

#### 1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Impairment of financial assets**

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies

(Continued)

#### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Income from charitable activities

	Bolton & Wigan £	GM Locality and Transformation £	Total 2020 £	Total 2019 £
Bolton MBC	150,000	-	150,000	175,000
Earned income	23,011	-	23,011	12,672
Bolton CVS	1,833	-	1,833	57,000
Healthwatch England	5,885	-	5,885	7,000
Wigan MBC	-	-	-	216,428
Other income	2,080	-	2,080	4,980
Transformation GM grant	-	60,000	60,000	104,004
	<u>182,809</u>	<u>60,000</u>	<u>242,809</u>	<u>577,084</u>
Analysis by fund				
Unrestricted funds	182,809	-	182,809	
Restricted funds	-	60,000	60,000	
	<u>182,809</u>	<u>60,000</u>	<u>242,809</u>	
<b>For the year ended 31 March 2019</b>				
Unrestricted funds	473,080	-		473,080
Restricted funds	-	104,004		104,004
	<u>473,080</u>	<u>104,004</u>		<u>577,084</u>

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 3 Expenditure on charitable activities

	Bolton & Wigan	GM Locality and Transformation	Total 2020	Total 2019
	£	£	£	£
Staff costs and benefits	145,612	-	145,612	406,217
Catering and venue costs	2,624	-	2,624	6,904
Travel and accommodation	1,728	-	1,728	11,966
Books and subscriptions	2,519	-	2,519	8,670
Telephone and internet	3,498	-	3,498	5,535
IT support and other computer costs	5,134	-	5,134	12,444
Equipment lease and maintenance	2,278	-	2,278	7,587
Legal and professional fees	4,558	-	4,558	13,058
Property rents, running costs and repairs	13,194	-	13,194	32,904
Advertising, photocopying, postage and stationery	3,251	-	3,251	3,950
Sundry running costs	2,170	-	2,170	1,304
Staff training	1,317	-	1,317	5,147
Bad and doubtful debts	1,364	-	1,364	-
Partnership project expenditure	-	37,520	37,520	92,618
	<u>189,247</u>	<u>37,520</u>	<u>226,767</u>	<u>608,304</u>
Share of support costs (see note 4)	-	-	-	3,520
Share of governance costs (see note 4)	3,792	-	3,792	3,600
	<u>193,039</u>	<u>37,520</u>	<u>230,559</u>	<u>615,424</u>
<b>Analysis by fund</b>				
Unrestricted funds	193,039	-	193,039	
Restricted funds	-	37,520	37,520	
	<u>193,039</u>	<u>37,520</u>	<u>230,559</u>	
<b>For the year ended 31 March 2019</b>				
Unrestricted funds	490,934	-		490,934
Restricted funds	31,872	92,618		124,490
	<u>522,806</u>	<u>92,618</u>		<u>615,424</u>

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## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 4 Support and governance costs

	Support costs	Governance costs	2020	2019	Basis of allocation
	£	£	£	£	
Depreciation	-	-	-	3,520	Usage
Accounts/examination	-	3,792	3,792	3,600	Governance
	<u>-</u>	<u>3,792</u>	<u>3,792</u>	<u>7,120</u>	
Analysed between Charitable activities	-	3,792	3,792	7,120	
	<u>-</u>	<u>3,792</u>	<u>3,792</u>	<u>7,120</u>	

### 5 Trustees

None of the trustees (or any persons connected with them) received any remuneration, reimbursed expenses or benefits from the charity during the year.

### 6 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Management and service	<u>5</u>	<u>13</u>

#### Employment costs

	2020 £	2019 £
Wages and salaries	129,749	369,749
Social security costs	11,293	25,413
Other pension costs	4,570	11,055
	<u>145,612</u>	<u>406,217</u>

The number of employees whose annual remuneration was £60,000 or more, including redundancy cost, was:

	2020 Number	2019 Number
£65,000 - £70,000	<u>-</u>	<u>1</u>



## VOICE: LOCAL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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7	Financial instruments	2020	2019
		£	£
	<b>Carrying amount of financial assets</b>		
	Debt instruments measured at amortised cost	85,642	99,681
		<u>          </u>	<u>          </u>
	<b>Carrying amount of financial liabilities</b>		
	Measured at amortised cost	49,038	119,276
		<u>          </u>	<u>          </u>

The trustees consider that the carrying amounts of financial liabilities carried at amortised cost in the financial statements approximate to their fair values.

The trustees consider that the carrying amounts of financial liabilities carried at amortised cost in the financial statements approximate to their fair values.

8	Debtors	2020	2019
		£	£
	<b>Amounts falling due within one year:</b>		
	Trade debtors	-	99,681
	Prepayments and accrued income	1,447	1,992
		<u>          </u>	<u>          </u>
		1,447	101,673
		<u>          </u>	<u>          </u>

9	Creditors: amounts falling due within one year	2020	2019
		£	£
	Other taxation and social security	5,828	7,064
	Trade creditors	404	579
	Other creditors	1,586	1,239
	Accruals and deferred income	41,220	110,394
		<u>          </u>	<u>          </u>
		49,038	119,276
		<u>          </u>	<u>          </u>

Included within the figure for accruals and deferred income is £37,500 of deferred income (2019 £86,794), which is in respect of monies to be recognised as income in the SOFA in the following year, as that is when it is due to be spent.

## VOICE: LOCAL

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

#### 10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds				
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
GM Locality and Transformation	13,178	104,004	(124,490)	(7,308)	60,000	(37,520)	(8,000)	7,172

#### Description of restricted funds

GM Locality and Transformation - funding received from bodies including Healthwatch England and Greater Manchester Health and Social Care Partnership to enable the development and delivery of locality plans, transformation themes and cost-cutting programmes. The dispersal of funds is managed by Healthwatch Bolton / Voice: Local on behalf of Healthwatch in the GM network. Transfers from the fund to general unrestricted funds cover agreed charges for administration of the representatives' fees and as the Financial Host.

# VOICE: LOCAL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 11 Analysis of net assets between funds

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £
Fund balances at 31 March 2020 are represented by: Current assets/ (liabilities)	30,879	7,172	38,051	33,109	(7,308)	25,801
	<u>30,879</u>	<u>7,172</u>	<u>38,051</u>	<u>33,109</u>	<u>(7,308)</u>	<u>25,801</u>

### 12 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).