SIGNALONG The Communication Charity

England & Wales · Charity number 1039788

Details

Other names	THE SIGNALONG GROUP, SIGNALONG
Status	Registered
Legal form	Charitable company
Company number	02922636
Registered	1994-07-29
Register	View on the Charity Commission register

Contact

Address	Unit 3 Longs Business Centre 232 Fakenham Road Taverham Norwich NR8 6QW
Phone	0330 1200770
Email	tracygoode@signalong.org.uk
Website	www.signalong.org.uk

Activities

Objects: TO RELIEVE THE SUFFERING AND ADVANCE THE EDUCATION AND COMMUNICATIONS SKILLS OF PEOPLE WITH LEARNING DIFFICULTIES AND SPECIAL EDUCATIONAL NEEDS

Activities: Development of visual communication resources (signing, symbols and pictures) for children and adults with verbal communication difficulties. Most users have learning disabilities or autistic spectrum disorders. Training and free advice provided

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, People With Disabilities

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Geography

- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£223,627	£242,743	-	-
2023-12-31	£255,249	£220,472	-	-
2022-12-31	£236,943	£208,256	-	-
2021-12-31	£214,042	£171,283	-	-
2020-12-31	£181,000	£171,000	-	-

Trustees

Name	Role	Appointed
JOHN PHILIP FRANKLIN	Chair	2013-04-30
BEVERLY McCUE		2015-09-01
Jonathan Tate		2019-05-09
MICHELLE SONGEST		2013-12-03
NIGEL STANCLIFFE		2016-10-20
Shahnaz Ashraf		2019-05-09

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SIGNALONG The Communication Charity

England & Wales - Charity number 1039788

Accounts

Sign along
the communication charity
charity no: 1039788

2024 Annual Report

Registered company number: 02922636 (England and Wales)
Registered Charity number: 1039788

Annual Report and Financial Statements

for the year ended 31st December 2024

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 31 December 2024. The trustees have adopted the provisions of 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) (Effective 1 January 2015).

SIGNALONG 1 Old Winery Business Park Cawston Norwich Norfolk NR10 4FE
www.signalong.org.uk

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To be amended once financial report has been added

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Trustees' Report

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Reconciliation of Funds

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Introduction

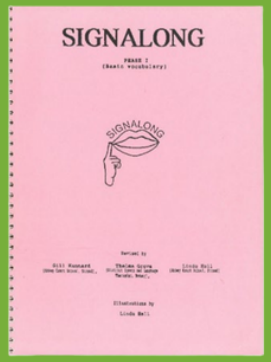
Signalong is a sign-supported communication system designed for children and adults who have speech and language difficulties. Most users have learning disabilities or autism spectrum disorders, but the system is available to anyone who needs signing, including those with physical disabilities and learning difficulties and hearing impairment.

Increasingly, Signalong is being used with those who use alternative languages whilst they learn to communicate in English.

Signalong is based on a consistent method of analysing and presenting signs, which enables users to select vocabulary relevant to their own situations. This avoids the need to constantly update sign vocabulary by attending further classes where many of the signs taught will be redundant and quickly forgotten through lack of use.

By focusing on skills and providing a large library of over 9,000 signs, Signalong is cost-effective and represents good value for money. In addition, the Signalong methodology of handshape, orientation, placement and movement enables you to translate idiosyncratic signs in a consistent manner.

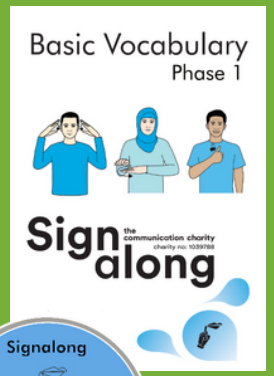
First Edition



Signalong was first published in 1992 at a Kent school for children with severe learning difficulties and its founders were two teachers and a speech and language therapist. Due to its success, Signalong became a registered charitable company limited by guarantee in 1994. To date we have over 70,000 copies of Phase 1 in circulation.

The sign vocabulary is supported by diagrams, and the charity actively co-operates with expert organisations and individuals in the field of education, IT and child protection to increase the range of resources available. Its publishing activities are supported by a growing national network of registered Tutors and a free sign research and advice service for users.

Signalong provides a range of training courses including Workshops, Introductory, Foundation, Foundation Extension, Signalong Training Assistant and Tutor Training for those who wish to train others.



To promote the use of Signalong, organisations can become Signalong Friendly and we offer 3 levels of membership and currently have nearly 500 members.

Objectives and Activities

The principal activity of the charity has always been the engagement in the relief of suffering and the advancement of the education and communication skills of people with learning difficulties and speech, language and communication needs.

Mission Statement of Signalong The Communication Charity

Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning.

Our Aims

- Greater fulfilment of potential
- Greater independence
- Reduction in disturbed and challenging behaviour
- Improvement in self-esteem
- Improved relationships

We Strive To Achieve This By:

- developing and promoting augmentative communication (manual signs, symbols, picture resources)
- researching and publishing sign vocabulary
- developing appropriate language resources for children with special needs
- providing resources to assist literacy and education
- teaching communication techniques to anyone living or working with people with impaired communication
- working with other organisations and individuals in this field
- freely offering advice to parents and professionals

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.

Development

2024 saw several changes in staff and advertisement of a new position of Digital & Social Media Marketing Executive to increase brand awareness and promote the charity. This exciting new role was created to enhance our online presence, engage with a wider audience, and support the delivery of key campaigns across various digital platforms and strengthen our community engagement.

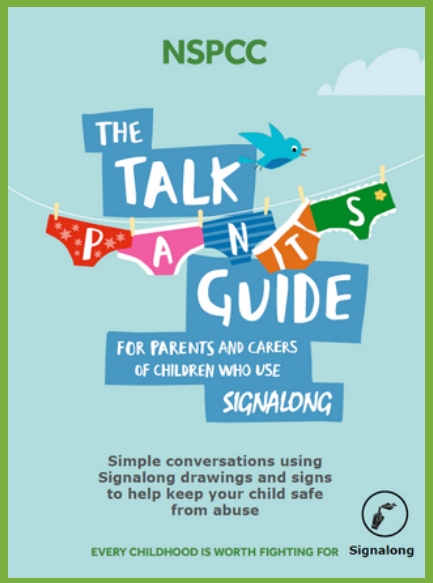
Work is now complete on the development of an avatar to support Signalong for Babies Nursery Rhymes and we launched Sami at the Norfolk Bump & Beyond in March and Baby Show in Manchester in June.

We have produced individual tracks and a compilation of the nursery rhymes available on our online shop to digitally download https://www.shop.signalong.org.uk/babies-and-toddlers

Signalong were delighted to attend the Celebrating Early Years awards at Swansea's Brangwyn Hall to recognise and celebrate this city's highly skilled childcare and play workforce. Our CEO presented the award for Supporting Children's Communication Needs to Highgate Nursery Uplands, Oaktree Nursery and Susan Griffiths, Childminder.

Following significant increases in daily delegate and room hire costs, we welcomed our Tutors to new venues in Worcester, Swansea, Dorset whilst retaining our Oldham venue. All were greeted with positive feedback.

Signalong collaborated with NSPCC to produce a Signalong version of PANTS to help keep children safe from abuse. Our CEO gave a short presentation and introduced the resource at the national launch online in November.



Training

Senior Tutors delivered 10 Tutor Training courses throughout the year in Northamptonshire, Swansea, Llandovery, Milton Keynes, Glasgow and Bournemouth and online resulting in additional 60 new Tutors.

Our Tutor network delivered 185 Foundation courses, 60 Introductory and 472 Workshops training over 8,305 participants. The total number of Tutors in 2024 was 472.

Senior Tutors

We continue to seek and appoint Senior Tutors across the UK, to deliver Tutor Training courses.

Charitable Fund

Signalong operate a charitable fund and 2.5% of our annual income is allocated to donating goods and services to those who require assistance with training fees and resources. If you or anyone you know would benefit from a charitable donation, please do not hesitate to contact us.

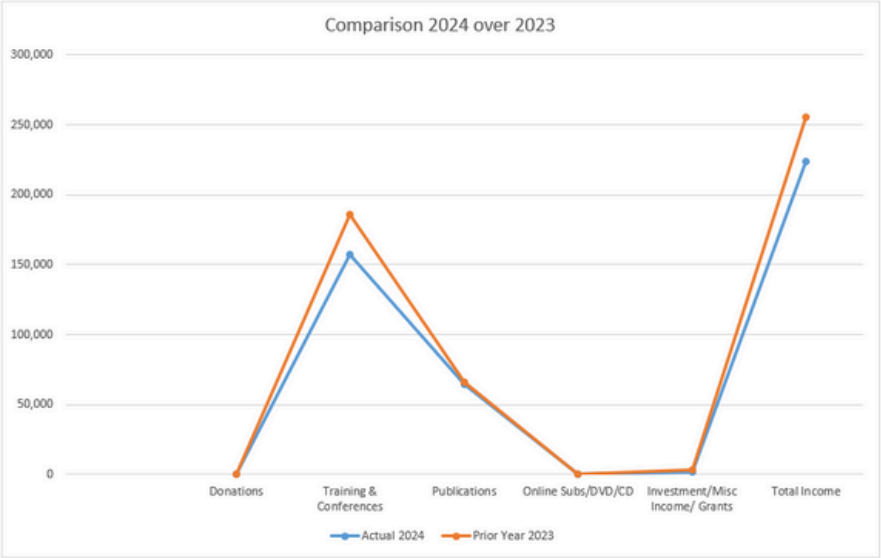
In 2024 Signalong donated £4,926 in manuals, posters, Sign Library subscriptions and reduced training fees.

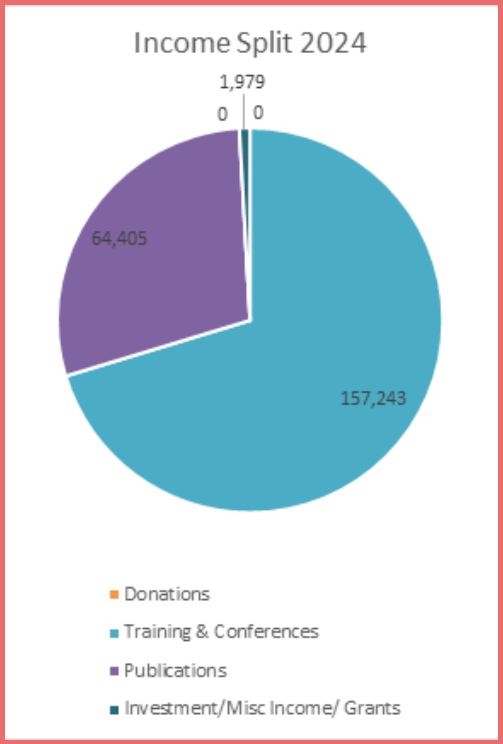
Financial

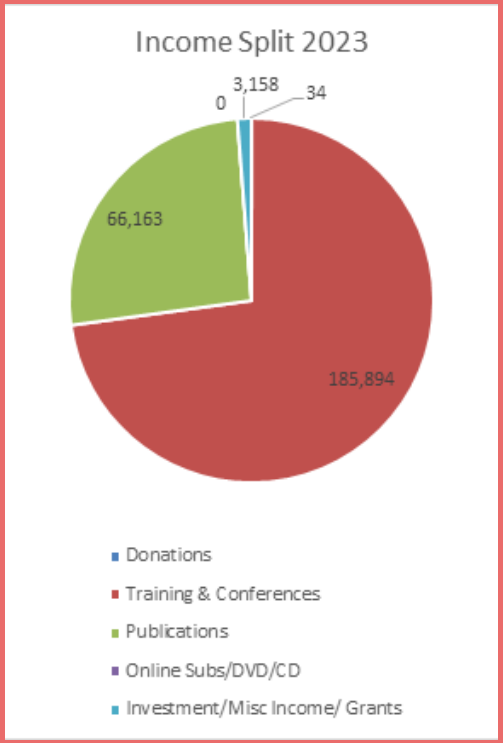
Money

Sales of published materials decreased slightly on the previous year and we delivered less Tutor Training courses affecting our income for training and conferences. Our computer expenses increased by £5, 000 on prior year due to ongoing development of the CMS Tutor portal.

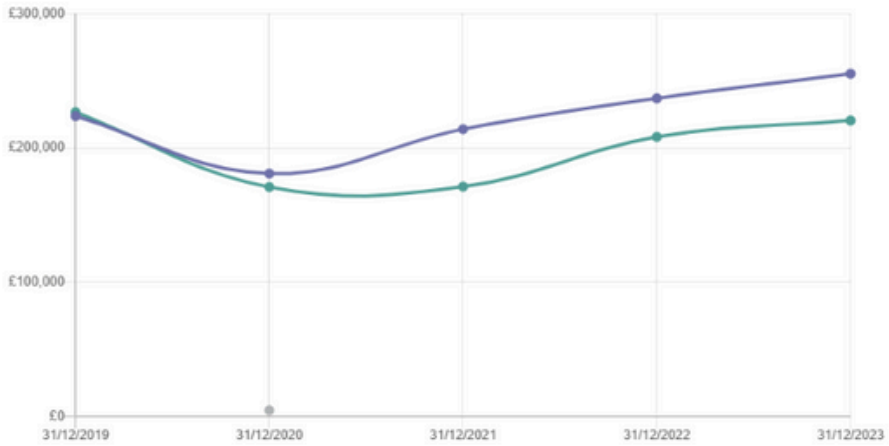
With the continuing increase in the cost of living, the board of trustees awarded staff 5% increase in salary.







Financial Overview



Income / Expenditure	31/12/2019	31/12/2020	31/12/2021	31/12/2022	31/12/2023
Total gross income	£223.69k	£181.00k	£214.04k	£236.94k	£255.25k
Total expenditure	£226.71k	£171.00k	£171.28k	£208.26k	£220.47k
Income from government contracts	N/A	N/A	N/A	N/A	N/A
Income from government grants	N/A	£5.00k	N/A	N/A	N/A

Investment Policy

The board of trustees decided to form an Investment Committee to invest funds, surplus to our reserve fund, using a management company. Following an audit of risk, a suitable company was identified and entrusted with our investment in several funds.

Reserves Policy

Whilst smaller organisations are less likely to hold up to 3 months reserves than larger organisations, the Trustees have considered the charity's need for reserves in line with the guidance issued by the Charity Commission. They consider that the charity should endeavor to maintain general funds of an amount approximating to three months' direct running costs, which is now £65,616. This has once again been achieved. Signalong used their income to support the running costs of the charity in 2024 and did not need to access the reserve fund.

Plans For The Future

In 2025 we will continue to raise brand awareness by using new software to analyse sales and promotions.

Freebie Friday resources will be added to the online shop so that we can track downloads. We will introduce a subscription service where users will have access to exclusive resources, discounts and content.

We will be running a Signalong Week in March to increase awareness of the charity and our following.

We aim to offer more online Introduction to Signalong Workshops to reach a new audience and increase the number of Tutor Training courses.

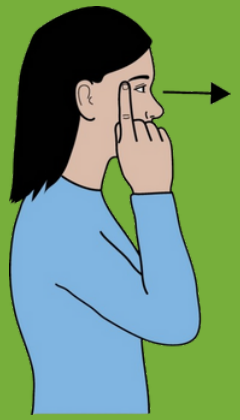
We continue to still aim to be the no 1 digital sign supported communication system in the UK by developing new digital resources and look to increase membership of the Sign Library.

Organisation and Governance

The charity remains reliant on its main asset, its intellectual property; the library of signs and the techniques of how they are catered to our members' needs and taught by our Tutors.

The board have, as always, been invaluable to the smooth operation of the charity. The Chairman, John Franklin, has continued to advise and provide support in IT and also to the CEO who meet regularly. Nigel Stancliffe has been instrumental in providing guidance for the investment committee and monitoring expenditure and credit control.

Michelle Songest has ensured that we follow HR policies and procedures and Andy Evans has contributed to the development of the charity from an educational perspective. We also value the input of experienced Signalong Tutors Bev McCue, Jonathan Tate and Shahnaz Ashraf.



The charity is organised so that the Board meets regularly to manage its affairs.

Board meetings have been held bi - monthly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

Governing Document

The charity is a charitable company limited by guarantee and was set up on the 26th April 1994. It is governed by a Memorandum and Articles of Association. This is managed on a day to day basis by a Chief Executive Officer.

Trustee Induction and Training

Advice for trustees published by the Charity Commission is given to new Board members and new guidance is notified and made available at Board meetings. Board members have free access to all members of staff to ensure that they can be fully aware of the activities and methods of the charity.

There is an identified need for further input to the Board from people outside the field of special needs, although these have proved difficult to recruit. In the event of such people being appointed to the Board, a programme of familiarisation with the charity and its work will be put into effect, and the Charity Commission advice will be given to them.

Organisation

The charity is an Association of Members, the business of which is governed by the Board who may exercise all powers of the Association. The Board of Trustees consists of no less than three and no more than ten members and is responsible for ultimate strategic decisions, having regard to advice from the senior management of the charity. The members of the Board are set out in the section of this report entitled "Directors".

Membership of the charity is by subscription, and all registered Signalong Tutors are automatically enrolled. Current membership stands at 472.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02922636 (England and Wales)

Registered Charity number

1039788

Registered office

1 Old Winery Business Park
Cawston
Norwich
Norfolk
NR10 4FE

Trustees

A Evans
J Franklin (Chair)
M Songest
B McCue
N Stancliffe
J Tate
S Ashraf

Company Secretary

T Goode

Independent Examiner

Mr L Clifton
FCCA
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent

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

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on ..... and signed on the board's behalf by:

.....
T Goode - Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SIGNALONG THE COMMUNICATION CHARITY

Independent examiner's report to the trustees of Signalong The Communication Charity ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2024.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr L Clifton
FCCA
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

Date: 15 July 2025

SIGNALONG THE COMMUNICATION CHARITY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024

	Notes	Unrestricted funds £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	-	-	34
Other trading activities	2	221,648	-	221,648	252,057
Investment income	3	1,979	-	1,979	3,158
Total		223,627	-	223,627	255,249
EXPENDITURE ON					
Raising funds		50,827	-	50,827	39,887
Charitable activities					
Charitable activities		189,372	-	189,372	177,905
Governance costs		2,544	-	2,544	2,680
Total		242,743	-	242,743	220,472
Net gains on investments		15,766	-	15,766	9,529
NET INCOME/(EXPENDITURE)		(3,350)	-	(3,350)	44,306
RECONCILIATION OF FUNDS					
Total funds brought forward		246,576	-	246,576	202,270
TOTAL FUNDS CARRIED FORWARD		243,226	-	243,226	246,576

SIGNALONG THE COMMUNICATION CHARITY

BALANCE SHEET
31ST DECEMBER 2024

	Notes	Unrestricted funds £	Restricted fund £	31.12.24 Total funds £	31.12.23 Total funds £
FIXED ASSETS					
Intangible assets	8	12,174	-	12,174	17,257
Tangible assets	9	6,513	-	6,513	2,766
Investments	10	156,295	-	156,295	140,529
		174,982	-	174,982	160,552
CURRENT ASSETS					
Stocks	11	7,760	-	7,760	13,547
Debtors	12	11,993	-	11,993	20,294
Cash at bank and in hand		77,127	-	77,127	90,648
		96,880	-	96,880	124,489
CREDITORS					
Amounts falling due within one year	13	(28,636)	-	(28,636)	(38,465)
NET CURRENT ASSETS		68,244	-	68,244	86,024
TOTAL ASSETS LESS CURRENT LIABILITIES		243,226	-	243,226	246,576
NET ASSETS		243,226	-	243,226	246,576
FUNDS	14				
Unrestricted funds				243,226	246,576
TOTAL FUNDS				243,226	246,576

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2024 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.

The notes form part of these financial statements

continued...

BALANCE SHEET - continued
31ST DECEMBER 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

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

.....
J Franklin (Chair) - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Turnover is the amount derived from the provision of goods and services and is stated after trade discounts, other sales taxes and net of VAT.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Support costs
Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Allocation and apportionment of costs
Expenditure is classified under the appropriate activity headings.

Costs of raising funds is comprised of a 2% apportionment on total staff, administrative and office costs.

Other trading activities expenditure includes the costs related to the development, publication and sale of books, manuals and resource packs, as well as the costs for training courses and conferences.

Expenditure on charitable activities includes the staff, administrative and office costs associated with activities undertaken to further the purposes of the charity.

Support costs includes a 4% apportionment on total staff costs.

Development costs
Development costs, being the amounts paid to third parties in relation to book development, is being amortised evenly over its estimated useful life of ten years.

continued...

1. ACCOUNTING POLICIES - continued

Computer software
Computer software, being the amounts paid to third parties in relation to website development, is being amortised evenly over its estimated useful life of five years.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 20% on cost

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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.

Research and development
Expenditure on research and development is written off in the year in which it is incurred.

Leasing commitments
Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Company status
The company is a company limited by guarantee, incorporated in England and Wales. The members of the company are the trustees. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

Deferred income
The charity provides training and course materials. Where receipts are made in advance of the course and materials being provided the income is deferred until such has been realised.

2. OTHER TRADING ACTIVITIES

	31.12.24	31.12.23
	£	£
Training and conferences	157,243	185,894
Sale of publications	64,405	66,163
	221,648	252,057

continued...

3. INVESTMENT INCOME

	31.12.24	31.12.23
	£	£
Investment income	1,979	3,158

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.24	31.12.23
	£	£
Depreciation - owned assets	3,347	1,176
Hire of plant and machinery	1,552	2,797
Development costs amortisation	5,083	5,060

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2024 nor for the year ended 31st December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.24	31.12.23
Average number of employees	5	5

No employees received emoluments in excess of £60,000.

No employees received £60,000 per annum or more.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	34	-	34
Other trading activities	252,057	-	252,057
Investment income	3,158	-	3,158
Total	255,249	-	255,249
EXPENDITURE ON			
Raising funds	39,887	-	39,887
Charitable activities			
Charitable activities	177,905	-	177,905
Governance costs	2,680	-	2,680

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted fund £	Total funds £
Total	220,472	-	220,472
Net gains on investments	9,529	-	9,529
NET INCOME	44,306	-	44,306
RECONCILIATION OF FUNDS			
Total funds brought forward	202,270	-	202,270
TOTAL FUNDS CARRIED FORWARD	246,576	-	246,576

8. INTANGIBLE FIXED ASSETS

	Development costs £	Computer software £	Totals £
COST			
At 1st January 2024 and 31st December 2024	50,831	3,000	53,831
AMORTISATION			
At 1st January 2024	33,574	3,000	36,574
Charge for year	5,083	-	5,083
At 31st December 2024	38,657	3,000	41,657
NET BOOK VALUE			
At 31st December 2024	12,174	-	12,174
At 31st December 2023	17,257	-	17,257

continued...

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1st January 2024	3,224	8,671	11,895
Additions	-	7,094	7,094
At 31st December 2024	3,224	15,765	18,989
DEPRECIATION			
At 1st January 2024	2,448	6,681	9,129
Charge for year	194	3,153	3,347
At 31st December 2024	2,642	9,834	12,476
NET BOOK VALUE			
At 31st December 2024	582	5,931	6,513
At 31st December 2023	776	1,990	2,766

10. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1st January 2024	140,529
Revaluations	15,766
At 31st December 2024	156,295
NET BOOK VALUE	
At 31st December 2024	156,295
At 31st December 2023	140,529

There were no investment assets outside the UK.

Cost or valuation at 31st December 2024 is represented by:

	Unlisted investments £
Valuation in 2023	9,529
Valuation in 2024	15,766
Cost	131,000
	156,295

If had not been revalued would have been included at the following historical cost:

	31.12.24 £	31.12.23 £
Cost	131,000	131,000

continued...

11. STOCKS

	2024	2023
	£	£
Paper and packaging	1,890	2,565
Books and resource packs	5,870	10,982
	7,760	13,547

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24	31.12.23
	£	£
Trade debtors	8,744	16,328
Prepayments and accrued income	3,249	3,966
	11,993	20,294

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24	31.12.23
	£	£
Trade creditors	167	1,412
Social security and other taxes	7,443	9,084
Accruals and deferred income	21,026	27,969
	28,636	38,465

Deferred income for the year ended 31 December 2024 amounted to £20,025 (2023 £26,969). This relates to tutor registration fees invoiced in advance for the next year.

14. MOVEMENT IN FUNDS

	At 1.1.24	Net movement in funds	At 31.12.24
	£	£	£
Unrestricted funds			
Unrestricted Funds	246,576	(3,350)	243,226
TOTAL FUNDS	246,576	(3,350)	243,226

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

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
Unrestricted Funds	223,627	(242,743)	15,766	(3,350)
TOTAL FUNDS	223,627	(242,743)	15,766	(3,350)

continued...

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
Unrestricted Funds	202,270	44,306	246,576
TOTAL FUNDS	202,270	44,306	246,576

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	255,249	(220,472)	9,529	44,306
TOTAL FUNDS	255,249	(220,472)	9,529	44,306

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.23 £	Net movement in funds £	At 31.12.24 £
Unrestricted funds			
Unrestricted Funds	202,270	40,956	243,226
TOTAL FUNDS	202,270	40,956	243,226

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	478,876	(463,215)	25,295	40,956
TOTAL FUNDS	478,876	(463,215)	25,295	40,956

continued...

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2024.

SIGNALONG THE COMMUNICATION CHARITY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024

	31.12.24 £	31.12.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	-	34
Other trading activities		
Training and conferences	157,243	185,894
Sale of publications	64,405	66,163
	221,648	252,057
Investment income		
Investment income	1,979	3,158
Total incoming resources	223,627	255,249
EXPENDITURE		
Raising donations and legacies		
Staff costs	3,283	2,978
Telephone	10	9
Postage and stationery	92	88
Computer costs	329	223
Computer equipment	63	18
	3,777	3,316
Other trading activities		
Books	2,765	3,490
Training and conference costs	18,015	14,780
Repairs and renewals	4,500	1,474
Computer expenses	16,108	11,192
Subscriptions	579	575
Development costs	5,083	5,060
	47,050	36,571
Charitable activities		
Staff costs	155,857	145,930
Rental of photocopier	1,552	2,797
Rent and rates	14,558	14,156
Insurance	1,658	1,521
Light and heat	1,069	755
Telephone	559	470
Postage and stationery	4,496	4,320
Advertising	2,738	4,660
Sundries	2,212	801
Bad debts	-	63
Training costs	307	258
Carried forward	185,007	175,731

This page does not form part of the statutory financial statements

SIGNALONG THE COMMUNICATION CHARITY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2024

	31.12.24	31.12.23
	£	£
Charitable activities		
Brought forward	185,006	175,731
Fixtures and fittings	194	258
Computer equipment	3,090	900
Bank interest	1,082	1,016
	189,372	177,905
Support costs		
Governance costs		
Accountancy fees	1,194	1,111
Legal and professional fees	1,350	1,569
	2,544	2,680
Total resources expended	242,743	220,472
Net (expenditure)/income before gains and losses	(19,116)	34,777
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	15,766	9,529
Net (expenditure)/income	(3,350)	44,306

This page does not form part of the statutory financial statements

SIGNALONG The Communication Charity

England & Wales - Charity number 1039788

Accounts

2023
ANNUAL REPORT

Registered company number: 02922636 (England and Wales)
Registered Charity number: 1039788

Annual Report and Financial Statements

for the year ended 31st December 2023

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 31 December 2023. The trustees have adopted the provisions of 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) (Effective 1 January 2015).

SIGNALONG
1 Old Winery Business Park
Cawston Norwich Norfolk NR10 4FE

www.signalong.org.uk

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Trustees' Report	page	5
Company Information	page	12
Independent Financial Examiner's Report	page	13
Statement of Financial Activities	page	17
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Detailed Statement of Financial Activities	page	27

Mission Statement of

SIGNALONG The Communication Charity

Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning

Aims

- Greater fulfilment of potential
- Greater independence
- Reduction in disturbed and challenging behaviour
- Improvement in self-esteem
- Improved relationships

Signalong strives to achieve this

- by developing and promoting augmentative communication (manual signs, symbols, picture resources)
- by researching and publishing sign vocabulary
- by developing appropriate language resources for children with special needs
- by providing resources to assist literacy and education
- by teaching communication techniques to anyone living or working with people with impaired communication
- by working with other organisations and individuals in this field
- by freely offering advice to parents and professionals

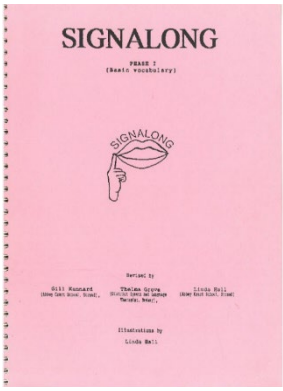
Introduction

Signalong is a sign-supported communication system designed for children and adults who have speech and language difficulties. Most users have learning disabilities or autism spectrum disorders, but the system is available to anyone who needs signing, including those with physical disabilities or hearing impairment.

Increasingly, Signalong is being used with children who are deaf and have a learning disability because BSL is too complex. Signalong continues to be used with those who use alternative languages whilst they learn to communicate in English.

Signalong is based on a consistent method of analysing and presenting signs, which enables users to select vocabulary relevant to their own situations. This avoids the need to constantly update sign vocabulary by attending further classes where many of the signs taught will be redundant and quickly forgotten through lack of use. By focusing on skills and providing a large library of 9,000 signs, Signalong is cost-effective and represents good value for money. In addition, the Signalong methodology of handshape, orientation, placement and movement enables you to translate idiosyncratic signs in a consistent manner.

FIRST EDITION



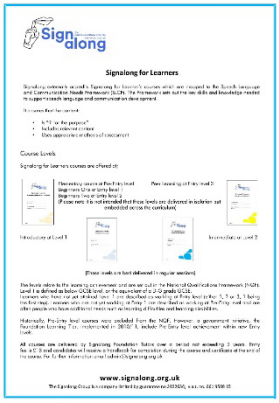
Signalong was first published in 1992 at a Kent school for children with severe learning difficulties and its founders were two teachers and a speech and language therapist. Due to its success, Signalong became a registered charitable company limited by guarantee in 1994.

The sign vocabulary is supported by diagrams, and the charity actively co-operates with expert organisations and individuals in the field of education, IT and child protection to increase the range of resources available. Its publishing activities are supported by a growing national network of registered Tutors and a free sign research and advice service for users.

Signalong provides a range of training courses including Workshops, Introductory, Foundation, Foundation Extension, Signalong Training Assistant and Tutor Training for those who wish to train others.

We also offer Signalong training for learners at Elementary and Beginners, Peer Learning, Introductory and Intermediate level. We currently have 528 pupils enrolled, 492 have already completed their course.

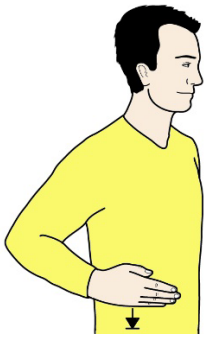
In addition, Signalong produce a wide range of paper and digital resources.



Objectives and Activities

The principal activity of the charity has always been the engagement in the relief of suffering and the advancement of the education and communication skills of people with learning difficulties and speech, language and communication needs. Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning.

TO NEED



TO CHOOSE

TO WANT

Signalong activities include developing and promoting augmentative communication (manual signs, symbols, picture resources), researching and publishing sign vocabulary, developing appropriate language resources for children with special needs, providing resources to assist literacy and education, teaching communication techniques to anyone living or working with people with impaired communication working with other organisations and individuals in this field and freely offering advice to parents and professionals.

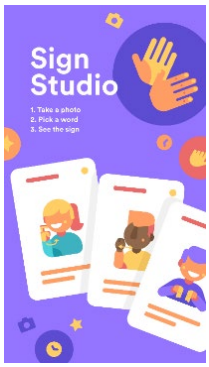
The charity's policies for achieving these objectives are as set out in the mission statement on page 3. The charity is controlled by its governing document, the memorandum and articles of association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Development

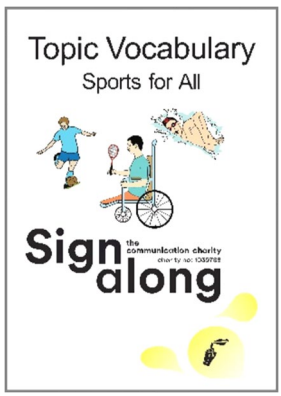
In January we appointed Annie Gray as Production Officer who is responsible for the production of our manuals and resources. Following training, Annie will also help to support our Tutors with the administration of their courses and registration.

The development of the Android version of the Sign Studio App has been long overdue and was finally completed and launched in June.

The App has over 30,000 downloads in the UK and worldwide. Newly developed signs are added regularly and there is nearly 9, 000 sign descriptions of vocabulary for early years to adulthood.



Google play



This manual of sports vocabulary is an invaluable resource for individuals who rely on signing as their primary mode of communication within sporting environments. It is designed to assist sports venues in communicating more effectively with their patrons, as well as aiding coaches, teachers, and participants in sporting activities.

It is important that we strive to include socially disadvantaged individuals, making sure everyone feels welcome and socially connected.

The vocabulary contained in this manual covers a wide range of sports-related terms, making it an indispensable tool for anyone involved in the world of sports. Whether you are a beginner or an experienced athlete, this book is sure to enhance your understanding and enjoyment of sports through the use of Signalong.

Due to demand, we have introduced the option of a commissioned license posters. This service is for those who wish to distribute their poster to a large number of staff, parents and service users. The license permits the commissioner to customize the layout and purchase the file allowing them to print the poster and saving costs. In addition, we also offer a digital version where the license holder can place the poster on their website or social media enabling anyone to download and print.

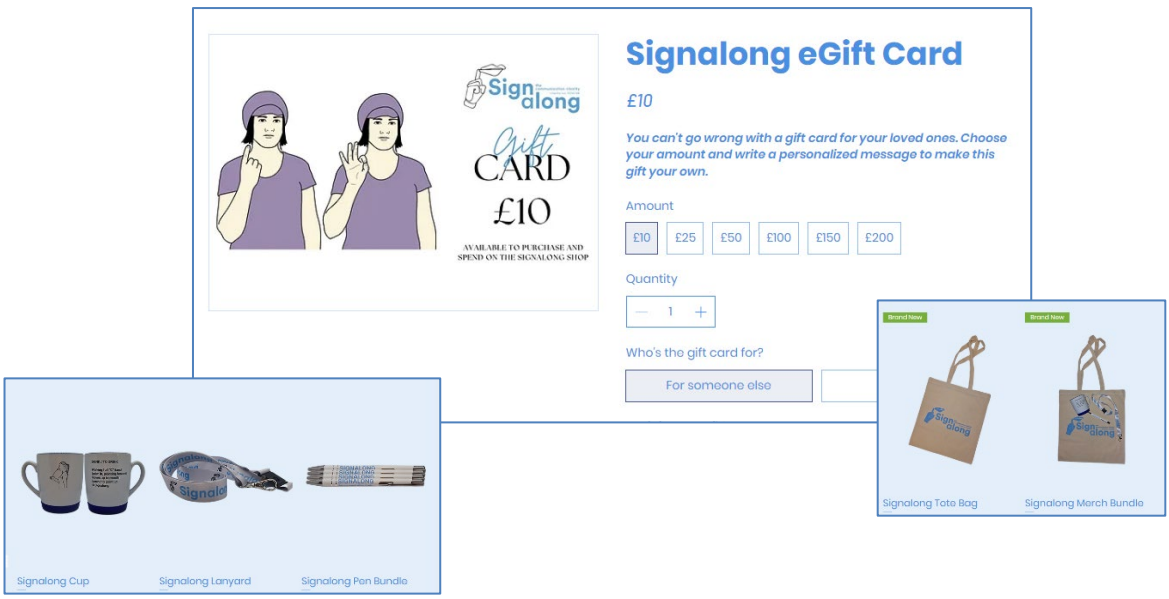
Signalong Friendly

The Signalong Friendly membership scheme is for those who are proud supporters of Signalong and would like to let others know of their commitment to provide a signing inclusive environment. The scheme continues to thrive and we are regularly seeing schools and organisations proudly displaying the logo on their websites, stationery and social media. At the end of the year we had 3 Bronze, 418 Silver and 10 Gold organisations.

In June, Signalong had an exhibition at the Inspiring Leadership Conference in Birmingham. The event was attended by over 900 decision makers from the West Midlands, Cheshire and Oldham. Many thanks to all of our Tutors who came along to say hello, it was great to see so many of you.

Towards the end of the year we invested in the development of a new online shop which complements our existing website. The new shop allows us to list all of our products including the index pages of manuals, advertise courses and take bookings. In addition, we have valuable access to sales statistics so that we can identify gaps in our offering. A huge thanks to Maxine for her hard work pulling it all together.

We now have the option to add discount codes, gift vouchers and also have a range of merchandise which is proving to be very popular.



HELLO

We are really excited to reveal that work has begun on the development of an avatar to support Signalong for Babies nursery rhymes manual. The avatar will sign the highlighted vocabulary in the manual accompanied by singing. We will be using local artists to record the vocals, arrange the music and develop the avatar. We anticipate the launch in spring 2024 and we are planning on attending several baby themed events throughout the year to promote the video, Signalong for Babies courses and identify additional Trainers to deliver our courses.

We were delighted to welcome our Tutors to regional conferences in Swindon, Leicester, Essex, Norfolk, Scotland and Guernsey. However, many of our regular venues used to host our events have significantly raised their daily delegate rate. This has resulted in identifying alternative venues and new locations for some conferences.

Training

Senior Tutors delivered 13 Tutor Training courses throughout the year in Carmarthen, Dorset, 2 in Scotland, Oldham, Norwich, Guernsey and 6 online courses. By the end of the year we had trained an additional 76 new Tutors.

Our Tutor network delivered 204 Foundation courses, 36 Introductory and 480 Workshops training over 7,689 participants. The total number of registered Tutors currently stands at 510.

We welcomed 2 experienced Tutors as Senior Tutors, Danielle Campbell who is based in Edinburgh and Nikki Duhig in London to deliver our Tutor Training courses. We would like to say a big thank you and best wishes for the future to one of our long-standing Senior Tutors, Rosie Dickens, who retired at the end of the year.

Charitable Fund

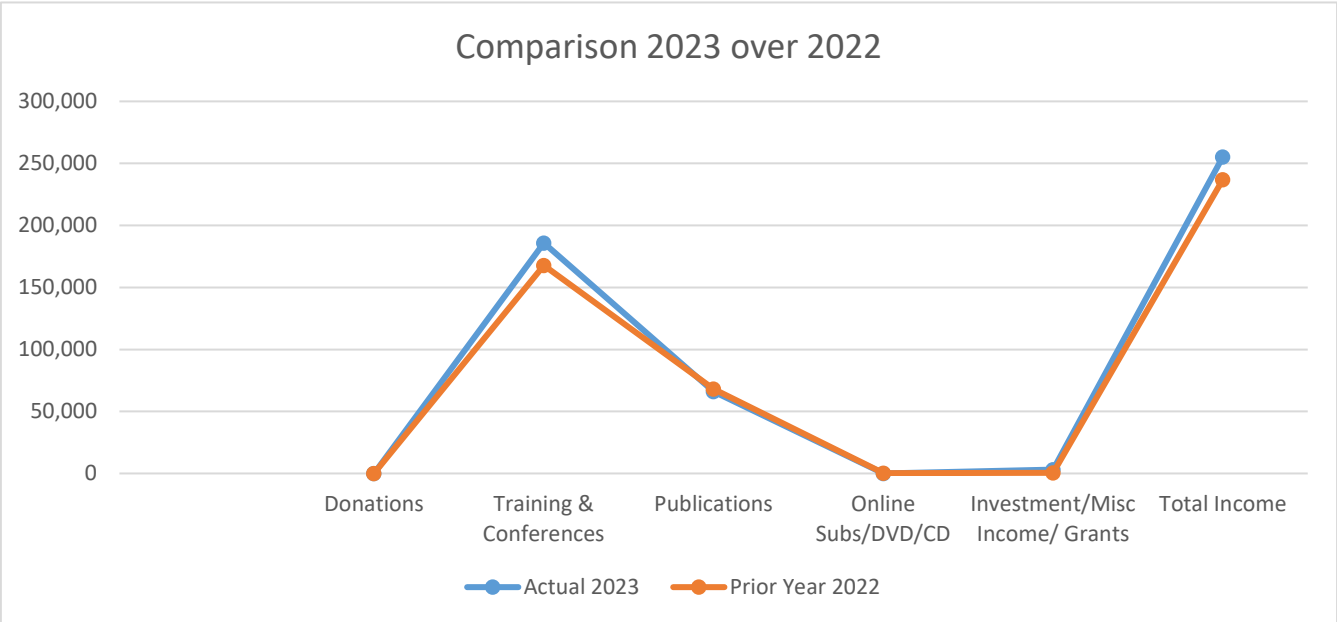
Signalong operate a charitable fund and 2.5% of our annual income is allocated to donating goods and services to those who require assistance with training fees and resources. If you or anyone you know would benefit from a charitable donation, please do not hesitate to contact us.

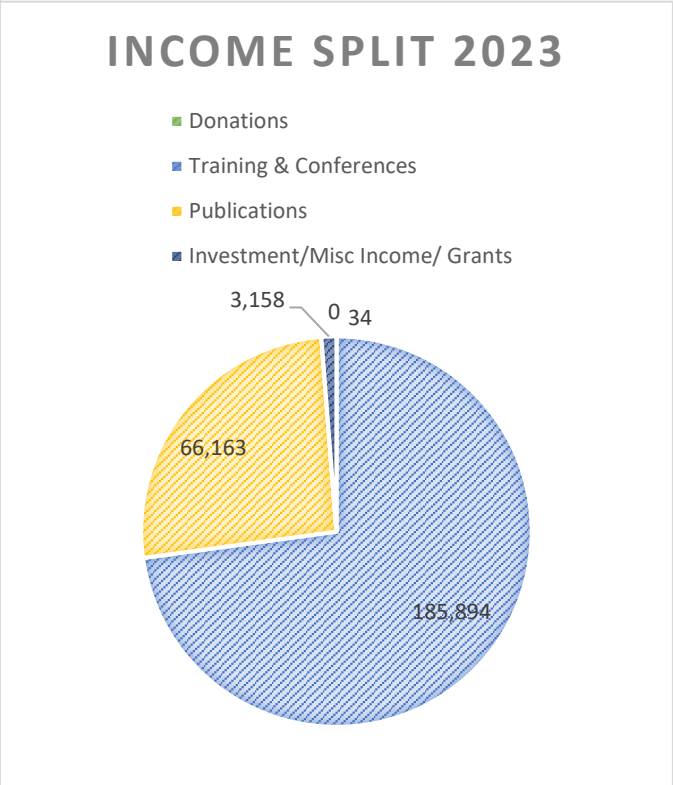
In 2023 Signalong donated £6,716 in manuals, posters, Sign Library subscriptions and reduced training fees.

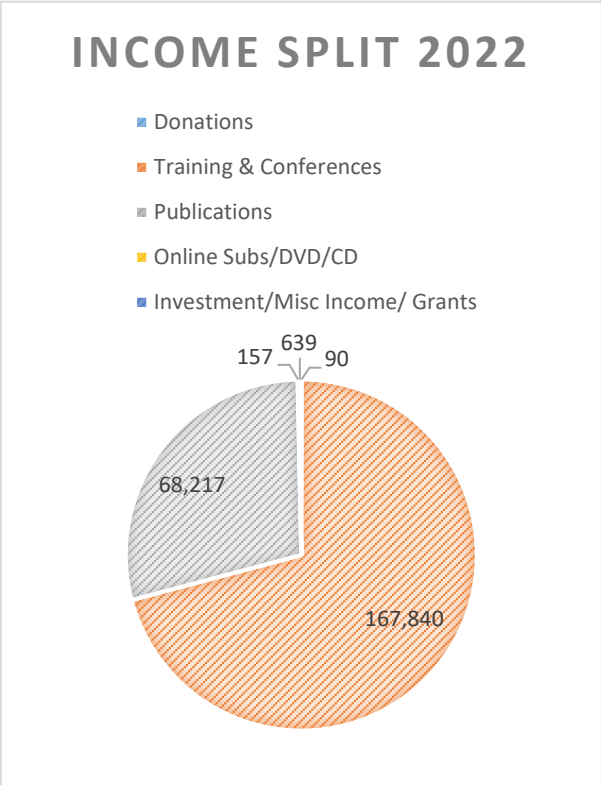
Financial

Sales of published materials decreased slightly on the previous year but income from training and conferences increased. Our advertising budget was increased to raise the profile of the charity and we will continue to build on this in 2024.

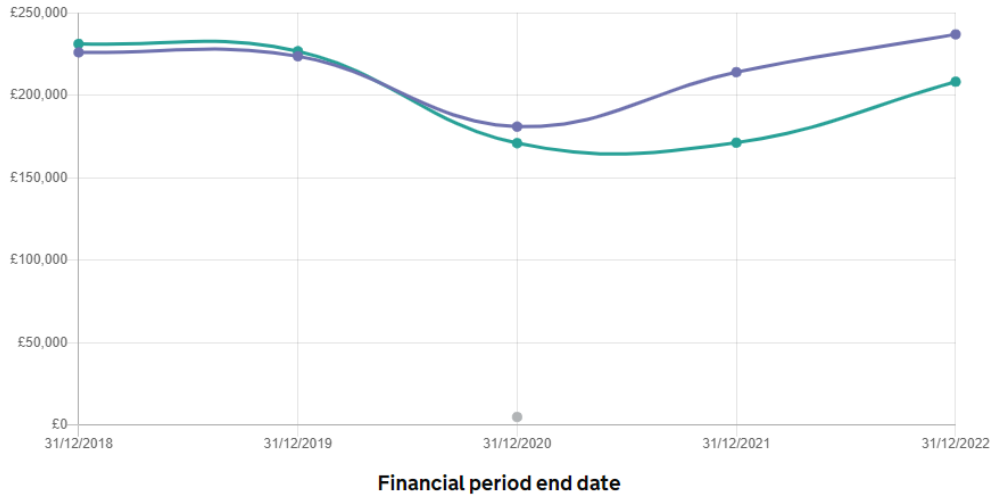
With the significant increase in the cost of living, the board of trustees awarded staff a generous 10% increase in salary.







Financial Overview



Income / Expenditure	31/12/2018	31/12/2019	31/12/2020	31/12/2021	31/12/2022
Total gross income	£226.04k	£223.69k	£181.00k	£214.04k	£236.94k
Total expenditure	£231.16k	£226.71k	£171.00k	£171.28k	£208.26k
Income from government contracts	N/A	N/A	N/A	N/A	N/A
Income from government grants	N/A	N/A	£5.00k	N/A	N/A

Investment Policy

The board of trustees have adopted a policy of investing surplus monies in risk appropriate funds. Following a thorough review of potential providers, a suitable investment company was selected to manage the investment process.

Reserves Policy

Whilst smaller organisations are less likely to hold up to 3 months reserves than larger organisations, the Trustees have considered the charity's need for reserves in line with the guidance issued by the Charity Commission. They consider that the charity should endeavor to maintain general funds of an amount approximating to three months' direct running costs, which is now £59,381. This has once again been achieved. Signalong used their income to support the running costs of the charity in 2023 and did not need to access the reserve fund.

Plans for the Future

In 2024 we will strengthen and grow the charity by increasing demand for training and looking to recruit additional Senior Tutors by advertising outside of our Tutor network. We will also seek to identify additional Tutors in new areas of the country by offering free online Signalong taster sessions to reach a new audience. Participants will then be invited on paid online courses at a reduced fee.

We aim to be the no 1 digital sign supported communication system in the UK by developing new digital resources. We will look to increase membership of the Sign Library by uploading more videos and through the Apple and Android Apps using paid advertising on social media. Development of pdf books of vocabulary found in popular stories will begin in the spring and be offered for sale as a download on the new shop. Our avatar will be launched to promote Signalong for Babies courses and to recruit more Trainers at several main events across the UK.

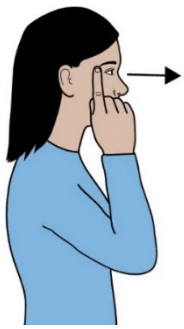
We will increase brand awareness by the sale of merchandise and attending national conferences and exhibitions across the UK.

We are very conscious of our carbon footprint and we will strive to reduce our carbon footprint by using less plastic raw materials in our products. We want to build on our current statistics of 39% saving to 60% kg of C02e and maintain 0 kg to landfill.

Where possible, we will email certificates to avoid printing but the cost of certificates will see a small increase as will Tutor Training fees.

Following the success of the Sports for All manual, we will be developing a football manual. We will seek sponsorship from local football teams to enable us to offer the finished manual free of charge.

Organisation and Governance



The charity remains reliant on its main asset, its intellectual property; the library of signs and the techniques of how they are catered to our members' needs and taught by our Tutors.

The board have, as always, invaluable to the smooth operation of the charity. The Chairman, John Franklin, has continued to advise and provide support in IT and also to the CEO who meet regularly. Nigel Stancliffe has been instrumental in providing guidance for the investment committee and monitoring expenditure and credit control. Michelle Songest has ensured that we follow HR policies and procedures and Andy Evans has contributed to the development of the charity from an educational perspective. We also value the input of experienced Signalong Tutors Bev McCue, Jonathan Tate and Shahnaz Ashraf.

The charity is organised so that the Board meets regularly to manage its affairs. Board meetings have been held bi - monthly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

Governing Document

The charity is a charitable company limited by guarantee and was set up on the 26th April 1994. It is governed by a Memorandum and Articles of Association. This is managed on a day to day basis by a Chief Executive Officer.

Trustee Induction and Training

Advice for trustees published by the Charity Commission is given to new Board members and new guidance is notified and made available at Board meetings. Board members have free access to all members of staff to ensure that they can be fully aware of the activities and methods of the charity. There is an identified need for further input to the Board from people outside the field of special needs, although these have proved difficult to recruit. In the event of such people being appointed to the Board, a programme of familiarisation with the charity and its work will be put into effect, and the Charity Commission advice will be given to them.

Organisation

The charity is an Association of Members, the business of which is governed by the Board who may exercise all powers of the Association. The Board of Trustees consists of no less than three and no more than ten members and is responsible for ultimate strategic decisions, having regard to advice from the senior management of the charity. The members of the Board are set out in the section of this report entitled "Directors".

Membership of the charity is by subscription, and all registered Signalong Tutors are automatically enrolled. Current membership stands at 445.

STRATEGIC REPORT

Financial review

Training

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We welcomed 2 experienced Tutors as Senior Tutors, Danielle Campbell who is based in Edinburgh and Nikki Duhig in London to deliver our Tutor Training courses. We would like to say a big thank you and best wishes for the future to one of our long-standing Senior Tutors, Rosie Dickens, who retired at the end of the year.

Investment policy and objectives

The board of trustees have decided to invest funds, surplus to our reserve fund, using a management company. Following an audit of risk, a suitable company was identified and entrusted with our investment in several endowment funds.

Reserves policy

Whilst smaller organisations are less likely to hold up to three months reserves than larger organisations, the Trustees have considered the charity's need for reserves in line with the guidance issued by the Charity Commission. They consider that the charity should endeavor to maintain general funds of an amount approximating to three months' direct running costs. This has once again been achieved. Signalong used their income to support the running costs of the charity in 2023 and did not need to access the reserve fund.

Future plans

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Advice for trustees published by the Charity Commission is given to new board members and new guidance is notified and made available at Board meetings. Board members have free access to all members of staff to ensure that they can be fully aware of the activities and methods of the charity. There is an identified need for further input to the Board from people outside the field of special needs, although these have proved difficult to recruit. In the event of such people being appointed to the Board, a programme of familiarization with the charity and its work will be put into effect, and the Charity Commission advice will be given to them.

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The charity is organised so that the Board meets regularly to manage its affairs. Board meetings are held quarterly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02922636 (England and Wales)

Registered Charity number

1039788

Registered office

1 Old Winery Business Park
Cawston
Norwich
Norfolk
NR10 4FE

Trustees

A Evans
J Franklin (Chair)
M Songest
B McCue
N Stancliffe
J Tate
S Ashraf

Company Secretary

T Goode

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner
Mr L Clifton
FCCA
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

Bankers
CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent

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

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 24 April 2024 and signed on the board's behalf by:

T Goode - Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SIGNALONG THE COMMUNICATION CHARITY

Independent examiner's report to the trustees of Signalong The Communication Charity ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr L Clifton
FCCA
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

24 April 2024

SIGNALONG THE COMMUNICATION CHARITY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		34	-	34	90
Other trading activities	2	252,057	-	252,057	236,214
Investment income	3	3,158	-	3,158	639
Total		255,249	-	255,249	236,943
EXPENDITURE ON					
Raising funds		39,887	-	39,887	58,387
Charitable activities					
Charitable activities		177,905	-	177,905	147,315
Governance costs		2,680	-	2,680	2,554
Total		220,472	-	220,472	208,256
Net gains on investments		9,529	-	9,529	-
NET INCOME		44,306	-	44,306	28,687
RECONCILIATION OF FUNDS					
Total funds brought forward		202,270	-	202,270	173,583
TOTAL FUNDS CARRIED FORWARD		246,576	-	246,576	202,270

The notes form part of these financial statements

BALANCE SHEET
31 DECEMBER 2023

	Notes	Unrestricted funds £	Restricted fund £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Intangible assets	8	17,257	-	17,257	12,317
Tangible assets	9	2,766	-	2,766	3,036
Investments	10	140,529	-	140,529	-
		160,552	-	160,552	15,353
CURRENT ASSETS					
Stocks	11	13,547	-	13,547	15,951
Debtors	12	20,294	-	20,294	24,261
Cash at bank and in hand		90,648	-	90,648	200,926
		124,489	-	124,489	241,138
CREDITORS					
Amounts falling due within one year	13	(38,465)	-	(38,465)	(54,221)
NET CURRENT ASSETS		86,024	-	86,024	186,917
TOTAL ASSETS LESS CURRENT LIABILITIES		246,576	-	246,576	202,270
NET ASSETS		246,576	-	246,576	202,270
FUNDS	14				
Unrestricted funds				246,576	202,270
TOTAL FUNDS				246,576	202,270

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 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.

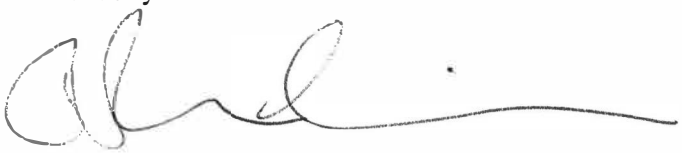
The notes form part of these financial statements

continued...

BALANCE SHEET - continued
31 DECEMBER 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 24 April 2024 and were signed on its behalf by:



J Franklin (Chair) - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Turnover is the amount derived from the provision of goods and services and is stated after trade discounts, other sales taxes and net of VAT.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Support costs
Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Allocation and apportionment of costs
Expenditure is classified under the appropriate activity headings.

Costs of raising funds is comprised of a 2% apportionment on total staff, administrative and office costs.

Other trading activities expenditure includes the costs related to the development, publication and sale of books, manuals and resource packs, as well as the costs for training courses and conferences.

Expenditure on charitable activities includes the staff, administrative and office costs associated with activities undertaken to further the purposes of the charity.

Support costs includes a 4% apportionment on total staff costs.

Development costs
Development costs, being the amounts paid to third parties in relation to book development, is being amortised evenly over its estimated useful life of ten years.

Computer software
Computer software, being the amounts paid to third parties in relation to website development, is being amortised evenly over its estimated useful life of five years.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	-	25% on reducing balance
Computer equipment	-	20% on cost

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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.

Research and development
Expenditure on research and development is written off in the year in which it is incurred.

Leasing commitments
Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Company status
The company is a company limited by guarantee, incorporated in England and Wales. The members of the company are the trustees. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

Deferred income
The charity provides training and course materials. Where receipts are made in advance of the course and materials being provided the income is deferred until such has been realised.

2. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Training and conferences	185,894	167,840
Sale of publications	66,163	68,217
Other income	-	157
	252,057	236,214

continued...

3. INVESTMENT INCOME

	2023	2022
	£	£
Investment income	3,158	639

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	1,176	1,075
Hire of plant and machinery	2,797	2,970
Development costs amortisation	5,060	4,060

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2023	2022
Average number of employees	5	4

No employees received emoluments in excess of £60,000.

No employees received £60,000 per annum or more.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted fund	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	90	-	90
Other trading activities	236,214	-	236,214
Investment income	639	-	639
Total	236,943	-	236,943
EXPENDITURE ON			
Raising funds	58,387	-	58,387
Charitable activities			
Charitable activities	147,315	-	147,315
Governance costs	2,554	-	2,554

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted fund £	Total funds £
Total	208,256	-	208,256
NET INCOME	28,687	-	28,687
RECONCILIATION OF FUNDS			
Total funds brought forward	173,583	-	173,583
TOTAL FUNDS CARRIED FORWARD	202,270	-	202,270

8. INTANGIBLE FIXED ASSETS

	Development costs £	Computer software £	Totals £
COST			
At 1 January 2023	40,831	3,000	43,831
Additions	10,000	-	10,000
At 31 December 2023	50,831	3,000	53,831
AMORTISATION			
At 1 January 2023	28,514	3,000	31,514
Charge for year	5,060	-	5,060
At 31 December 2023	33,574	3,000	36,574
NET BOOK VALUE			
At 31 December 2023	17,257	-	17,257
At 31 December 2022	12,317	-	12,317

continued...

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2023	3,002	7,987	10,989
Additions	222	684	906
At 31 December 2023	3,224	8,671	11,895
DEPRECIATION			
At 1 January 2023	2,190	5,763	7,953
Charge for year	258	918	1,176
At 31 December 2023	2,448	6,681	9,129
NET BOOK VALUE			
At 31 December 2023	776	1,990	2,766
At 31 December 2022	812	2,224	3,036

10. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
Additions	140,529
NET BOOK VALUE	
At 31 December 2023	140,529
At 31 December 2022	-

There were no investment assets outside the UK.

11. STOCKS

	2023 £	2022 £
Paper and packaging	2,565	1,940
Books and resource packs	10,982	14,011
	13,547	15,951

continued...

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade debtors	16,328	20,295
Prepayments and accrued income	3,966	3,966
	20,294	24,261

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	1,412	4,476
Social security and other taxes	9,084	8,777
Accruals and deferred income	27,969	40,968
	38,465	54,221

Deferred income for the year ended 31 December 2023 amounted to £26,969 (2022 £39,967). This relates to tutor registration fees invoiced in advance for the next year.

14. MOVEMENT IN FUNDS

	At 1.1.23	Net movement in funds	At 31.12.23
	£	£	£
Unrestricted funds			
Unrestricted Funds	202,270	44,306	246,576
TOTAL FUNDS	202,270	44,306	246,576

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

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
Unrestricted Funds	255,249	(220,472)	9,529	44,306
TOTAL FUNDS	255,249	(220,472)	9,529	44,306

Comparatives for movement in funds

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
Unrestricted Funds	173,583	28,687	202,270
TOTAL FUNDS	173,583	28,687	202,270

continued...

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	236,943	(208,256)	28,687
TOTAL FUNDS	236,943	(208,256)	28,687

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	At 31.12.23 £
Unrestricted funds			
Unrestricted Funds	173,583	72,993	246,576
TOTAL FUNDS	173,583	72,993	246,576

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Unrestricted Funds	492,192	(428,728)	9,529	72,993
TOTAL FUNDS	492,192	(428,728)	9,529	72,993

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	34	90
Other trading activities		
Training and conferences	185,894	167,840
Sale of publications	66,163	68,217
Other income	-	157
	252,057	236,214
Investment income		
Investment income	3,158	639
Total incoming resources	255,249	236,943
EXPENDITURE		
Raising donations and legacies		
Staff costs	2,978	2,460
Telephone	9	13
Postage and stationery	88	75
Computer costs	223	471
Computer equipment	18	16
	3,316	3,035
Other trading activities		
Books	3,490	11,425
Training and conference costs	14,780	14,862
Repairs and renewals	1,474	1,350
Computer expenses	11,192	23,088
Subscriptions	575	567
Development costs	5,060	4,060
	36,571	55,352
Charitable activities		
Staff costs	145,930	120,541
Rental of photocopier	2,797	2,970
Rent and rates	14,156	14,202
Insurance	1,521	1,692
Light and heat	755	138
Telephone	470	526
Postage and stationery	4,320	3,692
Advertising	4,660	690
Sundries	801	1,005
Bad debts	63	-
Carried forward	175,473	145,456

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023	2022
	£	£
Charitable activities		
Brought forward	175,473	145,456
Training costs	258	-
Fixtures and fittings	258	287
Computer equipment	900	772
Bank interest	1,016	800
	177,905	147,315
Support costs		
Governance costs		
Accountancy fees	1,111	1,037
Legal and professional fees	1,569	1,517
	2,680	2,554
Total resources expended	220,472	208,256
Net income before gains and losses	34,777	28,687
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	9,529	-
Net income	44,306	28,687

SIGNALONG The Communication Charity

England & Wales - Charity number 1039788

Accounts

2022
ANNUAL REPORT

Registered company number: 02922636 (England and Wales)
Registered Charity number: 1039788

Annual Report and Financial Statements

for the year ended 31st December 2022

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 31 December 2022. The trustees have adopted the provisions of 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) (Effective 1 January 2015).

SIGNALONG
1 Old Winery Business Park
Cawston Norwich Norfolk NR10 4FE

www.signalong.org.uk

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Mission Statement of

SIGNALONG The Communication Charity

Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning

Aims

- Greater fulfilment of potential
- Greater independence
- Reduction in disturbed and challenging behaviour
- Improvement in self-esteem
- Improved relationships

Signalong strives to achieve this

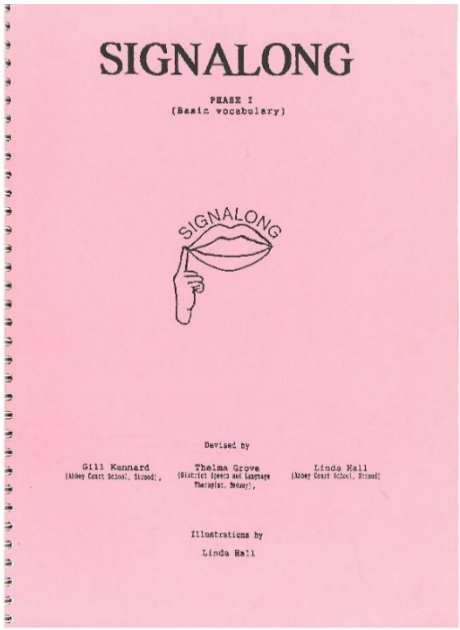
- by developing and promoting augmentative communication (manual signs, symbols, picture resources)
- by researching and publishing sign vocabulary
- by developing appropriate language resources for children with special needs
- by providing resources to assist literacy and education
- by teaching communication techniques to anyone living or working with people with impaired communication
- by working with other organisations and individuals in this field
- by freely offering advice to parents and professionals

Introduction

Signalong is a sign-supported communication system designed for children and adults who have speech and language difficulties. Most users have learning disabilities or autism spectrum disorders, but the system is available to anyone who needs signing, including those with physical disabilities or hearing impairment.

Increasingly, Signalong is being used with children who are deaf and have a learning disability because BSL is too complex. Signalong continues to be used with those who use alternative languages whilst they learn to communicate in English.

It is based on a consistent method of analysing and presenting signs, mostly drawn from British Sign Language, which enables users to select vocabulary relevant to their own situations. This avoids the need to constantly update sign vocabulary by attending further classes where many of the signs taught will be redundant and quickly forgotten through lack of use. By focusing on skills and providing a large library of 9,000 signs, Signalong is cost-effective and represents good value for money. In addition, the Signalong methodology of handshape, orientation, placement and movement enables you to translate idiosyncratic signs in a consistent manner.



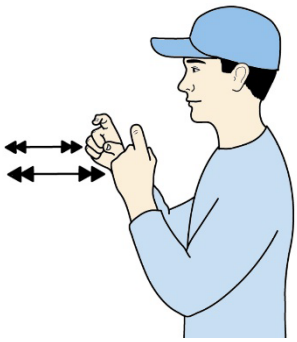
Signalong was first published in 1992 at a Kent school for children with severe learning difficulties and its founders were two teachers and a speech and language therapist. Due to its success, Signalong became a registered charitable company limited by guarantee in 1994.

The sign vocabulary is supported by diagrams, and the charity actively co-operates with expert organisations and individuals in the field of education, IT and child protection to increase the range of resources available. Its publishing activities are supported by a growing national network of registered Tutors and a free sign research and advice service for users.

Signalong provides a range of training courses including Workshops, Introductory, Foundation, Foundation Extension, Signalong Training Assistant and Tutor Training for those who wish to train others. In addition, Signalong produce a wide range of paper and digital resources.

Objectives and Activities

The principal activity of the charity has always been the engagement in the relief of suffering and the advancement of the education and communication skills of people with learning difficulties and speech, language and communication needs. Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning.



Signalong activities include developing and promoting augmentative communication (manual signs, symbols, picture resources), researching and publishing sign vocabulary, developing appropriate language resources for children with special needs, providing resources to assist literacy and education, teaching communication techniques to anyone living or working with people with impaired communication working with other organisations and individuals in this field and freely offering advice to parents and professionals.

The charity's policies for achieving these objectives are as set out in the mission statement on page 3. 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.

Development

"Continuing Professional Development (CPD) enables learning to become conscious and proactive, rather than passive and reactive. CPD is the holistic commitment of professionals towards the enhancement of personal skills and proficiency throughout their careers.

Engaging in Continuing Professional Development ensures that both academic and practical qualifications do not become outdated or obsolete; allowing individuals to continually 'up skill' or 're-skill' regardless of occupation, age or educational level". *

CPD MEMBER
The CPD Certification Service

***source cpd.co.uk**

At the beginning of the year, we were very excited to announce that Signalong training courses are now CPD accredited. In addition to the Tutor Training programme, our Tutors are able to offer accreditation for Workshops, Introductory and Foundation courses. Trainees are provided with detailed course outlines, clearly stating the content and the number of points awarded to each course.

The Signalong Friendly membership scheme was introduced in March for those who are proud supporters of Signalong and would like to let others know of their commitment to provide a signing inclusive environment.

We offer 3 membership levels, bronze, silver and gold and each come with attractive benefits including access to the online Sign Library.

Signalong Friendly bronze

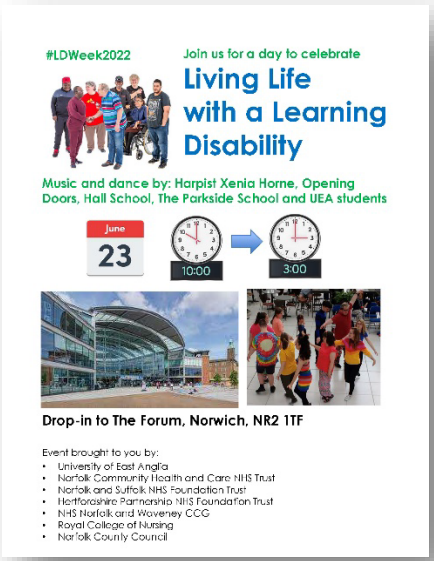
Signalong Friendly silver

Signalong Friendly gold

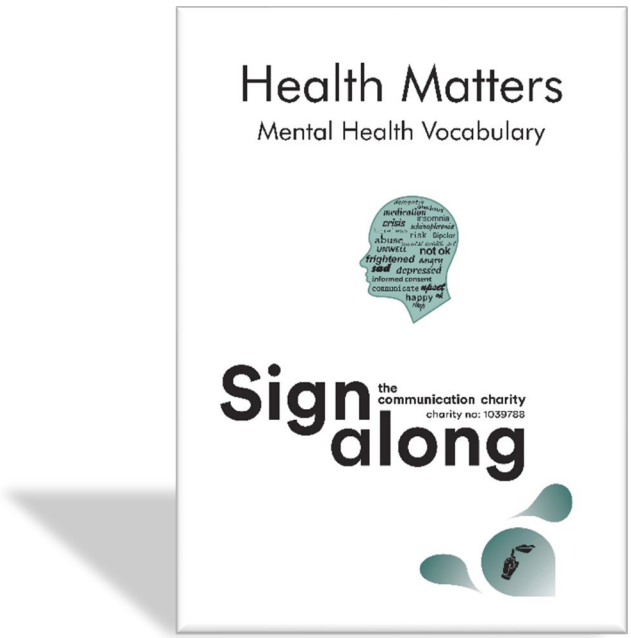
Members receive a certificate, organisation name on our Signalong Friendly register, use of SIGNALONG Friendly logo on printed material / literature / website and a copy of a core vocabulary manual appropriate to organisation e.g., Phase 1, Adult Learning Disability, Health Vocabulary, discounts on resources and training, exclusive access to offers and new products.

April 9th 2022 was the 30th anniversary of the publication of Phase 1. Since its launch, we have sold over 65,000 copies and it is still the most frequently used manual in training courses. During the month we celebrated by giving generous discounts and benefits for 30 days.

June saw Learning Disability Week where we celebrated those living with a learning disability at an event in Norwich. Several local schools who use Signalong gave performances, which as usual, moved us to tears.



Children with a learning disability can be four and a half times more likely to have a mental health problem than those without. We concluded our research of appropriate vocabulary and published the Mental Health Vocabulary manual later in April. We sent complimentary copies to Speech & language Therapists, hospitals and GPs across the UK.



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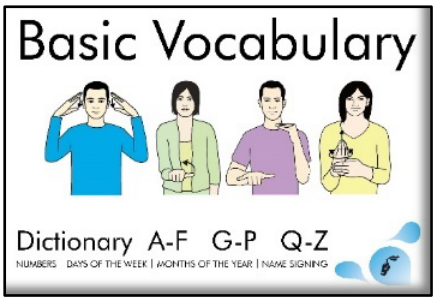
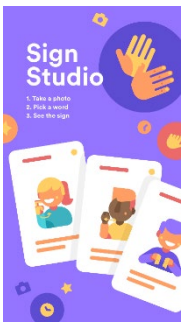
As restrictions were lifted and confidence in travelling returned, we re-introduced our Tutor Regional Conferences. Whilst we offered these online during the pandemic, we all missed the opportunities to network. The first was in Symonds Yat in the beautiful Wye Valley and it was lovely to greet our Tutors again.

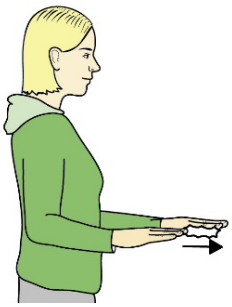


At the end of the year we finally completed updating the Basic Vocabulary Dictionary and placed an order with our local printing company. Due to the significant increase in sales in 2021 when we reduced the cost of the set of manuals, we only made a small increase in the new edition.

We had over 8,000 signed up users of the Sign Library and App by the end of 2022 and development continues on the Android App version.



Training



Confidence on attending training courses in person was slow to return and we continued to advertise online courses using Zoom and Teams throughout 2022. Our Tutor network delivered 165 Foundation courses, 36 Introductory and 300 Workshops training over 5,669 participants which is an increase of 88% on the previous year.

14 Tutor Training courses were delivered in Scotland, Somerset, Dorset, Kettering, Southport, Swansea, Oldham, Norwich and online by our Senior Tutors. This resulted in 65 additional Tutors and at the end of the year, the total number of registered Tutors was 406.

Other training delivered by the office staff included a group of gymnasts in Wales, Family Services in Swindon, Support Workers in Southport and a local group of ladies in our village of Cawston.

Charitable Fund

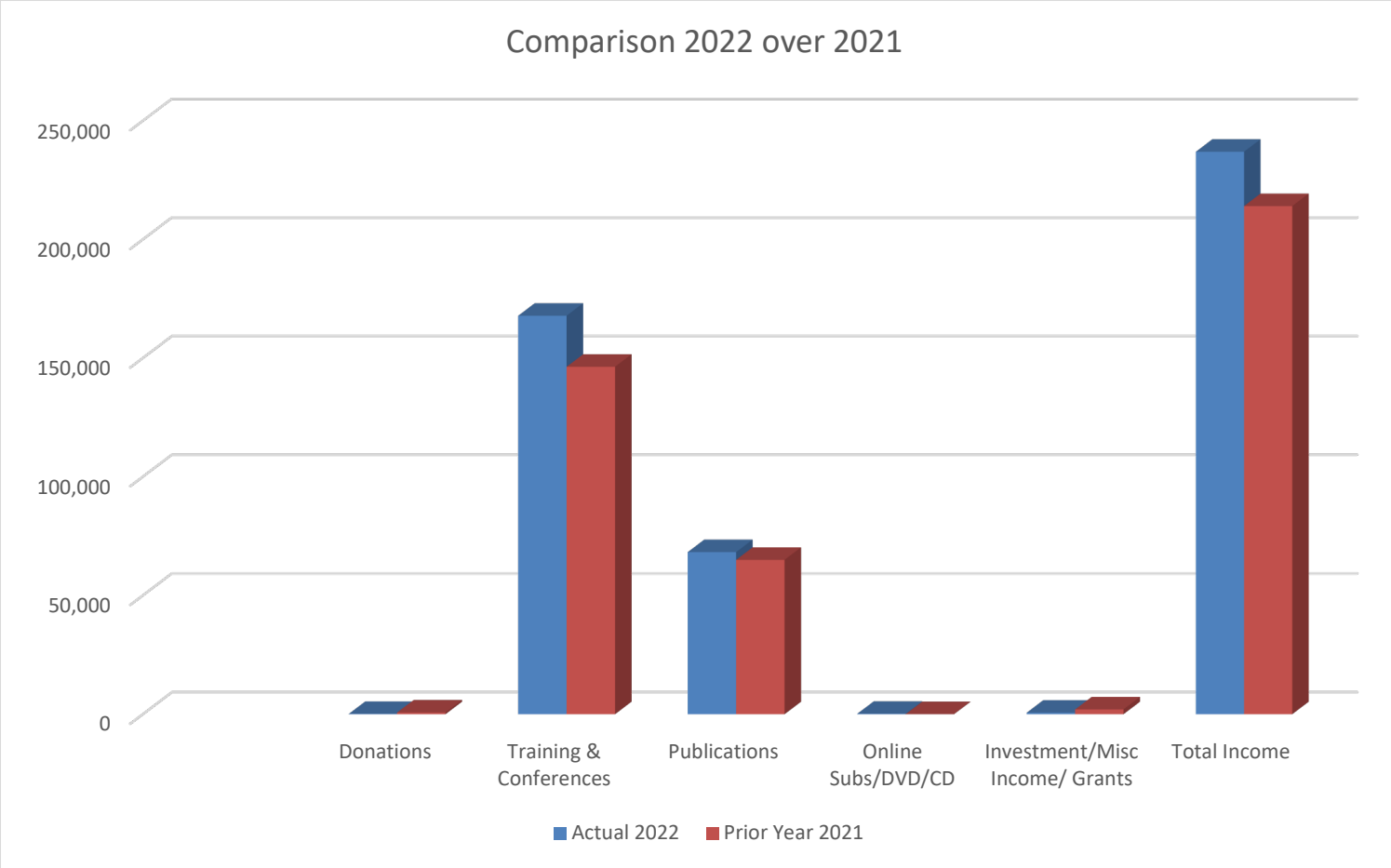
Signalong operate a charitable fund and 2.5% of our annual income is allocated to donating goods and services to those who require assistance with training fees and resources. If you or anyone you know would benefit from a charitable donation, please do not hesitate to contact us.

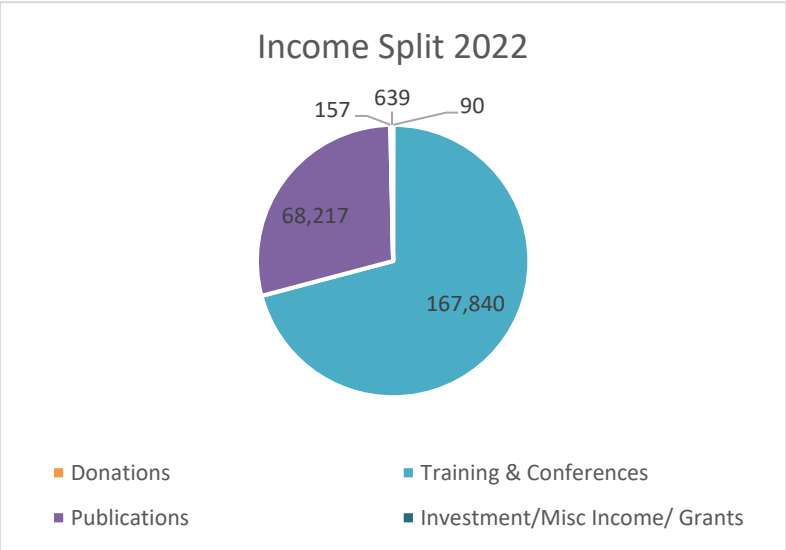
In 2022 Signalong donated £6,914 in manuals, posters, Sign Library subscriptions and reduced training fees.

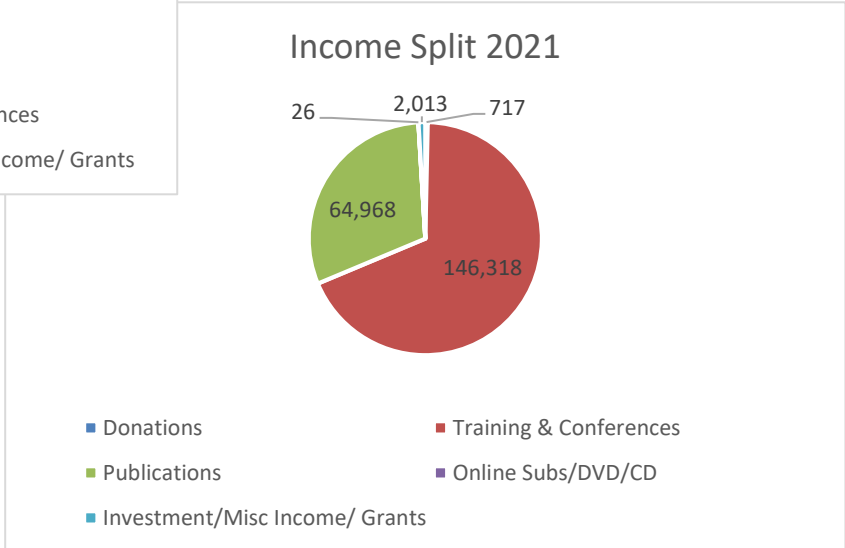
Financial

Sales of published materials increased on the previous year but they are not at pre-pandemic level. However, sales of digital resources and commissioned products increased in 2022. Continuing demand for Tutor Training courses resulted in a 17% increase in revenue.

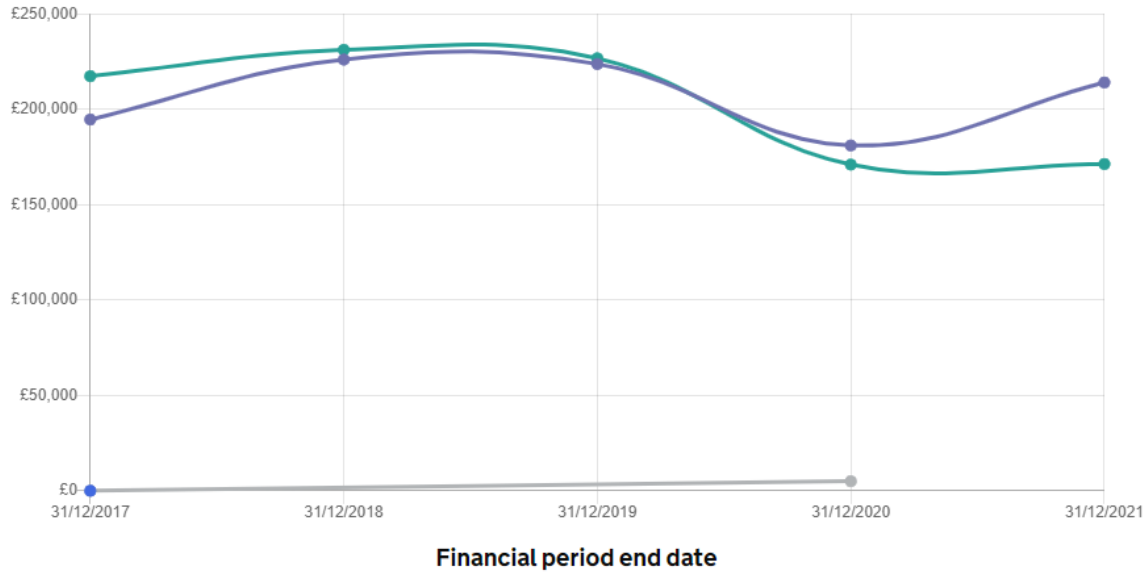
Several large orders were placed with our local printers for Phase 1's and dictionaries.


Comparison 2022 over 2021
250,000
200,000
150,000
100,000
50,000
0
Donations
Training & Conferences
Publications
Online Subs/DVD/CD
Investment/Misc Income/ Grants
Total Income
Actual 2022
Prior Year 2021


Income Split 2022
157
639
90
68,217
167,840
Donations
Training & Conferences
Publications
Investment/Misc Income/ Grants


Income Split 2021
26
2,013
717
64,968
146,318
Donations
Training & Conferences
Publications
Online Subs/DVD/CD
Investment/Misc Income/ Grants

Financial Overview



Income / Expenditure	31/12/2017	31/12/2018	31/12/2019	31/12/2020	31/12/2021
Total gross income	£194.62k	£226.04k	£223.69k	£181.00k	£214.04k
Total expenditure	£217.34k	£231.16k	£226.71k	£171.00k	£171.28k
Income from government contracts	£0	N/A	N/A	N/A	N/A
Income from government grants	£0	N/A	N/A	£5.00k	N/A

Reserves Policy

Whilst smaller organisations are less likely to hold up to 3 months reserves than larger organisations, the Trustees have considered the charity's need for reserves in line with the guidance issued by the Charity Commission. They consider that the charity should endeavor to maintain general funds of an amount approximating to three months' direct running costs, which is now £55,977. This has once again been achieved. Signalong used their income to support the running costs of the charity in 2022 and did not need to access the reserve fund.

Plans for the Future

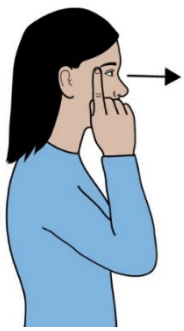
In 2023 we are looking to grow the charity. We will be advertising for an additional staff member to undertake production of our manuals. We will also be consolidating our range into series editions for ease of access. We are also looking to increase our digital offering and are currently looking into working with developers.

We want to promote the charity by increasing brand awareness. To do this we will need to purchase merchandising and equipment to enable better participation at events and exhibitions across the UK.

With the continued hesitancy in attending Tutor Training courses in Norwich we will expand the number of Senior Tutors who can deliver training. With these appointments we will be able to arrange more courses in new locations.

Development of the android app has been slow, but we are hopeful of its completion by the middle of next year.

Organisation and Governance



The charity remains reliant on its main asset, its intellectual property; the library of signs and the techniques of how they are catered to our members' needs and taught by our Tutors.

The board have been invaluable to the smooth operation of the charity. The Chairman, John Franklin, has continued to advise and provide IT support. Nigel Stancliffe has monitored expenditure, Michelle Songest has ensured that we follow government guidelines on Covid and Andy Evans has contributed to the development of the charity from an educational perspective. We also value the input of experienced Signalong Tutors Bev McCue, Jonathan Tate and Shahnaz Ashraf.

The charity is organised so that the Board meets regularly to manage its affairs. Board meetings have been held bi - monthly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

Governing Document

The charity is a charitable company limited by guarantee and was set up on the 26th April 1994. It is governed by a Memorandum and Articles of Association. This is managed on a day to day basis by a Chief Executive Officer.

Trustee Induction and Training

Advice for trustees published by the Charity Commission is given to new Board members and new guidance is notified and made available at Board meetings. Board members have free access to all members of staff to ensure that they can be fully aware of the activities and methods of the charity. There is an identified need for further input to the Board from people outside the field of special needs, although these have proved difficult to recruit. In the event of such people being appointed to the Board, a programme of familiarisation with the charity and its work will be put into effect, and the Charity Commission advice will be given to them.

Organisation

The charity is an Association of Members, the business of which is governed by the Board who may exercise all powers of the Association. The Board of Trustees consists of no less than three and no more than ten members and is responsible for ultimate strategic decisions, having regard to advice from the senior management of the charity. The members of the Board are set out in the section of this report entitled "Directors".

Membership of the charity is by subscription, and all registered Signalong Tutors are automatically enrolled. Current membership stands at 406.

STRATEGIC REPORT

Future plans

In 2023 we are looking to grow the charity. We will be advertising for an additional staff member to undertake production of our manuals. We will also be consolidating our range into series editions for ease of access. We are also looking to increase our digital offering and are currently looking into working with developers.

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Development of the Android App has been slow, but we are hopeful of its completion by the middle of next year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a charitable company limited by guarantee and was set up on the 26 April 1994. It is governed by a Memorandum and Articles of Association. This is managed on a day to day basis by a Chief Executive Officer.

Recruitment and appointment of new trustees

Advice for trustees published by the Charity Commission is given to new board members and new guidance is notified and made available at Board meetings. Board members have free access to all members of staff to ensure that they can be fully aware of the activities and methods of the charity. There is an identified need for further input to the Board from people outside the field of special needs, although these have proved difficult to recruit. In the event of such people being appointed to the Board, a programme of familiarization with the charity and its work will be put into effect, and the Charity Commission advice will be given to them.

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The charity is an Association of Members, the business of which is governed by the Board who may exercise all powers of the Association. The Board of Trustees consists of no less than three and no more than ten members and is responsible for ultimate strategic decisions, having regard to advice from the senior management of the charity. The members of the Board are set out in the section of this report entitled "Directors".

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The charity remains reliant on its main asset, its intellectual property; the library of signs and the techniques of how they are catered to our members' needs and taught by our Tutors.

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The charity is organised so that the Board meets regularly to manage its affairs. Board meetings are held quarterly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02922636 (England and Wales)

Registered Charity number

1039788

Registered office
1 Old Winery Business Park
Cawston
Norwich
Norfolk
NR10 4FE

Trustees
A Evans
J Franklin (Chair)
M Songest
B McCue
N Stancliffe
J Tate
S Ashraf

Company Secretary
T Goode

Independent Examiner
Stephen Hill Partnership Limited
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

Bankers
CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent

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

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 29 August 2023 and signed on the board's behalf by:

T Goode - Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SIGNALONG THE COMMUNICATION CHARITY

Independent examiner's report to the trustees of Signalong The Communication Charity ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephen Hill Partnership Limited
The Institute of Chartered Accountants in England and Wales

Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

29 August 2023

SIGNALONG THE COMMUNICATION CHARITY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		90	-	90	717
Charitable activities					
Charitable activities		-	-	-	2,000
Other trading activities	2	236,214	-	236,214	211,312
Investment income	3	639	-	639	13
Total		236,943	-	236,943	214,042
EXPENDITURE ON					
Raising funds		58,387	-	58,387	28,673
Charitable activities					
Charitable activities		147,315	-	147,315	140,602
Governance costs		2,554	-	2,554	2,008
Total		208,256	-	208,256	171,283
NET INCOME		28,687	-	28,687	42,759
RECONCILIATION OF FUNDS					
Total funds brought forward		173,583	-	173,583	130,824
TOTAL FUNDS CARRIED FORWARD		202,270	-	202,270	173,583

The notes form part of these financial statements

BALANCE SHEET
31 DECEMBER 2022

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Intangible assets	8	12,317	-	12,317	16,377
Tangible assets	9	3,036	-	3,036	1,760
		15,353	-	15,353	18,137
CURRENT ASSETS					
Stocks	10	15,951	-	15,951	12,444
Debtors	11	24,261	-	24,261	25,903
Cash at bank and in hand		200,926	-	200,926	167,662
		241,138	-	241,138	206,009
CREDITORS					
Amounts falling due within one year	12	(54,221)	-	(54,221)	(50,563)
NET CURRENT ASSETS		186,917	-	186,917	155,446
TOTAL ASSETS LESS CURRENT LIABILITIES		202,270	-	202,270	173,583
NET ASSETS		202,270	-	202,270	173,583
FUNDS	13				
Unrestricted funds				202,270	173,583
TOTAL FUNDS				202,270	173,583

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 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.

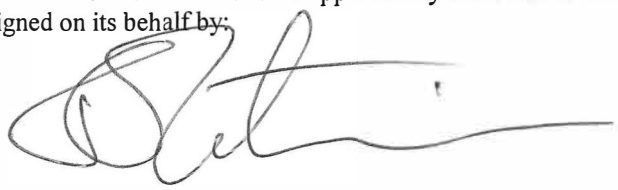
The notes form part of these financial statements

continued...

BALANCE SHEET - continued
31 DECEMBER 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 29 August 2023 and were signed on its behalf by:



J Franklin (Chair) - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Turnover is the amount derived from the provision of goods and services and is stated after trade discounts, other sales taxes and net of VAT.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Support costs
Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Allocation and apportionment of costs
Expenditure is classified under the appropriate activity headings.

Costs of raising funds is comprised of a 2% apportionment on total staff, administrative and office costs.

Other trading activities expenditure includes the costs related to the development, publication and sale of books, manuals and resource packs, as well as the costs for training courses and conferences.

Expenditure on charitable activities includes the staff, administrative and office costs associated with activities undertaken to further the purposes of the charity.

Support costs includes a 4% apportionment on total staff costs.

Development costs
Development costs, being the amounts paid to third parties in relation to book development, is being amortised evenly over its estimated useful life of ten years.

Computer software
Computer software, being the amounts paid to third parties in relation to website development, is being amortised evenly over its estimated useful life of five years.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 20% on cost

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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.

Research and development
Expenditure on research and development is written off in the year in which it is incurred.

Leasing commitments
Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Company status
The company is a company limited by guarantee, incorporated in England and Wales. The members of the company are the trustees. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

Deferred income
The charity provides training and course materials. Where receipts are made in advance of the course and materials being provided the income is deferred until such has been realised.

2. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Training and conferences	167,840	146,318
Sale of publications	68,217	64,968
Other income	157	26
	236,214	211,312

continued...

3. INVESTMENT INCOME

	2022	2021
	£	£
Investment income	639	13

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	1,075	889
Hire of plant and machinery	2,970	4,541
Development costs amortisation	4,060	4,061

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2022	2021
Average number of employees	4	4

No employees received emoluments in excess of £60,000.

No employees received £60,000 per annum or more.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted fund	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	717	-	717
Charitable activities			
Charitable activities	2,000	-	2,000
Other trading activities	211,312	-	211,312
Investment income	13	-	13
Total	214,042	-	214,042
EXPENDITURE ON			
Raising funds	28,673	-	28,673

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted fund £	Total funds £
Charitable activities			
Charitable activities	140,602	-	140,602
Governance costs	2,008	-	2,008
Total	171,283	-	171,283
NET INCOME	42,759	-	42,759
RECONCILIATION OF FUNDS			
Total funds brought forward	130,824	-	130,824
TOTAL FUNDS CARRIED FORWARD	173,583	-	173,583

8. INTANGIBLE FIXED ASSETS

	Development costs £	Computer software £	Totals £
COST			
At 1 January 2022 and 31 December 2022	40,831	3,000	43,831
AMORTISATION			
At 1 January 2022	24,454	3,000	27,454
Charge for year	4,060	-	4,060
At 31 December 2022	28,514	3,000	31,514
NET BOOK VALUE			
At 31 December 2022	12,317	-	12,317
At 31 December 2021	16,377	-	16,377

continued...

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2022	2,493	6,145	8,638
Additions	509	1,842	2,351
At 31 December 2022	3,002	7,987	10,989
DEPRECIATION			
At 1 January 2022	1,903	4,975	6,878
Charge for year	287	788	1,075
At 31 December 2022	2,190	5,763	7,953
NET BOOK VALUE			
At 31 December 2022	812	2,224	3,036
At 31 December 2021	590	1,170	1,760

10. STOCKS

	2021 £	2021 £
Paper and packaging	1,940	1,598
Books and resource packs	14,010	10,846
	15,950	12,444

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	20,295	22,795
Prepayments and accrued income	3,966	3,108
	24,261	25,903

continued...

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	4,476	7,631
Social security and other taxes	8,777	10,597
Accruals and deferred income	40,968	32,335
	54,221	50,563

Deferred income for the year ended 31 December 2022 amounted to £39,967 (2021 £31,335). This relates to tutor registration fees invoiced in advance for the next year.

13. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
Unrestricted Funds	173,583	28,687	202,270
TOTAL FUNDS	173,583	28,687	202,270

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Unrestricted Funds	236,943	(208,256)	28,687
TOTAL FUNDS	236,943	(208,256)	28,687

Comparatives for movement in funds

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
Unrestricted Funds	130,824	42,759	173,583
TOTAL FUNDS	130,824	42,759	173,583

continued...

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	4,476	7,631
Social security and other taxes	8,777	10,597
Accruals and deferred income	40,968	32,335
	54,221	50,563

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13. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
Unrestricted Funds	173,583	28,687	202,270
TOTAL FUNDS	173,583	28,687	202,270

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Unrestricted Funds	236,943	(208,256)	28,687
TOTAL FUNDS	236,943	(208,256)	28,687

Comparatives for movement in funds

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
Unrestricted Funds	130,824	42,759	173,583
TOTAL FUNDS	130,824	42,759	173,583

continued...

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	214,042	(171,283)	42,759
TOTAL FUNDS	214,042	(171,283)	42,759

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
Unrestricted Funds	130,824	71,446	202,270
TOTAL FUNDS	130,824	71,446	202,270

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	450,985	(379,539)	71,446
TOTAL FUNDS	450,985	(379,539)	71,446

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	90	717
Other trading activities		
Training and conferences	167,840	146,318
Sale of publications	68,217	64,968
Other income	157	26
	236,214	211,312
Investment income		
Investment income	639	13
Charitable activities		
Grants		2,000
Total incoming resources	236,943	214,042
EXPENDITURE		
Raising donations and legacies		
Staff costs	2,460	2,288
Telephone	13	12
Postage and stationery	75	81
Computer costs	471	206
Computer equipment	16	11
	3,035	2,598
Other trading activities		
Books	11,425	8,393
Training and conference costs	14,862	2,723
Repairs and renewals	1,350	611
Computer expenses	23,088	10,112
Subscriptions	567	176
Development costs	4,060	4,060
	55,352	26,075
Charitable activities		
Staff costs	120,541	112,109
Rental of photocopier	2,970	4,541
Rent and rates	14,202	13,230
Insurance	1,692	1,360
Light and heat	138	1,028
Telephone	526	504
Postage and stationery	3,692	3,994
Carried forward	143,761	136,766

SIGNALONG THE COMMUNICATION CHARITY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
Charitable activities		
Brought forward	143,761	136,766
Advertising	690	394
Sundries	1,005	869
Fixtures and fittings	287	332
Computer equipment	772	545
Bank interest	800	1,486
	147,315	140,392
Support costs		
Governance costs		
Accountancy fees	1,037	994
Legal and professional fees	1,517	1,014
Bank interest		210
	2,554	2,218
Total resources expended	208,256	171,283
Net income	28,687	42,759

This page does not form part of the statutory financial statements

SIGNALONG The Communication Charity

England & Wales - Charity number 1039788

Accounts

Sign along
the communication charity
charity no: 1039788

2021
ANNUAL REPORT

Registered company number: 02922636 (England and Wales)
Registered Charity number: 1039788

Annual Report and Financial Statements

for the year ended 31st December 2021

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 31 December 2021. The trustees have adopted the provisions of 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) (Effective 1 January 2015).

Front Cover: UNCERTAIN

Working flat hand (palm in, pointing forward) rests on palm of supporting flat hand (palm up, pointing in) and wavers from side to side.

SIGNALONG
1 Old Winery Business Park
Cawston Norwich Norfolk NR10 4FE

www.signalong.org.uk

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Trustees' Report	page	6
Company Information	page	13
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Notes to the Financial Statements	page	19
Detailed Statement of Financial Activities	page	26

Mission Statement of

SIGNALONG The Communication Charity

Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning

Aims

- Greater fulfilment of potential
- Greater independence
- Reduction in disturbed and challenging behaviour
- Improvement in self-esteem
- Improved relationships

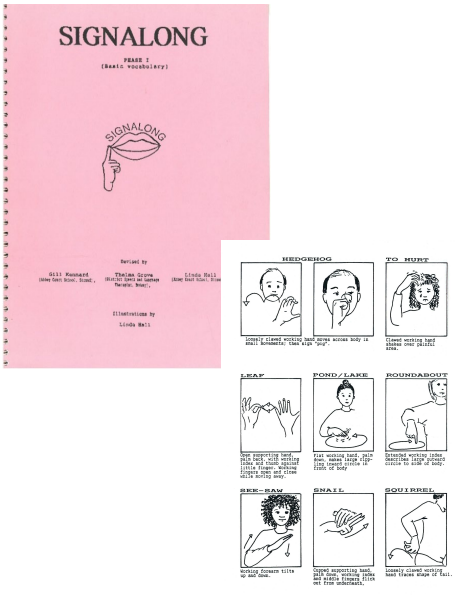
Signalong strives to achieve this

- by developing and promoting augmentative communication (manual signs, symbols, picture resources)
- by researching and publishing sign vocabulary
- by developing appropriate language resources for children with special needs
- by providing resources to assist literacy and education
- by teaching communication techniques to anyone living or working with people with impaired communication
- by working with other organisations and individuals in this field
- by freely offering advice to parents and professionals

Introduction

Signalong is a sign-supported communication system designed for children and adults who have speech and language difficulties. Most users have learning disabilities or autism spectrum disorders, but the system is available to anyone who needs signing, including those with physical disabilities or hearing impairment. Increasingly, Signalong is being used with children who are deaf and also have a learning disability because BSL is too complex. Signalong continues to be used with learners who have English as an additional language.

It is based on a consistent method of analysing and presenting signs, mostly drawn from British Sign Language, which enables users to select vocabulary relevant to their own situations. This avoids the need to constantly update sign vocabulary by attending further classes where many of the signs taught will be redundant and quickly forgotten through lack of use. By focusing on skills and providing a large library of 9,000 signs, Signalong is cost-effective and represents good value for money. In addition, the Signalong methodology of handshape, orientation, placement and movement enables you to translate idiosyncratic signs in a consistent manner.



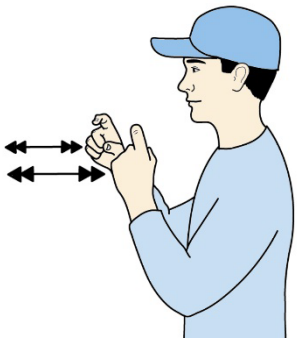
Signalong was first published in 1992 at a Kent school for children with severe learning difficulties and its founders were two teachers and a speech and language therapist. Due to its success, Signalong became a registered charitable company limited by guarantee in 1994.

The sign vocabulary is supported by diagrams, and the charity actively co-operates with expert organisations and individuals in the field of education, IT and child protection to increase the range of resources available. Its publishing activities are supported by a growing national network of registered Tutors and a free sign research and advice service for users.

Signalong provides a range of training courses including Workshops, Introductory, Foundation, Foundation Extension, Signalong Training Assistant and Tutor Training for those who wish to train others. In addition, Signalong produce resources to assist those with communication difficulties and English as an additional language.

Objectives and Activities

The principal activity of the charity has always been the engagement in the relief of suffering and the advancement of the education and communication skills of people with learning difficulties and speech, language and communication needs. Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning.



Signalong activities include developing and promoting augmentative communication (manual signs, symbols, picture resources), researching and publishing sign vocabulary, developing appropriate language resources for children with special needs, providing resources to assist literacy and education, teaching communication techniques to anyone living or working with people with impaired communication working with other organisations and individuals in this field and freely offering advice to parents and professionals.

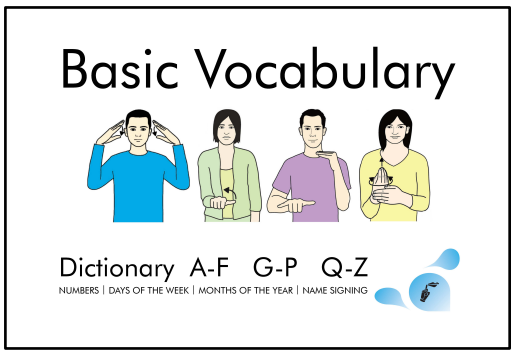
The charity's policies for achieving these objectives are as set out in the mission statement on page 3. The charity is controlled by its governing document, the memorandum and articles of association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

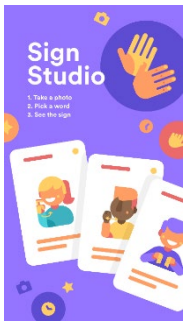
Development

With the pandemic continuing into 2021, good communication remained important to those who struggle to communicate their feelings, choices and needs.

Additional resources were added to Freebie Friday to support home schooling during lockdown and made accessible throughout the year. We continued to add videos to the Sign Library and update and improve illustrations in our range of manuals.

To make our vocabulary accessible to as many people as possible, we reduced the cost of our dictionary, which contains basic vocabulary from Phase 1 – 4 for the whole year. In 2022 we will update the contents and place an order with our local printing company.



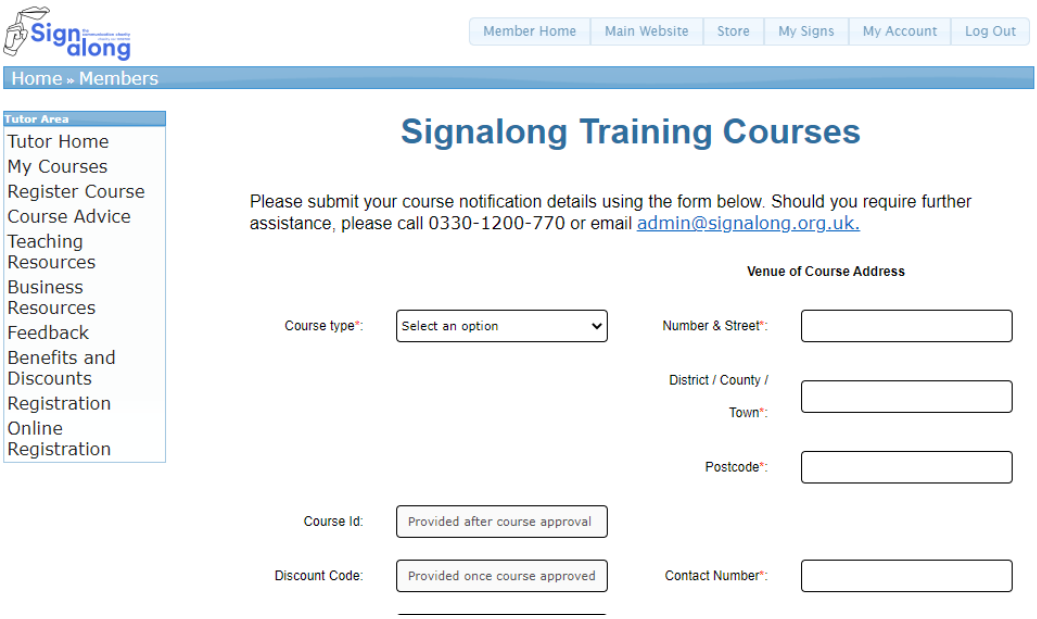


In 2020 we had 3706 signed up users of the Sign Library and by the end of 2021, this had increased to 5731.

Work has commenced on providing an Android version of the Sign Studio App and we hope that it will be ready to launch by the middle of next year.

Google play

The new online member's area on our website is live and Tutors are enjoying submitting their course notifications and registration applications at a time which is convenient to them. We continue to offer a paper based option but encourage Tutors to scan and email rather than use the postal system.

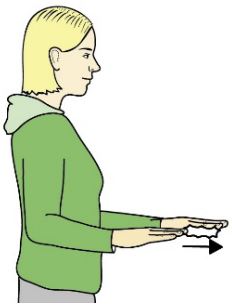


With Covid lockdowns and instruction to work from home where possible, we purchased 2 laptops to enable this and intend to purchase an additional in 2022 so that all staff have a laptop.

stripe

We changed online payment gateway provider in September to Stripe which is easier to use, more efficient and cheaper than our previous providers.

Training



Public confidence on attending gatherings did not return and whilst we initially advertised face to face training, we soon reverted to online courses using Zoom and Teams throughout 2021. Tutors also began to deliver online training courses resulting in an increase on the number of courses to 150 Foundation courses, 41 Introductory and 234 Workshops training over 3,000 participants.

"I just wanted to let you know why I will not be renewing my Tutor registration. After 38 years teaching in Special Schools, I am retiring at the end of term. I can honestly say that being a Signalong Tutor and running numerous courses has been one of the highlights of my career. I have promoted the benefits of signing for many years and seen so many children and young people's communication skills grow and develop.

I thank you for enabling the training of 5 more Signalong Tutors at Linwood School recently. I am confident that they will continue to champion the use of Signalong within our organisation. I wish Signalong the very best in the future and feel proud and honoured that I have been part of its ongoing journey.

With all best wishes, Jo"

The introduction of the Fast Track Foundation course allowed organisations, who were unfamiliar with Signalong, to upskill staff in preparation of attending the Tutor Training programme. The success of these courses contributed to the increased number of Tutor Training courses to 13, resulting in 62 additional Tutors. At the end of the year, the total number of registered Tutors was 373.

Regional conferences were due to take place in Swindon, Norwich and Lothian in Scotland but were all held online to maintain the safety of our Tutors and those they support.

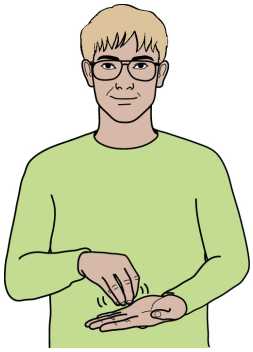
Charitable Fund

Signalong operate a charitable fund and 2.5% of our annual income is allocated to donating goods and services to those who require assistance with training fees and resources. If you or anyone you know would benefit from a charitable donation, please do not hesitate to contact us. Stephanie Douglas, a parent of a child with communication difficulties was awarded the Signalong Scholarship in 2019 and finally participated in the Tutor Training programme this year free of charge.

We continued to show our support to the work of the NHS during the pandemic with 5 Speech & Language Therapists and Assistants training as Tutors at a significantly reduced fee.

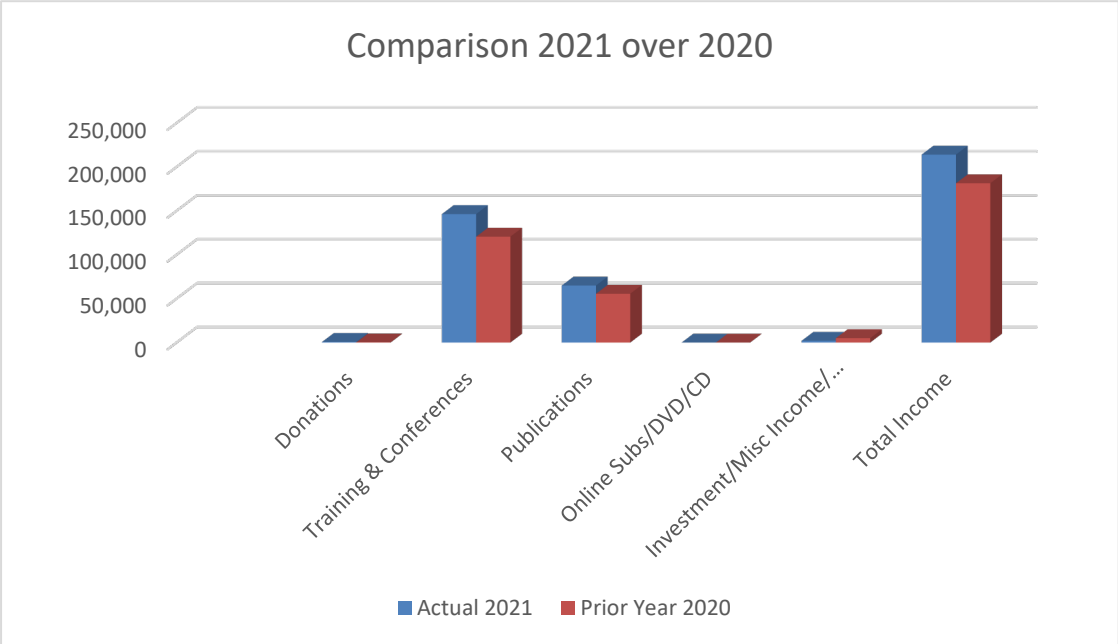
In total, Signalong donated £8,530 in manuals, posters and Sign Library subscriptions.

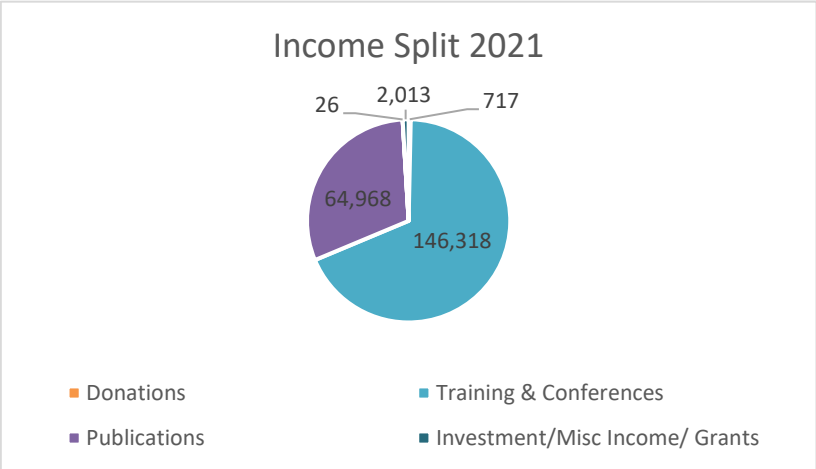
Financial

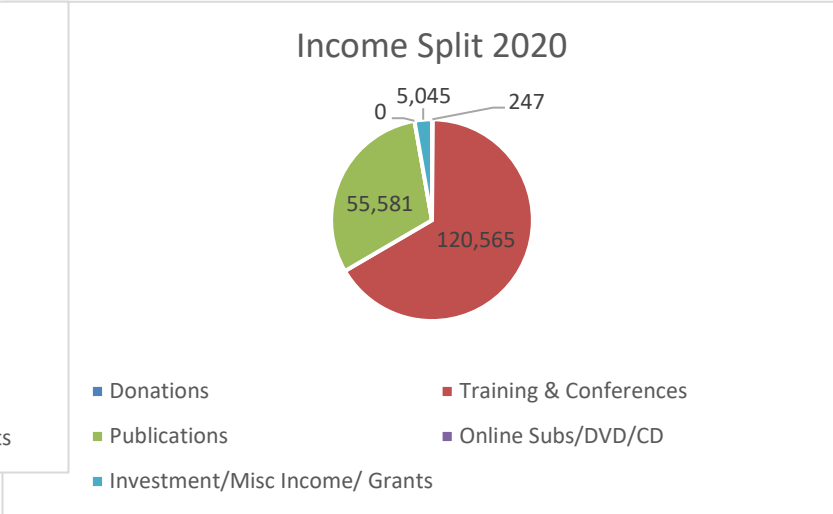


At the beginning of the year, we were given an additional £2,000 Business Support Grant from Broadland District Council. Once again, we did not use the Government Job Retention Scheme for any member of staff and there was no reduction in contractual hours.

Despite Covid-19 and the financial impact on our income, at year end we saw a surplus of £42,759. Sales of publications started to recover and were 25% up on the previous year and training courses also saw the same increase.







Reserves Policy

Whilst smaller organisations are less likely to hold up to 3 months reserves than larger organisations, the Trustees have considered the charity's need for reserves in line with the guidance issued by the Charity Commission. They consider that the charity should endeavor to maintain general funds of an amount approximating to three months' direct running costs, which is now £45,584. This has once again been achieved. Signalong used their income to support the running costs of the charity in 2021 and did not need to access the reserve fund.

Plans for the Future

Before the pandemic we were already researching mental health vocabulary and now this is even more essential. Any of us can suffer from mental health problems and figures suggest one in four of us can be affected annually. The chances of experiencing mental health problems when you have learning disabilities can be higher, with some studies suggesting it could be double the level of the general population.

Children with a learning disability can also be four and a half times more likely to have a mental health problem than those without. Signalong Mental Health Vocabulary manual will be available early next year.

"Continuing Professional Development (CPD) enables learning to become conscious and proactive, rather than passive and reactive. CPD is the holistic commitment of professionals towards the enhancement of personal skills and proficiency throughout their careers.

Engaging in Continuing Professional Development ensures that both academic and practical qualifications do not become outdated or obsolete; allowing individuals to continually 'up skill' or 're-skill' regardless of occupation, age or educational level". *

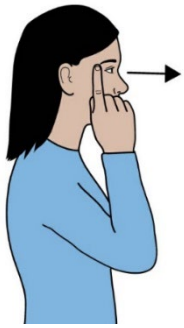
***source cpd.co.uk**

Some organisations will only permit staff to undertake CPD accredited training courses and Signalong will be applying for CPD accreditation in 2022. This will enable our network of Tutors to offer Foundation, Introductory courses and Workshops at 15, 8 and 3 CPD points.

Schools and establishments want to highlight that they are using Signalong and therefore we will be offering a Signalong Friendly membership scheme at bronze, silver and gold levels. The scheme will offer members discounts on resources and training and access to the Sign Library.

April 9th 2022 will be the 30th anniversary of the publication of Phase 1. Since its launch, we have sold over 64,000 copies and it is the most frequently used manual in training courses. Whilst our original intention was to hold a large conference, the uncertainty surrounding Covid - 19 has meant this is not possible. However, we will be celebrating with generous discounts and launching new products and benefits throughout the month.

Organisation and Governance



The charity remains reliant on its main asset, its intellectual property; the library of signs and the techniques of how they are catered to our members' needs and taught by our Tutors.

The board have been invaluable to the smooth operation of the charity. The Chairman, John Franklin, has continued to advise and provide IT support. Nigel Stancliffe has monitored expenditure, Michelle Songest has ensured that we follow government guidelines on Covid and Andy Evans has contributed to the development of the charity from an educational perspective. We also value the input of experienced Signalong Tutors Bev McCue, Jonathan Tate and Shahnaz Ashraf.

The charity is organised so that the Board meets regularly to manage its affairs. Board meetings have been held quarterly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

Governing Document

The charity is a charitable company limited by guarantee and was set up on the 26th April 1994. It is governed by a Memorandum and Articles of Association. This is managed on a day to day basis by a Chief Executive Officer.

Trustee Induction and Training

Advice for trustees published by the Charity Commission is given to new Board members and new guidance is notified and made available at Board meetings. Board members have free access to all members of staff to ensure that they can be fully aware of the activities and methods of the charity. There is an identified need for further input to the Board from people outside the field of special needs, although these have proved difficult to recruit. In the event of such people being appointed to the Board, a programme of familiarisation with the charity and its work will be put into effect, and the Charity Commission advice will be given to them.

Organisation

The charity is an Association of Members, the business of which is governed by the Board who may exercise all powers of the Association. The Board of Trustees consists of no less than three and no more than ten members and is responsible for ultimate strategic decisions, having regard to advice from the senior management of the charity. The members of the Board are set out in the section of this report entitled "Directors".

Membership of the charity is by subscription, and all registered Signalong Tutors are automatically enrolled. Current membership stands at 380.

STRATEGIC REPORT

Future plans

Before the pandemic we were already researching mental health vocabulary and now this is even more essential. Any of us can suffer from mental health problems and figures suggest one in four of us can be affected annually. The chances of experiencing mental health problems when you have learning disabilities can be higher, with some studies suggesting it could be double the level of the general population.
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Signalong Mental Health Vocabulary manual will be available early next year.

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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Recruitment and appointment of new trustees

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The charity is organised so that the Board meets regularly to manage its affairs. Board meetings have continued to be held quarterly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02922636 (England and Wales)

Registered Charity number
1039788

Registered office
1 Old Winery Business Park
Cawston
Norwich
Norfolk
NRI0 4FE

Trustees
A Evans
J Franklin (Chair)
M Songest
B McCue
N Stancliffe
J Tate
S Ashraf

Company Secretary
T Goode

Independent Examiner
Stephen Hill Partnership Limited
139- 141 Watling Street
Gillingham
Kent
ME7 2YY

Bankers
CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent

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

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 21 June 2022 and signed on the board's behalf by:

T Goode - Secretary

Independent examiner's report to the trustees of Signalong The Communication Charity ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part I6 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (' the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephen Hill Partnership Limited
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

21 June 2022

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		717		717	247
Charitable activities					
Charitable activities		2,000		2,000	5,000
Other trading activities	2	211,312		211,312	176,146
Investment income	3	13		13	45
Total		214,042		214,042	181,438
EXPENDITURE ON					
Raising funds		28,673		28,673	25,394
Charitable activities					
Charitable activities		140 ,602		140 ,602	146,048
Governance costs		2,008		2,008	
Total		171,283		171,283	171,442
NET INCOME		42,759		42,759	9,996
RECONCILIATION OF FUNDS					
Total funds brought forward		130,824		130,824	120,828
TOTAL FUNDS CARRIED FORWARD		173,583		173 ,583	130,824

The notes form part of these financial statements

BALANCE SHEET
31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Intangible assets	8	16,377		16,377	20,209
Tangible assets	9	1,760		1,760	1,567
		18.137		18,137	21,776
CURRENT ASSETS					
Stocks	10	12,444		12,444	9,138
Debtors	11	25,903		25,903	20,813
Cash at bank and in hand		167,662		167,662	136,820
		206,009		206,009	166,771
CREDITORS					
Amounts falling due within one year	12	(50,563)		(50,563)	(57,723)
NET CURRENT ASSETS		1 55,446		155,446	109 ,048
TOTAL ASSETS LESS CURRENT LIABILITIES		173,583		173,583	I 30,824
NET ASSETS		173,583		173,583	130,824
FUNDS	13				
Unrestricted funds				173,583	130 ,824
TOTAL FUNDS				1 73,583	130,824

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 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.

continued...

BALANCE SHEET - continued
31 DECEMBER 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21 June 2022 and were signed on its behalf by:

J Franklin (Chair) - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Turnover is the amount derived from the provision of goods and services and is stated after trade discounts, other sales taxes and net of VAT.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Allocation and apportionment of costs

Expenditure is classified under the appropriate activity headings.

Costs of raising funds is comprised of a 2% apportionment on total staff, administrative and office costs.

Other trading activities expenditure includes the costs related to the development, publication and sale of books, manuals and resource packs, as well as the costs for training courses and conferences.

Expenditure on charitable activities includes the staff, administrative and office costs associated with activities undertaken to further the purposes of the charity.

Support costs includes a 4% apportionment on total staff costs.

Development costs

Development costs, being the amounts paid to third parties in relation to book development, is being amortised evenly over its estimated useful life of ten years.

Computer software

Computer software, being the amounts paid to third parties in relation to website development, is being amortised evenly over its estimated useful life of five years.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	-	25% on reducing balance
Computer equipment	-	20% on cost

Stocks
Stocks are valued at the lower of cost and net realis able value, after making due allowance for obsolete and slow moving items.

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.

Research and development
Expenditure on research and development is written off in the year in which it is incurred.

Leasing commitments
Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Company status
The company is a company limited by guarantee, incorporated in England and Wales. The members of the company are the trustees. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

Deferred income
The charity provides training and course materials. Where receipts are made in advance of the course and materials being provided the income is deferred until such has been realised.

Government grants
Government grants received in support of the coronavirus pandemic are recognised only when there is reasonable assurance that the entity will comply with any conditions attached to the grant and that the grant will be received.

The grant is recolonized as income over the period necessary to match them with the related costs, for which they are intended to compensate.

continued...

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Training and conferences	146,318	120,565
Sale of publications	64,968	55,581
Other income	26	
	211,312	176,146

3. INVESTMENT INCOME

	2021	2020
	£	£
Investment income	13	45

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	889	1,031
Hire of plant and machinery	4,541	3,976
Development costs amortisation	4,061	4,001
Computer software amortisation		600

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
Average number of employees	4	5

No employees received emoluments in excess of £60,000.

No employees received £60,000 per annum or more.

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	247		247
Charitable activities			
Charitable activities	5,000		5,000
Other trading activities	176,146		176,146
Investment income	45		45
Total	181,438		181,438
EXPENDITURE ON			
Raising funds	25,394		25,394
Charitable activities			
Charitable activities	146,048		146,048
Total	171,442		171,442
NET INCOME	9,996		9,996
RECONCILIATION OF FUNDS			
Total funds brought forward	120,828		120,828
TOTAL FUNDS CARRIED FORWARD	130,824		130 ,824

8. INTANGIBLE FIXED ASSETS

	Development costs £	Computer software £	Totals £
COST			
At 1 January 2021	40,602	3,000	43,602
Additions	229		229
At 31 December 2021	40,831	3,000	43,83 I
AMORTISATION			
At 1 January 2021	20,393	3,000	23,393
Charge for year	4,061		4,061
At 31 December 2021	24,454	3,000	27,454
NET BOOK VALUE			
At 31 December 201	16,377		16,377
At 31 December 2020	20,209		20,209

continued...

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2021	2,493	5,063	7,556
Additions		1,082	1,082
At 31 December 2021	2,493	6,145	8,638
DEPRECIATION			
At 1 January 2021	1,570	4,419	5,989
Charge for year	333	556	889
At 31 December 2021	1,903	4,975	6,878
NET BOOK VALUE			
At 31 December 2021	590	1,170	1,760
At 31 December 2020	923	644	1,567

10. STOCKS

	2021 £	2020 £
Paper and packaging	1,598	1,482
Books and resource packs	10,846	7,656
	12,444	9,138

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	22,795	17,666
Prepayments and accrued income	3,108	3,147
	25,903	20,813

continued...

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	7,631	11,914
Social security and other taxes	10,597	6,359
Accruals and deferred income	32,335	39,450
	50,563	57,723

Deferred income for the year ended 3 I December 2021 amounted to £31,335 (2020 £38,450). This relates to tutor registration fees received in advance for the next year.

13. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
Unrestricted Funds	130,824	42,759	173,583
TOTAL FUNDS	130,824	42,759	173,583

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	214,042	(171,283)	42,759
TOTAL FUNDS	214,042	(171,283)	42,759

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
Unrestricted Funds	120,828	9,996	130,824
TOTAL FUNDS	120,828	9,996	130,824

continued...

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	181,438	(171,442)	9,996
TOTAL FUNDS	181,438	(171,442)	9,996

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
Unrestricted Funds	120,828	52,755	173,583
TOTAL FUNDS	120,828	52,755	173,583

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	395,480	(342,725)	52,755
TOTAL FUNDS	395,480	(342,725)	52,755

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	717	247
Other trading activities		
Training and conferences	146,318	120,565
Sale of publications	64,968	55,581
Other income	26	-
	211,312	176,146
Investment income		
Investment income	13	45
Charitable activities		
Grants	2,000	5,000
Total incoming resources	214,042	181,438
EXPENDITURE		
Raising donations and legacies		
Staff costs	2,288	2,568
Telephone	12	10
Postage and stationery	81	67
Computer costs	206	9
Computer equipment	11	11
	2,598	2,665
Other trading activities		
Books	8,393	9,145
Training and conference costs	2,723	7,820
Repairs and renewals	611	577
Computer expenses	10,112	426
Subscriptions	176	159
Development costs	4,060	4,002
Computer software	-	600
	26,075	22,729
Charitable activities		
Staff costs	112,109	125,488
Rental of photocopier	4,541	3,976
Rent and rates	13,230	12,625
Insurance	1,360	1,423
Light and heat	1,028	830
Telephone	504	501
Carried forward	132,772	144,843

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	£	£
Charitable activities		
Brought forward	132,772	144,843
Postage and stationery	3,994	3,275
Advertising	394	132
Sundries	869	515
Relocation costs	-	(8,140)
Bad debts	-	1,069
Fixtures and fittings	332	443
Computer equipment	545	588
Bank interest	1,486	907
	140,392	143,632
Support costs		
Governance costs		
Accountancy fees	994	896
Legal and professional fees	1,014	1,247
Bank interest	210	273
	2,218	2,416
Total resources expended	171,283	171,442
Net income	42,759	9,996

This page does not form part of the statutory financial statements

SIGNALONG The Communication Charity

England & Wales - Charity number 1039788

Accounts

Registered company number: 02922636 (England and Wales)
Registered Charity number: 1039788

Annual Report and Financial Statements

for the year ended 31st December 2020

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 31 December 2020. The trustees have adopted the provisions of 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) (effective 1 January 2015).

SIGNALONG
1 Old Winery Business Park
Cawston Norwich Norfolk NR10 4FE

www.signalong.org.uk

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Mission Statement of

SIGNALONG The Communication Charity

Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning

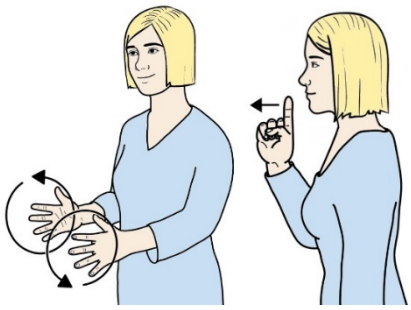
Aims

- Greater fulfilment of potential
- Greater independence
- Reduction in disturbed and challenging behaviour
- Improvement in self-esteem
- Improved relationships

Signalong strives to achieve this

- by developing and promoting augmentative communication (manual signs, symbols, picture resources)
- by researching and publishing sign vocabulary
- by developing appropriate language resources for children with special needs
- by providing resources to assist literacy and education
- by teaching communication techniques to anyone living or working with people with impaired communication
- by working with other organisations and individuals in this field
- by freely offering advice to parents and professionals

Introduction



Signalong is a sign-supported communication system designed for children and adults who have speech and language difficulties. Most users have learning disabilities or autism spectrum disorders, but the system is available to anyone who needs signing, including those with physical disabilities or hearing impairment. Increasingly, Signalong is being used with children who are deaf and also have a learning disability because BSL is too complex. Signalong continues to be used with learners who have English as an additional language.

It is based on a consistent method of analysing and presenting signs, mostly drawn from British Sign Language, which enables users to select vocabulary relevant to their own situations. This avoids the need to constantly update sign vocabulary by attending further classes where many of the signs taught will be redundant and quickly forgotten through lack of use. By focusing on skills and providing a large library of 9,000 signs, Signalong is cost- effective and represents good value for money. In addition, the Signalong methodology of handshape, orientation, placement and movement enables you to translate idiosyncratic signs in a consistent manner.

Abbey Court School

Signalong was first published in 1992 at a Kent school for children with severe learning difficulties and its founders were two teachers and a speech and language therapist. Due to its success, Signalong became a registered charitable company limited by guarantee in 1994.

The sign vocabulary is supported by picture and symbol resources, and the charity actively co-operates with expert organisations and individuals in the field of education, IT and child protection to increase the range of resources available. Its publishing activities are supported by a growing national network of registered Tutors and a free sign research and advice service for users.

Signalong provides a range of training courses including Workshops, Introductory, Foundation, Foundation Extension, Signalong Training Assistant and Tutor Training for those who wish to train others. In addition, Signalong produce resources to assist those with communication difficulties and English as an additional language.

A Life Dedicated to Helping Others

On April 11th 2020 Gill Kennard, co-founder and driving force of Signalong died. Her health had steadily deteriorated following treatment for breast cancer in 2011 and in the end her 5th bout of pneumonia was too much for her body to bear.

Gill was born in 1946 in London, the second of 4 children. As a teenager she was deeply interested in dance, and qualified as a ballet tutor at entry level. She wanted to become a primary teacher and in 1964 she went to the new Christ Church College in Canterbury, one of only the second student cohort. At college she developed an interest in early language development, which was to stand her in good stead in her later career.

Gill at the launch of "Taking A Stand" in 2009. Sitting next to her is Jonathan Shaw MP, then Minister for Disabled People

She began her teaching career at Parkwood Primary School in Rainham, Kent, in 1967 and remained in touch with one of her former pupils right up until her death. She later moved on to teach at Byron Road Infants, and accepted a secondment to an autistic assessment unit. While there she taught herself basic Makaton (there were no courses locally at the time) and found a niche in special education. The post was, however, temporary and it was not until 1982 that she was able to begin teaching at Fulmar Road SLD school in Strood. There she developed a good working relationship with Thelma Grove, the Speech Therapy Manager for Medway, and when the school moved to a new site, with a new name and new headteacher this led to a language unit being created with Gill as teacher in charge.

Both Gill and Thelma had trained as Makaton Coordinators but became frustrated at the lack of sign vocabulary and the restrictions placed on the use and teaching of Makaton. This clashed with Gill's deeply held advocacy of helping the students to reach their full potential and following a fraught meeting of Kent Makaton Coordinators in 1990 Gill and Thelma decided to develop their own sign vocabulary based on more modern approaches to language development and the needs and interests of their students.

Using the Derbyshire Language Scheme and the Living Language Programme as a base line they formulated an initial wordlist and with the assistance of the local Deaf Children's Unit researched BSL signs, some of which had to be adapted for the particular abilities of their students. Taking the Beverley Communication Link as a starting point, they devised a consistent method of describing the actions, and were able to recruit Linda Hall, another teacher at the school, to produce line drawings to illustrate the signs.

With their experience of the restrictive approach of Makaton their intention was always that whoever needed the signs should have access to them, even when formal training was not available. The first manual was ready in April 1992, and with the school closed for the general election, Gill spent the day photocopying, collating and binding the first 50 copies. The team had intended the system for use just with their students, their families and feeder establishments, but word quickly spread and in July 1992 the Director of Hi-Kent, the local hearing impairment association, placed an order for 200 copies. A mailing to special schools and speech therapy departments produced a response which showed that the Signalong approach of enablement was long overdue.

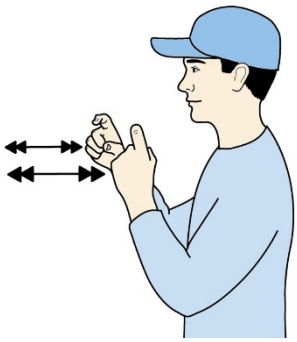
After the launch of Phase 1 of the Basic Vocabulary Signalong went on to become the largest published vocabulary of illustrated signs in Europe, covering needs from early years up, through independent living and work to coping with bereavement. Almost all of the signs were researched and described by Gill, and she and the team collaborated with others in the field to advance the interests of children and adults with language and communication needs. Gill wrote the training courses which have empowered professionals, carers and families throughout Britain and beyond, and there are versions in French, German, Romanian and most recently Indonesian, where Signalong was officially adopted in 2014.

Gill could have retired in 2006 but stayed on at the helm until 2012. Even then, when the charity was threatened with closure in the following year she helped to rally support for a rescue package which ensured that the charity would continue, working without payment for a further year to ease the path for a new generation.

She was the driving force behind Signalong for more than 20 years, and many thousands of children and adults with learning disabilities and autism have better lives thanks to the work of this remarkable woman – not many can claim to leave such a legacy.

Objectives and Activities

The principal activity of the charity has always been the engagement in the relief of suffering and the advancement of the education and communication skills of people with learning difficulties and speech, language and communication needs. Signalong is committed to empowering children and adults with impaired communication to understand and express their needs, choices and desires by providing vocabulary for life and learning.



Signalong activities include developing and promoting augmentative communication (manual signs, symbols, picture resources), researching and publishing sign vocabulary, developing appropriate language resources for children with special needs, providing resources to assist literacy and education, teaching communication techniques to anyone living or working with people with impaired communication working with other organisations and individuals in this field and freely offering advice to parents and professionals.

The charity's policies for achieving these objectives are as set out in the mission statement on page 3. 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.

Development

Following consultation with our network of Tutors, we increased the cost of annual re-registration to include unlimited access to the Sign Library from January. In addition, it is no longer compulsory that Tutors deliver Foundation courses but are actively delivering training. All regional conferences going forward will incorporate skills activities to ensure quality control.

We started 2020 full of hope and excitement at launching new products and services when Covid-19 happened. Like many, we thought the virus would be short lived but made immediate plans to protect the charity and its' future. Good communication became even more important with all the uncertainty surrounding Covid-19 and the impact of change to those who struggle to communicate their feelings, choices and needs.

We significantly increased our free resources by developing a Covid-19 poster, feelings activities and adding more videos on our YouTube channel.

Our Tutors found using Signalong and the need to continue to offer training throughout 2020 essential. Like ourselves, Tutors who had not previously delivered training online learned new skills.

"I used Signalong throughout lockdown. I found it a useful way to keep our school community communicating.
When I was at Regency School, I was the assistant headteacher in charge of communication I used Signalong each week through our Twitter and website to teach key signs / signs associated with COVID-19 for example, masks etc and to raise awareness of Themed weeks / National Days.
I also enrolled regency school with the afasic music/communication day last year - and for the weeks leading up to the event I taught the Signalong signs for 'sunshine in my heart'
I have delivered staff training, as well as introductory course via zoom.
And of course, myself and 3JC joined in with your wonderful Christmas play.
Signalong has been an invaluable tool uniting our community. Thank you so much"

Merie Eglesfield

"When Covid hit the course was just about to start so I moved the class online using Zoom, which wasn't good but students did miss out on learning. Then we moved back to face to face training following government rules".

June Battye

"I have loved the different ways I've adapted with Signalong over the pandemic…

It started with some short videos on key signs to send out to parents who could use a little help - nothing too overwhelming - as they got used to home schooling… I then ran a 2 hour Zoom workshop for a charity covering all of Scotland - my first attempt at online training! And it worked fine!
I then made some videos to support some 1hour workshops for preschool children's families - that felt really useful. For my church I ran a Zoom workshop on "Signs for Worship" so that - as we were not allowed to sing - people could use a different way to praise (and made a video to support this) I ran a full foundation course online - that too went fine and I learnt lots through it

I've almost been MORE active - and definitely more creative - since face to face became impossible to do. But I'll be glad when we return to face to face!"

Annie Welsh

"I've continued to run foundation courses (online on Zoom) - now on the third

Using and teaching signs at "Bubble Club" online workshops - people with Learning Difficulties who put on inclusive club nights - it's given them a lot of time to build up their signing skills over the year - so should be well placed to use them when we get back to having live in-person club nights."

Neil Thompson

"Just one to one free Zoom sessions for parents and spent time planning for online sessions for parents, family and friends who want to learn to sign. All paid face to face session cancelled mid-course due to covid. Considering online training after more problem-solving Zoom for training."

Maxine Waith

Able to train school staff while working from home (school closure) staff usually wouldn't have been able to get time out of class to attend a full foundation course. Using Signalong with pupils & parents in online live lessons. Would still be running zoom training if i wasn't on maternity leave. Hope to start it up again when I'm back at work.

Emma Gray

Over lockdown Sharon Yeoman and myself have: delivered workshops over Microsoft teams, videod ourselves singing and signing the Spanish song "Good Day" for our workplace Conference, made a " Good Friends" video, singing and signing virtually with people we support who are learning Signalong, for Scottish Learning Disability week.

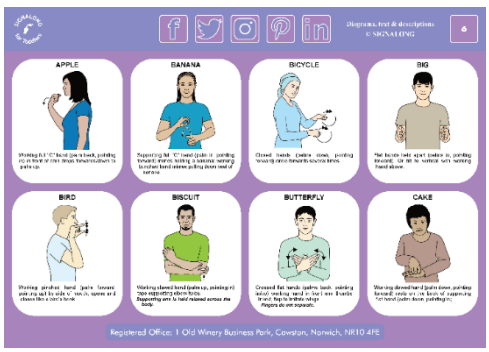
Elizabeth Taylor

Throughout the uncertainty caused by Covd-19, we used our time wisely by adding videos to the Sign Library and updating and improving illustrations in our range of manuals. Phase 1 was also revised with vocabulary no longer appropriate, being removed and entered into the basic vocabulary series either Phase 2, 3 or 4.

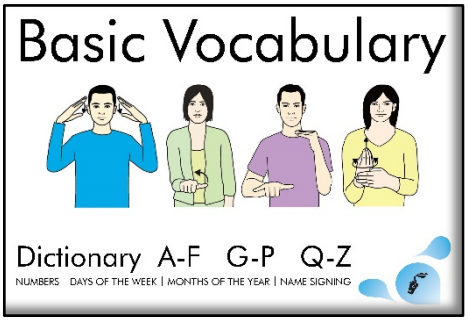
Whilst all babies are different and as such develop at their own pace, you can begin to sign with your baby from birth as part of natural communication but they may not start to sign back until they are at least 6 months old. At 9 months your baby is exploring the world around them using appropriate actions such as cuddling a soft toy or banging on a drum.

Babies understand a lot of what you say and may start to cooperate by holding their arms out to be picked up or when you put an item of clothing on them. Although no precise sounds are made, babbling and vocalising are regularly occurring and your baby will use these to demand attention. At this stage babies cannot talk but are beginning to know what they want and that's when you will see them starting to try replicating your signing.

This programme can continue to grow should you later discover that your child has a speech, language and communication need and you already have a head start on an augmented alternative.



Signalong for Babies was launched in March but due to Covid restrictions on face to face training, it will be relaunched in 2021 together with Signalong for Toddlers.

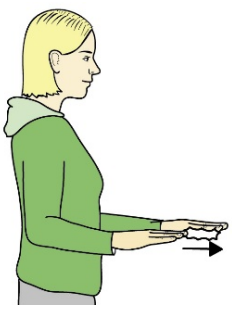


The revised 2020 edition of the dictionary reflects changes made in Phase 1- 4. We have been printing these in house at a reduced fee until we place an order with our printers in 2021.

Additional resources were added to Freebie Friday to support home schooling during lockdown and remained accessible throughout the year.

The Signalong Tutor Group on Facebook has been invaluable for Tutors to support each other in their training and experiences during Covid restrictions and now has over 210 members compared to 140 in 2019.

Training

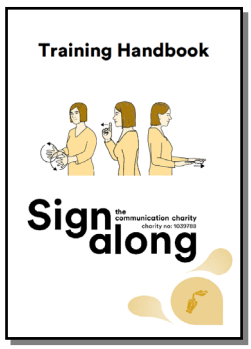


Training courses have taken place in the function room of a local coaching inn where we have the use of a spacious training room and accommodation for trainees. However, several face to face Tutor Training courses were cancelled due to the venue being unable to open. We were still able to deliver hosted courses, at a social distance, in Kettering, Oldham, Dorset and Scotland.

Later in the year, due to the continuing restrictions in place, we started to offer the Tutor Training course online. The success of these courses and demand, has led to online courses being advertised as an option from 2021. We ended 2020 by delivering 7 Tutor Training courses and welcomed an additional 44 Tutors. The total number of registered Tutors stands at 369.

Many of our Tutors were unable to deliver training courses due to the vulnerability of those they support. Training was down 60 with 123 Foundation courses, 28 Introductory and 150 Workshops training 1582 participants.

For trainees who were unable to purchase the manual used in online training courses or to assist those who were accessing our free online resources, we made the Training Handbook freely available on our website.



On arrival in Oldham for our Regional Conference in March, the first lockdown was announced. With the uncertainty continuing, we decided to put the conferences online for the remainder of the year.

Charitable Fund

Signalong operate a charitable fund and 2.5% of our annual income was given by donating goods and services to those who require assistance with training fees and resources. If you or anyone you know would benefit from a charitable donation, please do not hesitate to contact us.

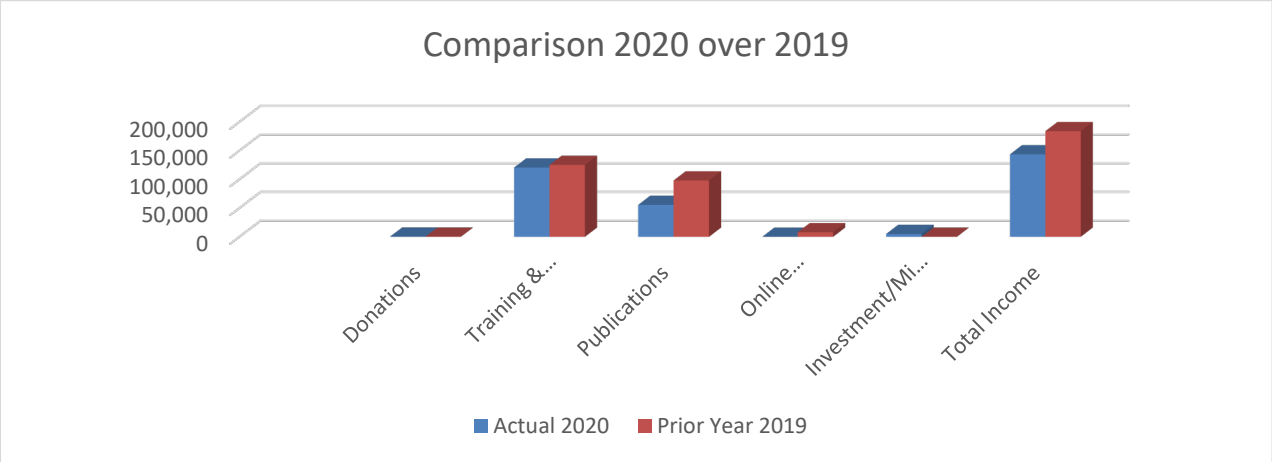
This year, the Signalong Scholarship was given in recognition to the work of the NHS during the pandemic. 9 Speech & Language Therapists and Assistants participated in Tutor Training at a significantly reduced fee.

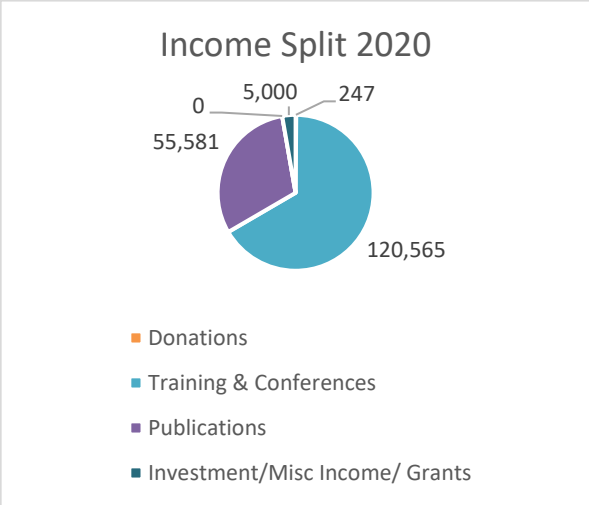
Financial

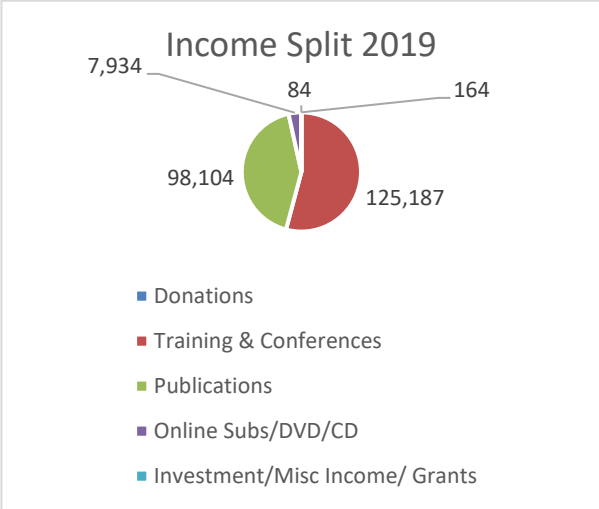
The exceptionally difficult economic conditions, caused by the Covid pandemic, had a serious impact on revenues leaving them 20% lower than 2019. This large drop in income was more than offset by swift and effective management action on implementing radical cost reduction procedures ensuring that the charity made a surplus in the year. The successful negotiation of the charity in 2020 is down to the professionalism and dedication of the management and staff in unprecedented circumstances.

Despite Covid-19 and the financial impact on our income, at year end we saw a surplus of £9,996. Sales of publications were 40% down on the previous year, mainly due to the reduced number of training courses delivered. By offering training courses online, we only saw a small decrease in training and conferences.

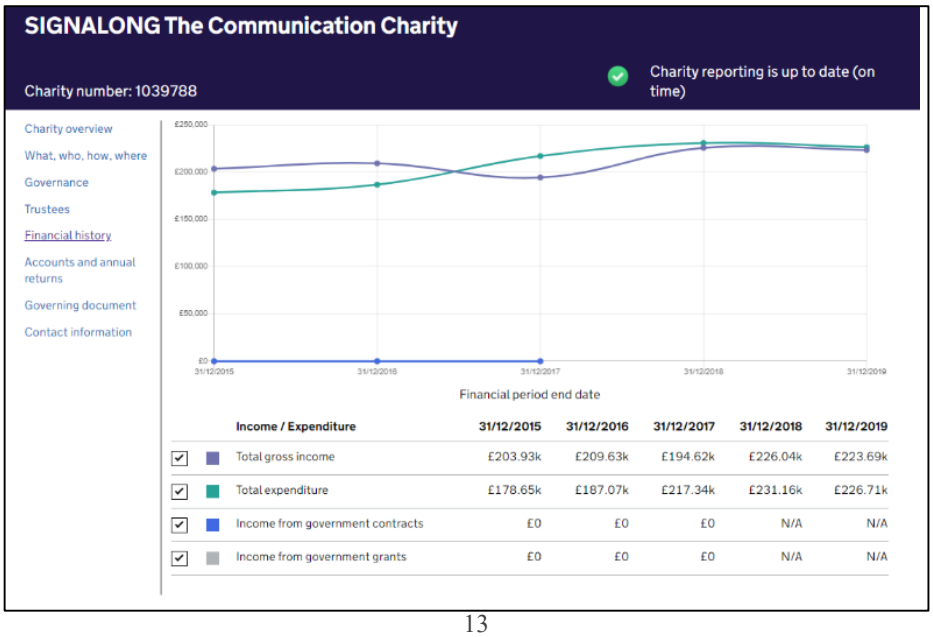
Signalong were able to access funding through a Business Support Grant from Broadland District Council of £5,000. It is worth noting that we did not use the Government Job Retention Scheme for any member of staff and there was no reduction in contractual hours.







Financial Overview



SIGNALONG The Communication Charity

Charity number: 1039788

Charity reporting is up to date (on time)

Charity overview
What, who, how, where
Governance
Trustees
Financial history
Accounts and annual returns
Governing document
Contact information

£250,000
£200,000
£150,000
£100,000
£50,000
£0
31/12/2015
31/12/2016
31/12/2017
31/12/2018
31/12/2019

Financial period end date

Income / Expenditure	31/12/2015	31/12/2016	31/12/2017	31/12/2018	31/12/2019
Total gross income	£203.93k	£209.63k	£194.62k	£226.04k	£223.69k
Total expenditure	£178.65k	£187.07k	£217.34k	£231.16k	£226.71k
Income from government contracts	£0	£0	£0	N/A	N/A
Income from government grants	£0	£0	£0	N/A	N/A

SIGNALONG The Communication Charity

Charity number: 1039788

Charity reporting is up to date (on time)

Charity overview
What, who, how, where
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This table shows the charity's record of submitting annual returns, accounts and trustees' annual report (TAR) for the last five financial periods.

Title	Reporting year	Date received	Received	Download
Annual return	31 December 2019	25 August 2020	On time	
Accounts and TAR	31 December 2019	25 August 2020	On time	Download
Annual return	31 December 2018	22 July 2019	On time	
Accounts and TAR	31 December 2018	22 July 2019	On time	Download
Annual return	31 December 2017	11 July 2018	On time	
Accounts and TAR	31 December 2017 (These accounts have been qualified)	11 July 2018	On time	Download
Annual return	31 December 2016	15 May 2017	On time	
Accounts and TAR	31 December 2016 (These accounts have been qualified)	15 May 2017	On time	Download
Annual return	31 December 2015	13 July 2016	On time	
Accounts and TAR	31 December 2015	13 July 2016	On time	Download

*** Accounts for 31 Dec 2017 31 Dec 2016 have been qualified.**

Financial Summary

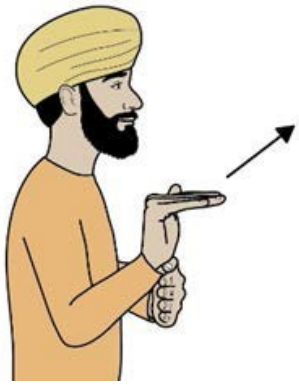
The Board of Trustees take the view that the balance sheet has historically underestimated the true value of the charity since its key asset is the intellectual property in Signalong diagrams, descriptions and published resources. The bulk of the intellectual property remains outside the scope of the financial statements, and the internally generated intellectual property which is conservatively valued at £148,138, is not recognised in the statutory accounts *(see p.14).*

Reserves Policy

Whilst smaller organisations are less likely to hold up to 3 months reserves than larger organisations, the Trustees have considered the charity's need for reserves in line with the guidance issued by the Charity Commission. They consider that the charity should endeavor to maintain general funds of an amount approximating to three months' direct running costs, which is now £43,266. This has once again been achieved. Signalong used their income to support the running costs of the charity in 2020 and did not need to access the reserve fund.

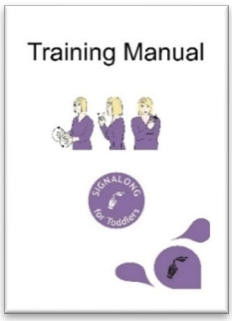
Plans for the Future

Progress has been slow in the development of the App and work undertaken on the content management system to link accounts but we are hopeful that they will finally launch in 2021.



The increase in the annual re-registration to include unlimited access to the Sign Library will remain following positive feedback from our Tutors. Seeing the benefits of the service, Tutors have been promoting the Sign Library and by the end of 2020 we had 3706 users.

The Signalong team have been busy recording videos to upload and aim to have a minimum of 3,000 by the end of the year. Priority will be given to frequently searched signs.



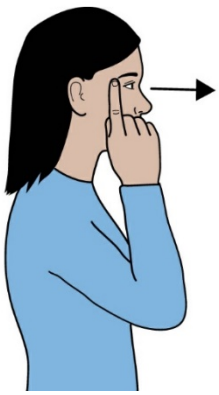
Signalong for Babies will be relaunched with Signalong for Toddlers once restrictions on gatherings indoors have been removed. Additional training courses will be available online for those who are not Registered Tutors. Initially these will be delivered by Senior Tutors but will be offered to our Tutor network as demand increase.

We will continue to offer online training courses using Zoom and Teams until confidence in face to face training returns. Going forwards we will advertise 50% of our courses online, subject to demand.

We will need to identify and invest in a new online payment provider by September 2021 as our existing provider, SecPay, are shutting down their platform. Funding for this will be shown in our budget.

Purchasing of new equipment was put on hold in 2020 but we will be replacing pc's with laptops to make working from home more accessible and look to switch our existing accounts provider to the cloud-based system.

Organisation and Governance



The charity remains reliant on its main asset, its intellectual property; the library of signs and the techniques of how they are catered to our members' needs and taught by our Tutors.

John Franklin has provided endless IT support and patiently negotiating with our developers in UK and India. Nigel Stancliffe has kept a very close eye on finance and the budget has been reviewed monthly. Michelle Songest continues to advise on HR issues and Andy Evans has kept us up to date with policies and procedures in the educational sector. Bev McCue and Jonathan Tate are experienced Signalong Tutors and Shahnaz Ashraf, who is a speech and language therapist, offers support as required.

Martin Upton resigned from the board in 2020 and we thank him for his contribution to the board and as a valued Signalong Tutor.

The charity is organised so that the Board meets regularly to manage its affairs. Board meetings have been held quarterly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

Governing Document

The charity is a charitable company limited by guarantee and was set up on the 26th April 1994. It is governed by a Memorandum and Articles of Association. This is managed on a day to day basis by a Chief Executive Officer.

Trustee Induction and Training

Advice for trustees published by the Charity Commission is given to new Board members and new guidance is notified and made available at Board meetings. Board members have free access to all members of staff to ensure that they can be fully aware of the activities and methods of the charity. There is an identified need for further input to the Board from people outside the field of special needs, although these have proved difficult to recruit. In the event of such people being appointed to the Board, a programme of familiarisation with the charity and its work will be put into effect, and the Charity Commission advice will be given to them.

Organisation

The charity is an Association of Members, the business of which is governed by the Board who may exercise all powers of the Association. The Board of Trustees consists of no less than three and no more than ten members and is responsible for ultimate strategic decisions, having regard to advice from the senior management of the charity. The members of the Board are set out in the section of this report entitled "Directors".

Membership of the charity is by subscription, and all registered Signalong Tutors are automatically enrolled. Current membership stands at 409.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organizational structure

The charity is an Association of Members, the business of which is governed by the Board who may exercise all powers of the Association. The Board of Trustees consists of no less than 3 and no more than 10 members and is responsible for ultimate strategic decisions, having regard to advice from the senior management of the charity. The members of the Board are set out in the section of this report entitled "Directors".

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Martin Upton resigned from the board in 2020 and we thank him for his contribution to the board and as a valued Signalong Tutor.

The charity is organized so that the Board meets regularly to manage its affairs. Board meetings have continued to be held bi-monthly with the implementation of a Code of Conduct to the Board of Trustees to ensure that they respect and uphold the values of Signalong.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02922636 (England and Wales)

Registered Charity number
1039788

Registered office
1 Old Winery Business Park
Cawston
Norwich
Norfolk
NR10 4FE

Trustees
A Evans
J Franklin (Chair)
M Songest
B McCue
N Stancliffe
M Upton (resigned 1.1.20)
J Tate
S Ashraf

Company Secretary
T Goode

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

Bankers
CAF Bank Limited
25 Kings Hill Avenue
West Malling
Kent

COVID-19

COVID-19 has had a significant impact on the current and future activities and operation of the charity. The drastic reduction in sales of publications and training have reduced our finances and subsequently we need to use our reserve fund to continue to function. We will use this period to proceed with future plans to add videos to the Sign Library and launch Signalong for Babies and Toddlers. We are confident that we will be able to continue to fulfil the aims and objectives set out in our mission statement and provide support throughout this pandemic.

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

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 30 June 2021 and signed on the board's behalf by:

T Goode - Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SIGNALONG THE COMMUNICATION CHARITY

Independent examiner's report to the trustees of Signalong The Communication Charity ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

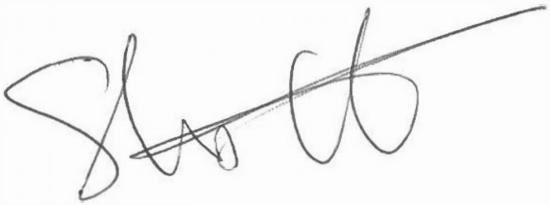
Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Stephen Hill Partnership Limited
Stephen Hill Partnership Limited
139-141 Watling Street
Gillingham
Kent
ME7 2YY

30 June 2021

SIGNALONG THE COMMUNICATION CHARITY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		247	-	247	164
Charitable activities					
Charitable activities		5,000	-	5,000	-
Other trading activities	2	176,146	-	176,146	223,375
Investment income	3	45	-	45	146
Total		181,438	-	181,438	223,685
EXPENDITURE ON					
Raising funds		25,394	-	25,394	37,941
Charitable activities					
Charitable activities		146,048	-	146,048	183,904
Governance costs		-	-	-	4,865
Total		171,442	-	171,442	226,710
NET INCOME/(EXPENDITURE)		9,996	-	9,996	(3,025)
RECONCILIATION OF FUNDS					
Total funds brought forward		120,828	-	120,828	123,853
TOTAL FUNDS CARRIED FORWARD		130,824	-	130,824	120,828

The notes form part of these financial statements

BALANCE SHEET
31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Intangible assets	8	20,209	-	20,209	11,810
Tangible assets	9	1,567	-	1,567	2,511
		21,776	-	21,776	14,321
CURRENT ASSETS					
Stocks	10	9,138	-	9,138	5,192
Debtors	11	20,813	-	20,813	18,266
Cash at bank and in hand		136,820	-	136,820	143,462
		166,771	-	166,771	166,920
CREDITORS					
Amounts falling due within one year	12	(57,723)	-	(57,723)	(60,413)
NET CURRENT ASSETS		109,048	-	109,048	106,507
TOTAL ASSETS LESS CURRENT LIABILITIES		130,824	-	130,824	120,828
NET ASSETS		130,824	-	130,824	120,828
FUNDS	13				
Unrestricted funds				130,824	120,828
TOTAL FUNDS				130,824	120,828

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 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.

The notes form part of these financial statements

continued...

BALANCE SHEET - continued
31 DECEMBER 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 30 June 2021 and were signed on its behalf by:

J Franklin (Chair) - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions
The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Turnover is the amount derived from the provision of goods and services and is stated after trade discounts, other sales taxes and net of VAT.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Support costs
Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Allocation and apportionment of costs
Expenditure is classified under the appropriate activity headings.

Costs of raising funds is comprised of a 2% apportionment on total staff, administrative and office costs.

Other trading activities expenditure includes the costs related to the development, publication and sale of books, manuals and resource packs, as well as the costs for training courses and conferences.

Expenditure on charitable activities includes the staff, administrative and office costs associated with activities undertaken to further the purposes of the charity.

Support costs includes a 4% apportionment on total staff costs.

Development costs
Development costs, being the amounts paid to third parties in relation to book development, is being amortised evenly over its estimated useful life of ten years.

Computer software
Computer software, being the amounts paid to third parties in relation to website development, is being amortised evenly over its estimated useful life of five years.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	-	25% on reducing balance
Computer equipment	-	20% on cost

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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.

Research and development
Expenditure on research and development is written off in the year in which it is incurred.

Leasing commitments
Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

Company status
The company is a company limited by guarantee, incorporated in England and Wales. The members of the company are the trustees. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

Deferred income
The charity provides training and course materials. Where receipts are made in advance of the course and materials being provided the income is deferred until such has been realised.

Government grants

Government grants received in support of the coronavirus pandemic are recognised only when there is reasonable assurance that the entity will comply with any conditions attached to the grant and that the grant will be received.

The grant is recolonized as income over the period necessary to match them with the related costs, for which they are intended to compensate.

continued...

2. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Training and conferences	120,565	125,187
Sale of publications	55,581	98,104
Other income	-	84
	176,146	223,375

3. INVESTMENT INCOME

	2020	2019
	£	£
Investment income	45	146

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	1,031	1,743
Hire of plant and machinery	3,976	3,981
Development costs amortisation	4,001	2,761
Computer software amortisation	600	600

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2020	2019
Average number of employees	5	6

No employees received emoluments in excess of £60,000.

No employees received £60,000 per annum or more.

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	164	-	164
Other trading activities	223,375	-	223,375
Investment income	146	-	146
Total	223,685	-	223,685
EXPENDITURE ON			
Raising funds	37,941	-	37,941
Charitable activities			
Charitable activities	183,904	-	183,904
Governance costs	4,865	-	4,865
Total	226,710	-	226,710
NET INCOME/(EXPENDITURE)	(3,025)	-	(3,025)
RECONCILIATION OF FUNDS			
Total funds brought forward	123,853	-	123,853
TOTAL FUNDS CARRIED FORWARD	120,828	-	120,828

8. INTANGIBLE FIXED ASSETS

	Development costs £	Computer software £	Totals £
COST			
At 1 January 2020	27,602	3,000	30,602
Additions	13,000	-	13,000
At 31 December 2020	40,602	3,000	43,602
AMORTISATION			
At 1 January 2020	16,392	2,400	18,792
Charge for year	4,001	600	4,601
At 31 December 2020	20,393	3,000	23,393
NET BOOK VALUE			
At 31 December 2020	20,209	-	20,209
At 31 December 2019	11,210	600	11,810

continued...

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2020	2,493	5,950	8,443
Additions	-	98	98
Disposals	-	(985)	(985)
At 31 December 2020	2,493	5,063	7,556
DEPRECIATION			
At 1 January 2020	1,127	4,805	5,932
Charge for year	443	588	1,031
Eliminated on disposal	-	(974)	(974)
At 31 December 2020	1,570	4,419	5,989
NET BOOK VALUE			
At 31 December 2020	923	644	1,567
At 31 December 2019	1,366	1,145	2,511

10. STOCKS

	2020 £	2019 £
Paper and packaging	1,482	2,112
Books and resource packs	7,656	3,080
	9,138	5,192

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	17,666	14,706
Prepayments and accrued income	3,147	3,560
	20,813	18,266

continued...

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	11,914	1,057
Social security and other taxes	6,359	5,371
Accruals and deferred income	39,450	53,985
	57,723	60,413

Deferred income for the year ended 31 December 2020 amounted to £38,450 (2019 £33,985). This relates to tutor registration fees received in advance for the next year.

13. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
Unrestricted Funds	120,828	9,996	130,824
TOTAL FUNDS	120,828	9,996	130,824

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Unrestricted Funds	181,438	(171,442)	9,996
TOTAL FUNDS	181,438	(171,442)	9,996

Comparatives for movement in funds

	At 1.1.19	Net movement in funds	At 31.12.19
	£	£	£
Unrestricted funds			
Unrestricted Funds	123,853	(3,025)	120,828
TOTAL FUNDS	123,853	(3,025)	120,828

continued...

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	223,685	(226,710)	(3,025)
TOTAL FUNDS	223,685	(226,710)	(3,025)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
Unrestricted Funds	123,853	6,971	130,824
TOTAL FUNDS	123,853	6,971	130,824

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	405,123	(398,152)	6,971
TOTAL FUNDS	405,123	(398,152)	6,971

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	247	164
Other trading activities		
Training and conferences	120,565	125,187
Sale of publications	55,581	98,104
Other income	-	84
	176,146	223,375
Investment income		
Investment income	45	146
Charitable activities		
Grants	5,000	-
Total incoming resources	181,438	223,685
EXPENDITURE		
Raising donations and legacies		
Staff costs	2,568	2,823
Telephone	10	14
Postage and stationery	67	97
Computer costs	9	26
Computer equipment	11	35
	2,665	2,995
Other trading activities		
Books	9,145	10,669
Training and conference costs	7,820	18,699
Repairs and renewals	577	798
Computer expenses	426	1,277
Subscriptions	159	143
Development costs	4,002	2,760
Computer software	600	600
	22,729	34,946
Charitable activities		
Staff costs	125,488	129,509
Rental of photocopier	3,976	3,981
Rent and rates	12,625	13,777
Insurance	1,423	1,390
Light and heat	830	1,024
Telephone	501	680
Carried forward	144,843	150,361

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
Charitable activities		
Brought forward	144,843	150,361
Postage and stationery	3,275	4,758
Advertising	132	55
Sundries	515	3,557
Relocation costs	(8,140)	22,082
Entertainment	-	144
Bad debts	1,069	144
Fixtures and fittings	443	596
Computer equipment	588	1,112
Bank interest	907	1,095
	143,632	183,904
Support costs		
Governance costs		
Accountancy fees	896	880
Legal and professional fees	1,247	3,752
Bank interest	273	233
	2,416	4,865
Total resources expended	171,442	226,710
Net income/(expenditure)	9,996	(3,025)