



# 2021 ANNUAL REPORT

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



# **Annual Report and Financial Statements**

## **for the year ended 31<sup>st</sup> 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](http://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

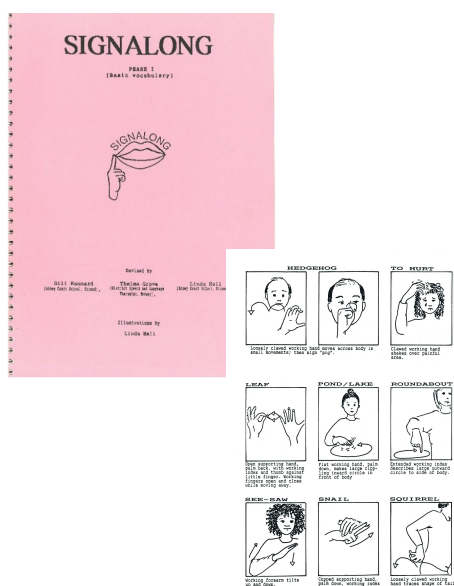
### **Signalong strives to achieve this**

- 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.



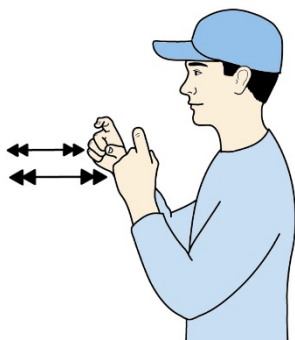
Signalong was first published in 1992 at a Kent school for children with severe learning difficulties and its founders were two teachers and a speech and language therapist. Due to its success, Signalong became a registered charitable company limited by guarantee in 1994.

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.

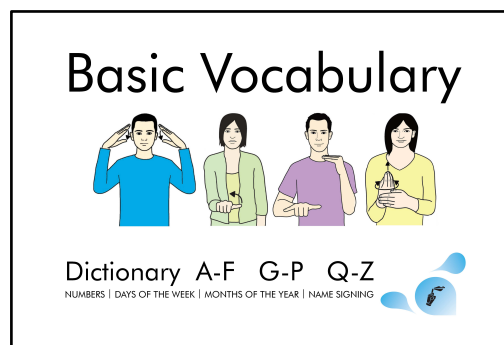
## Development

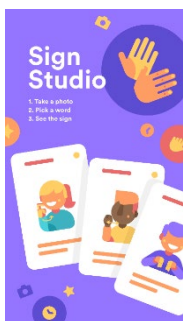
With the pandemic continuing into 2021, good communication remained important to those who struggle to communicate their feelings, choices and needs.



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.



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.



Member Home Main Website Store My Signs My Account Log Out

Home » Members

**Tutor Area**  
 Tutor Home  
 My Courses  
 Register Course  
 Course Advice  
 Teaching Resources  
 Business Resources  
 Feedback  
 Benefits and Discounts  
 Registration  
 Online  
 Registration

## Signalong Training Courses

Please submit your course notification details using the form below. Should you require further assistance, please call 0330-1200-770 or email [admin@signalong.org.uk](mailto:admin@signalong.org.uk).

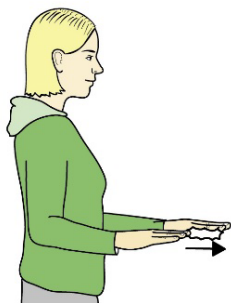
		<b>Venue of Course Address</b>	
Course type*:	<input type="text" value="Select an option"/>	Number & Street*:	<input type="text"/>
		District / County /	<input type="text"/>
		Town*:	<input type="text"/>
		Postcode*:	<input type="text"/>
Course Id:	<input type="text" value="Provided after course approval"/>		
Discount Code:	<input type="text" value="Provided once course approved"/>		
	Contact Number*:	<input type="text"/>	

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.



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.

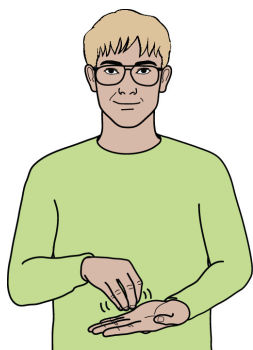
We continued to show our support to the work of the NHS during the pandemic with 5 Speech & Language Therapists and Assistants training as Tutors at a significantly reduced fee.



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

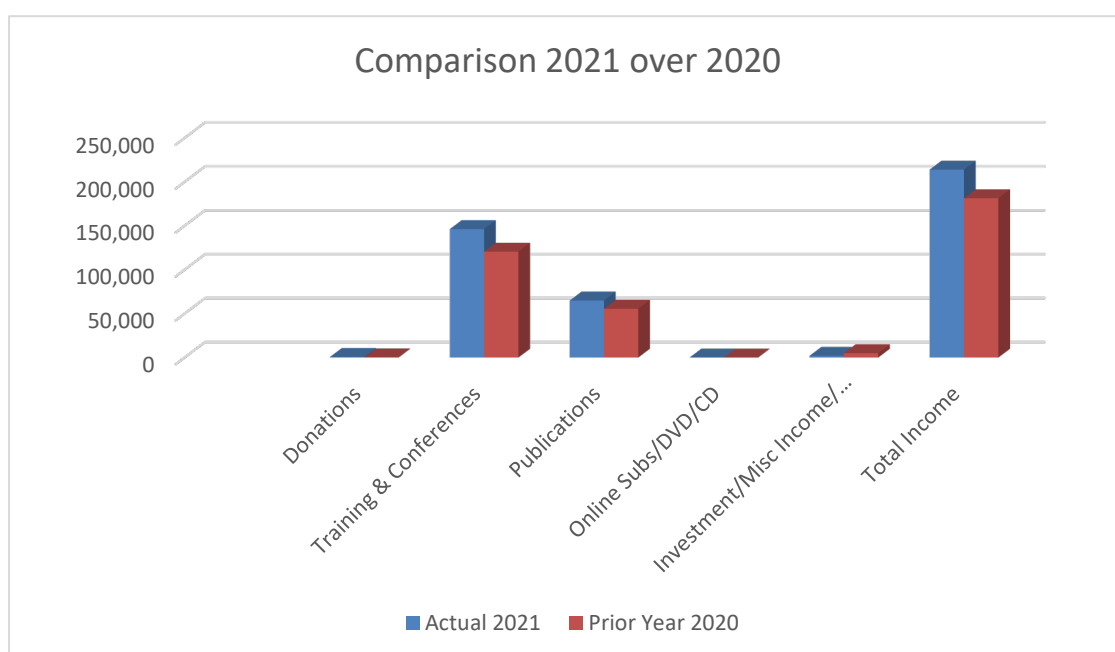


## Financial

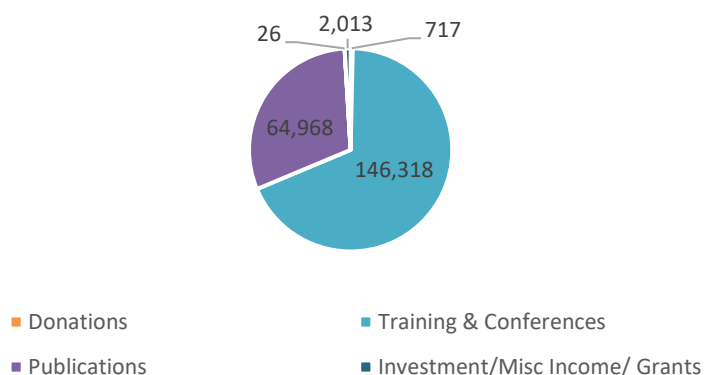


At the beginning of the year, we were given an additional £2,000 Business Support Grant from Broadland District Council. Once again, we did not use the Government Job Retention Scheme for any member of staff and there was no reduction in contractual hours.

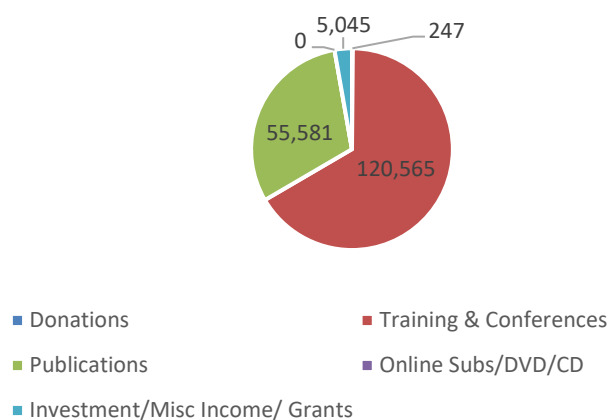
Despite Covid-19 and the financial impact on our income, at year end we saw a surplus of £42,759. Sales of publications started to recover and were 25% up on the previous year and training courses also saw the same increase.



Income Split 2021



Income Split 2020



## 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 9<sup>th</sup> 2022 will be the 30<sup>th</sup> 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 26<sup>th</sup> 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.

## SIGNALONG THE COMMUNICATION CHARITY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

#### **STRATEGIC REPORT**

##### **Future plans**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

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##### **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.

##### **Organisational 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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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.

SIGNALONG THE COMMUNICATION CHARITY

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2021

**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  
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

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 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

21 June 2022

SIGNALONG THE COMMUNICATION CHARITY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021

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

The notes form part of these financial statements



SIGNALONG THE COMMUNICATION CHARITY

BALANCE SHEET  
31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	8	16,377		16,377	20,209
Tangible assets	9	1,760		1,760	1,567
		18,137		18,137	21,776
<b>CURRENT ASSETS</b>					
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
<b>CREDITORS</b>					
Amounts falling due within one year	12	(50,563)		(50,563)	(57,723)
<b>NET CURRENT ASSETS</b>		155,446		155,446	109,048
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		173,583		173,583	130,824
<b>NET ASSETS</b>		173,583		173,583	130,824
<b>FUNDS</b>	13				
Unrestricted funds				173,583	130,824
<b>TOTAL FUNDS</b>				173,583	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.

SIGNALONG THE COMMUNICATION CHARITY

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:

A handwritten signature in black ink, appearing to be 'J Franklin', written on a light grey background.

J Franklin (Chair) - Trustee

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

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.

SIGNALONG THE COMMUNICATION CHARITY  
NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021

**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 recognized as income over the period necessary to match them with the related costs, for which they are intended to compensate.

SIGNALONG THE COMMUNICATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021

**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...

SIGNALONG THE COMMUNICATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

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

8. INTANGIBLE FIXED ASSETS

	Development costs £	Computer software £	Totals £
<b>COST</b>			
At 1 January 2021	40,602	3,000	43,602
Additions	229		229
At 31 December 2021	40,831	3,000	43,831
<b>AMORTISATION</b>			
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
<b>NET BOOK VALUE</b>			
At 31 December 2021	16,377		16,377
At 31 December 2020	20,209		20,209

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SIGNALONG THE COMMUNICATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021

**9. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
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
<b>DEPRECIATION</b>			
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
<b>NET BOOK VALUE</b>			
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

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SIGNALONG THE COMMUNICATION CHARITY

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2021

**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 31 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 £
<b>Unrestricted funds</b>			
Unrestricted Funds	130,824	42,759	173,583
<b>TOTAL FUNDS</b>	130,824	42,759	173,583

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

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

Comparatives for movement in funds

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

continued...



SIGNALONG THE COMMUNICATION CHARITY  
NOTES TO THE FINANCIAL STATEMENTS -  
continued FOR THE YEAR ENDED 31 DECEMBER 2021

**13. MOVEMENT IN FUNDS - continued**

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

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

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 £
<b>Unrestricted funds</b>			
Unrestricted Funds	120,828	52,755	173,583
<b>TOTAL FUNDS</b>	<u>120,828</u>	<u>52,755</u>	<u>173,583</u>

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 £
<b>Unrestricted funds</b>			
Unrestricted Funds	395,480	(342,725)	52,755
<b>TOTAL FUNDS</b>	<u>395,480</u>	<u>(342,725)</u>	<u>52,755</u>

**14. RELATED PARTY DISCLOSURES**

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

SIGNALONG THE COMMUNICATION CHARITY

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

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	717	247
<b>Other trading activities</b>		
Training and conferences	146,318	120,565
Sale of publications	64,968	55,581
Other income	26	-
	<hr/>	<hr/>
	211,312	176,146
<b>Investment income</b>		
Investment income	13	45
<b>Charitable activities</b>		
Grants	2,000	5,000
	<hr/>	<hr/>
<b>Total incoming resources</b>	214,042	181,438
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Staff costs	2,288	2,568
Telephone	12	10
Postage and stationery	81	67
Computer costs	206	9
Computer equipment	11	11
	<hr/>	<hr/>
	2,598	2,665
<b>Other trading activities</b>		
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
	<hr/>	<hr/>
	26,075	22,729
<b>Charitable activities</b>		
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

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SIGNALONG THE COMMUNICATION CHARITY

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

	2021 £	2020 £
<b>Charitable activities</b>		
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
	<hr/>	<hr/>
	140,392	143,632
 <b>Support costs</b>		
<b>Governance costs</b>		
Accountancy fees	994	896
Legal and professional fees	1,014	1,247
Bank interest	210	273
	<hr/>	<hr/>
	2,218	2,416
	<hr/>	<hr/>
Total resources expended	171,283	171,442
	<hr/>	<hr/>
<b>Net income</b>	<u>42,759</u>	<u>9,996</u>

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