

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 2011
FOR
CHARITYCOMMS**

THURSDAY



A11D8VK1

A28

26/01/2012

#121

COMPANIES HOUSE

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

CHARITYCOMMS

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2011**

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 9

CHARITYCOMMS
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2011

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 2011. 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	- appointed 1 3 11
S Palmer	- appointed 1 3 11
J H C Saxton	
G Scott-Spicer	- appointed 1 3 11
V Shooter	- appointed 1 3 11
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 2011

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 held 16 events in 2010/11, providing training, knowledge sharing and networking to over 800 charity communications professionals Satisfaction rates were high for our events, with feedback showing that 93% of attendees rated them as excellent or good

We facilitated over 30 mentoring partnerships, 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

The 3,200 charities and more than 2,000 journalists registered to our askCHARITY website had access to our unique service which helps the media contact charities, and charities better understand the media agenda Through askCHARITY we have helped to create a greater understanding of the way charities can collaborate with the media to advance their cause We have also given smaller organisations the chance to contact national newspapers, broadcasters and magazines, helping to level the playing field in terms of which charities get media opportunities Over 140 requests for information per month were sent on average by journalists using the askCHARITY service

CharityComms' website www.charitycomms.org.uk was visited by 26,218 unique visitors from May 2010 to April 2011, and at the end of that financial year we had just over 2,600 Twitter followers

Incoming resources this year increased by £52,947 to £170,157 largely due to an increase in conference fees of £51,403 to £92,493

Individual membership of CharityComms increased by 44% from 133 in April 2010 to 191 in May 2011 Five major charities joined as new organisational members, taking the total at year end to 36 We more than doubled our corporate membership, from 6 to 13 suppliers to the charity communications sector Membership fees increased to £77,622 from £76,110 in 2010

Due to the increased conferences held during the year the net incoming resources this year increased to £26,421 The charity company had negative funds brought forward of £19,358 but due to the surplus this year is able to report total funds carried forward of £7,063

CHARITYCOMMS

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 APRIL 2011

ACHIEVEMENT AND PERFORMANCE

Future developments

In 2011/12, CharityComms intends to

- continue to provide a full programme of high quality events providing training, skills development, knowledge-sharing and networking opportunities to our members and the wider charity communications community;
- grow membership to become even more representative of the sector;
- publish the first in a series of Best Practice Guides which will provide inspiration, practical advice and thought leadership on a range of topics within charity communications;
- undertake a campaign to address the burden on charities of the current media licensing regime

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

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Charitycomms for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website

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 - Joe Saxton

Date 10 January 2012

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

I report on the accounts for the year ended 30 April 2011 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 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.

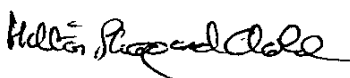
Independent examiner's statement

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
Jengers Mead
Billingshurst
West Sussex
RH14 9PB

Date 10th February 2012

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2011**

		2011 Unrestricted funds £	2010 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		77,622	76,110
Activities for generating funds	2	92,493	41,090
Investment income	3	42	10
Total incoming resources		<u>170,157</u>	<u>117,210</u>
RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading, cost of goods sold and other costs	4	143,736	109,978
NET INCOMING RESOURCES		<u>26,421</u>	<u>7,232</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>(19,358)</u>	<u>(26,590)</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>7,063</u></u>	<u><u>(19,358)</u></u>

The notes form part of these financial statements

**BALANCE SHEET
AT 30 APRIL 2011**

	Notes	2011 Unrestricted funds £	2010 Total funds £
FIXED ASSETS			
Tangible assets	8	4,731	6,308
CURRENT ASSETS			
Debtors amounts falling due within one year	9	4,533	16,161
Cash at bank		50,181	24,359
		<u>54,714</u>	<u>40,520</u>
CREDITORS			
Amounts falling due within one year	10	(52,382)	(66,186)
NET CURRENT ASSETS/(LIABILITIES)		<u>2,332</u>	<u>(25,666)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>7,063</u>	<u>(19,358)</u>
NET ASSETS/(LIABILITIES)		<u>7,063</u>	<u>(19,358)</u>
FUNDS	11		
Unrestricted funds		7,063	(19,358)
TOTAL FUNDS		<u>7,063</u>	<u>(19,358)</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2011

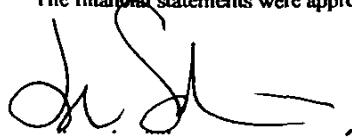
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 April 2011 in accordance with Section 476 of the Companies Act 2006

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 10 January 2012 and were signed on its behalf by


Trustee - Joe Saxton

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2011**

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

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.

2. ACTIVITIES FOR GENERATING FUNDS

	2011 £	2010 £
Conferences	92,493	41,090

3. INVESTMENT INCOME

	2011 £	2010 £
Deposit account interest	42	10

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

	2011 £	2010 £
Purchases	46,755	41,027
Support costs	96,981	68,951
	143,736	109,978

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2011

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	2011	2010
	£	£
Depreciation - owned assets	<u>1,577</u>	<u>2,102</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2011 nor for the year ended 30 April 2010

Trustees' Expenses

There were no trustees' expenses paid for the year ended 30 April 2011 nor for the year ended 30 April 2010

7. STAFF COSTS

	2011	2010
	£	£
Wages and salaries	60,874	28,666
Social security costs	6,089	2,708
	<u>66,963</u>	<u>31,374</u>

8. TANGIBLE FIXED ASSETS

	Website £
COST	
At 1 May 2010 and 30 April 2011	<u>11,214</u>
DEPRECIATION	
At 1 May 2010	4,906
Charge for year	1,577
At 30 April 2011	<u>6,483</u>
NET BOOK VALUE	
At 30 April 2011	<u>4,731</u>
At 30 April 2010	<u>6,308</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011	2010
	£	£
Trade debtors	<u>4,533</u>	<u>16,161</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 APRIL 2011

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2011 £	2010 £
Other loans	-	10,000
Trade creditors	2,035	9,314
Social security and other taxes	2,371	1,240
VAT	7,071	8,845
Other creditors	-	476
Accruals and deferred income	40,905	36,311
	<u>52,382</u>	<u>66,186</u>

11. MOVEMENT IN FUNDS

	At 1 5 10 £	Net movement in funds £	At 30 4 11 £
Unrestricted funds			
General fund	(19,358)	26,421	7,063
TOTAL FUNDS	<u>(19,358)</u>	<u>26,421</u>	<u>7,063</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	170,157	(143,736)	26,421
TOTAL FUNDS	<u>170,157</u>	<u>(143,736)</u>	<u>26,421</u>

12. RELATED PARTY DISCLOSURES

As at 30 April 2011, Charitycomms owed £nil (2010 - £10,000) to nfpSynergy a company controlled by a director, J Saxton

During the year Charitycomms repaid the outstanding loan of £10,000

During the year the company paid fees of £nil (2010 - £8,219) to Good Cause Communications Limited, a company which N Johnson is a director

During the year the company paid consultancy fees to V Browning totalling £22,960 (2010 - £3,400)