

REGISTERED COMPANY NUMBER: 3893084 (England and Wales)  
REGISTERED CHARITY NUMBER: 1081284

**REPORT OF THE TRUSTEES AND**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022**  
**FOR**  
**SUSSEX INTERPRETING SERVICES**  
**(A COMPANY LIMITED BY GUARANTEE)**

Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
Brighton  
East Sussex  
BN2 9QA

**SUSSEX INTERPRETING SERVICES**

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**FOR THE YEAR ENDED 31ST MARCH 2022**

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## SUSSEX INTERPRETING SERVICES

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022

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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 31st March 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 2019).

#### **Public Benefit**

In shaping our objectives and planning our activities for the year, the Trustees have given consideration to the duties set out in section 17 (5) of the Charities Act 2011 to have due regard to public benefit and to the Charity Commission Guidance on public benefit. In particular, the Trustees have considered how the planned activities will contribute to the overall aims and objectives that they have set.

The Trustees believe that the following paragraphs, specifically on the "Objectives and Activities" and "Achievements and Performance" for the year, relate in detail the benefit that the charity provides to the public.

## **SUSSEX INTERPRETING SERVICES**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and activities**

##### **The Charitable Objects are:**

- I. To relieve the poverty of individuals from Black and Minority Ethnic communities resident in Sussex by providing confidential advice, assistance, information and community interpreting services.
- II. To advance the education of the public and communities in Sussex through the provision of factual cultural information through community interpreters.
- III. To improve access for black and minority ethnic communities to the full range of public health, social and community care services, and in such or any other charitable ways as the trustees may determine.

##### **The aims of the charity are;**

1. To improve public service access for BME individuals by providing efficient and effective community interpreting services. To deliver these to the highest quality assured standard. To develop complementary, flexible and competitive services, tailored to customer need across Sussex. To continually add value to all services.
2. To develop as a social enterprise, working with local BME communities to ensure services are inclusive, accessible and delivered by recruiting, supporting and training staff from stakeholder communities.
3. To maximise learning, taking every opportunity to evaluate services and reflect on the contribution of staff, stakeholders, and customers towards continual improvement.

##### **SIS Vision**

We desire an inclusive and diverse society where people of all cultural and linguistic backgrounds are able to live in harmony, play a full and valued role and enjoy the same rights.

##### **SIS Mission**

SIS exists to enable full access, for people with language needs to publicly funded services in order to improve health, education and overall quality of life.

##### **SIS Values**

**Inclusiveness** - SIS values the linguistic and cultural diversity of our society and communities and strives to be inclusive in all aspects of our work.

**Rights** - SIS believes in the right of every individual to be treated with respect and to equality of access to services.

**Community** - SIS prizes its contribution to strengthening multicultural community and promotes community interpreting and community translating as keys to cultural understanding.

**Learning** - SIS understands that feedback, development and innovation are crucial to learning and service improvement.

**Participation** - SIS believes that services are strengthened when stakeholders are offered opportunities **to participate and collaborate and that this will be the key to the way we work.**

**Accountability** - SIS wishes to be accountable through the involvement of our trustees, members and communities.



## SUSSEX INTERPRETING SERVICES

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022

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#### Services and Benefits

Customers benefit from quality assured Community Interpreting, Emergency Interpreting, Translation, Bilingual Telephone Befriending and Social Prescribing as part of our Community Navigation + Partnership, providing confidential access to joined-up health and social care services across Sussex and Brighton & Hove. Bilingual Advocacy services resumed from 1st July 2019 as part of the Sussex Advocacy Partnership. In addition this year there are a suite of complimentary services provided under the umbrella of a Bilingual Health Promotion Project - <https://sussexinterpreting.org.uk/uncategorized/productive-6-months-for-sis-bilingual-health-promotion-project/>

In May 2021 SIS was awarded £10,000 by Sussex Community Foundation to provide additional bilingual casework support for housing related issues. SIS delivered 18 Bilingual Social Prescribing and Advocacy cases to support Service Users (SU) to receive housing information, advice and guidance then access Housing and Homelessness services at Brighton and Hove City Council (BHCC). This grant funded casework supplemented our existing projects "Social Prescribing Plus" and "Sussex Advocacy Project" (funded by BHCC and B&H CCG) for which there is inadequate resources to meet the needs presented particularly in relation to housing.

SIS Bilingual Community Researchers helped people to complete an online Healthwatch Survey about patient experiences of accessing G.P Services in Sussex - of what is and isn't working. Here are the stories and voices of some of our Service Users.

*"I always need help with calling my surgery for an appointment because I cannot speak English. Sometimes, I use the little Spanish I know. I phone them or I go there but the staff at the reception always try their best to understand me. I cannot use the internet or a computer but I can book using the phone when I have the language support. I have to find someone who can help me phone and make an appointment due to my language barrier. I was worried that if nobody could help me with phoning, my condition may get worse. At the appointments, everything goes smoothly with an interpreter who has a matching dialect for my interpreting needs (Arabic Dialects are not the same). It was easy to speak with the medical staff because I got help from a person from SIS who speaks my language. It was a telephone interpreter for my appointment."*  
(Arabic Speaking Service User)

*"It has been difficult to contact my surgery. Covid has made it more difficult to get an appointment. I cannot use the technology. It was feeling ill and concerned that it was difficult to get an appointment. This really needs to be improved. I have diabetes and kidney problems, which makes it very stressful that it is difficult to get an appointment. I am concerned that my condition will get worse while I am waiting. When I could not get an appointment, I called my friend and asked for help with contacting 111. The treatment is usually very good and always supportive. However, during the lockdown it became so difficult to contact my GP and make an appointment to follow up my treatment and review my medication. It was particularly difficult to make a face-to-face appointment. I have long term health conditions so this is a big problem."*  
(Farsi Speaking Service User)

*"It is difficult to call my GP to book an appointment because of my lack of English. I have found the best way is to either use the app or go to my GP surgery and they book an appointment for me while I am there. During lockdown, I was unable to go to the surgery because I was shielding and therefore I was unable to book appointments during this time. After I managed to install the app, I used this to book appointments and this worked well. I need a Portuguese interpreter for my appointments and I am normally given the interpreting support that I need"*  
(Portuguese Speaking Service User)

We have responded by helping people to: register with a G.P, make a G.P appointment, request a face to face G.P appointment or request interpreting support. We have worked hard to promote the importance of Face to Face interpreting for our beneficiaries and as part of our recovery journey.

The key service remains Community Interpreting.



## SUSSEX INTERPRETING SERVICES

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022

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The Community Interpreter has a very different role and responsibilities from a commercial or conference interpreter. She/he is responsible for enabling professional and client, with very different backgrounds and perceptions and in an unequal relationship of power and knowledge, to communicate to their mutual satisfaction.

Service users encounter the full range of challenging life situations that can face any of us. In addition, some have fled violence, suffer trauma and carry serious psychological burdens. Many feel unsafe, confused and vulnerable. All will initially experience barriers of language, culture and powerlessness.

Community Interpreters make it possible for service users to have a voice. They address isolation, frustration and misunderstanding and support effective diagnoses, treatment and prevention.

In emergencies, this can be life-saving and avert a condition becoming immediately life-threatening. We deliver 24 hour services, every day of the year.

A return to Face-to-Face appointments remains a priority for our Service Users, as is improving the livelihood of Sessional Linguist hard hit this year by increasing inflation.

*"It is more difficult with telephone interpreting to establish a trusting relationship with both the Service User and the Service Provider. There is no eye contact nor the ability to see body language"* (SIS Linguist)

Feedback from beneficiaries and customers show these benefits:

Clear, direct and confidential communication / accurate assessment and satisfactory outcomes / quick understanding, saving time / feeling less vulnerable, afraid and isolated and more understood, reassured, confident and happy / able to concentrate on other issues / understanding UK system and how to access services.

Customer feedback and surveys from Service Providers show similar service benefits;

Dealing effectively with anxious clients & difficult concepts / cultural knowledge / avoiding client developing complications / client informed choice / intuitive understanding of patient issues with sensitive and insightful interpreters / clear assessments, improved case history, understanding, diagnoses and treatment / responsive, flexible, consistent and helpful services with an attention to detail / straightforward booking procedures / quick emergency responses.

Brighton, Hove & Lewes Interpreting Project was launched in April 1995. Sussex Interpreting Services (SIS) became an independent charity in December 1999 - we were a millennium baby!

We have now delivered services for 27 years and interpreted at over 215,000 health and social care appointments. The number of people we helped has increased 30-fold during this time.

Central to our success is the dedication of SIS Linguists. In 2020 we strengthened our relationship with them through a clear Consultancy Agreement and updated Information Booklet. They were centre stage at our 25 Year Celebrations in February 2020. The Mayor of Brighton & Hove and Bert Williams MBE, President of Brighton & Hove Black History, and long-standing SIS member, presented Awards to 48 Community Interpreters, Volunteer Linguists, Bilingual Community Navigators and Bilingual Advocates. This year we worked hard to include stakeholders in our recovery journey. We initiated open Directors Meeting with Linguists to check in and respond to their concerns and ideas. These have been well attended and appreciated. We promoted open communication and responded to individual contract issues, many related to inflationary impact. We ensured a Sussex Health & Care Partnership Employee Assistance Programme was open to Linguists.

## **Challenge and Change**

There has been significant demographic change and urgent responses. The Afghan crisis in September, the Ukraine crisis in March and location of many more displaced people; single adults, families and Unaccompanied Asylum Seeking Children in unsuitable Hotels. We have advocated for our beneficiaries and constructively challenged, encouraging BHCC to develop refugee strategies as part of City of Sanctuary re-accreditation and Inclusive Cities. We organised a Refugee Vigil and campaigned to influence - a key suggestion of our CSE Report.

<https://sussexinterpreting.org.uk/news/ready-to-help-afghan-refugees/>

<https://sussexinterpreting.org.uk/news/ready-to-help-ukrainian-refugees/>

<https://sussexinterpreting.org.uk/news/vigil-channel-crossing-tragedy/>

The operating landscape has continued to be complex and simultaneously interconnected and disjointed. The disparate recovery journeys of our many partners, the need to involve patients and CVS organisations in Integrated Care Systems, severe appointment backlogs and a continuing pandemic with external staff absences have made it difficult to deliver our mission and identify the points of influence. Targeting opportunities and avoiding 'talking shops', sterile and token engagement and overreaching, were all big challenges.

It has been important to amplify our contribution and to understand how to 'gear' and 'lever' influence to cement our competitive position and secure additional resources. This has required regular attendance in networks and fora, which have proliferated: Mental Health, Asylum Seekers, Migrants and Refugees Working Group (Sussex Partnership NHS Foundation Trust), Brighton & Hove Refugee & Migrant Support Group (Sanctuary on Sea), Migrant & Refugee Forum (BHCC), Social Prescribing Network & Mental Health.

## **Digital**

We streamlined the interpreting booking process for our eLangserv portal. Customers can now easily create, amend and cancel bookings from a central dashboard. We also diligently managed log-in queries involving constant staff churn within partner organisations. We managed new Booking Departments, improving billing information and reducing invoice queries. This patient work, alongside clearer positioning of eLangserv benefits, has almost doubled bookings, delivering a significant positive impact on coordination efficiency.

We reinvigorated our Cyber Essentials application - a government backed and industry supported protection against online threats. This process had stalled with the beginning of the pandemic. We methodically reviewed the original documentation and managed the necessary additions to reflect fundamental changes to remote working and service delivery. We secured compliance in all 50+ areas - a valuable addition to our quality assurance.

We successfully bid to BHCC Grant application (Containment Outbreak Management Fund- Digital) and then skilful implemented a new Virtual Switchboard - making it easier for our beneficiaries to book interpreters. We clearly explained and presented the benefits which helped with team wide adoption, and built enthusiasm.

In June 2021 we successfully recruited to a part time Digital Support Worker post. The person has been fully inducted and we have begun to delegate some regular tasks and encourage development such as delivering a first Digital Information Briefing to a full Team Meeting. This will release time for the Digital Manager to focus on more strategic responsibilities.



## **SUSSEX INTERPRETING SERVICES**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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#### **Achievement**

One of our biggest achievements was the development of the complex Bilingual Health Promotion Project (BHPP). This is the principal vehicle for improving access pathways for our beneficiaries. The 6-month Report used quotes, screen shots and SIS News links to explain the range of interlinked support on offer. Speaking to the Report in a Team Meeting, at the BHCC Migrant & Refugee Forum and sharing with the SIS Management Committee helped colleagues, partners and trustees to appreciate our service offer, to feel involved in the collective Mission. The Report brought our story to life.

We patiently explained the role and responsibility for each Project Team member to encourage and streamline internal Service User referrals and shared our expertise externally to promote services: "You really know your stuff; this has been such a valuable process". (Jason Grant, Community Ambassador - Sussex Health & Care Partnership)

We showed considerable skill in seizing opportunities and gained a Social Partnership of the Year Award - a fantastic achievement! We secured several additional successful grant applications. This enabled us to engage directly with people through translated text messages, deliver more complex casework addressing service gaps and target vaccine confidence within the Chinese and South Asian communities - all new developments. Our work in ensuring accessible translations is in the pioneering tradition of SIS. We provide honest and thought provoking feedback for those who wish to improve services.

This year we were awarded 11 areas of Compliance Plus - "A remarkable achievement". (CSE Assessor). We are very effective in recording and presenting our continuous improvement and helping people see their contribution to our journey. This is vital work and a particular triumph this year.

#### **Collaboration and partnership**

This year we sustained innovative and flexible responses to customer needs that were essential to our pandemic management and located SIS as an essential partner to Brighton & Hove City Council (BHCC) and Sussex NHS. We brought great energy and keen problem solving, often adding value whilst addressing challenges.

We built trusting relationships with Commissioners - there is confidence in our suggestions for improving responses. We negotiated the necessary flexibility to encourage effective services. We used the associated learning to raise questions about equality of access in less well served areas of Sussex, a great example of the embodiment of our values, mission and vision. We always look to give a voice to our Service Users and Linguists. We also highlight gaps, most recently engaging with our Bengali colleagues around an absence of Service User self-referral and with the Trust for Developing Communities re. the need for middle eastern and Iranian community groups.

In December Commissioners reinstated our remote interpreting offer for Brighton & Hove G.P Surgeries. The catalyst was our support for recent Refugee arrivals. Re-connecting with Dr Hall from Brighton Health & Wellbeing Centre as part of the Migrants and Refugees Working Group, was vital and again shows the importance of interconnectedness and relationship marketing.

The well attended Working Group influences transformation plans in mental health services. Our mental health work grew by 30% - crisis, acute and inpatient sessions increased 3-fold. We played a vital role in helping some of the most vulnerable people access mental health services. We told some of the stories behind these figures. We raised the wider gap of mental health diagnoses in primary care and the absence of Face to Face interpreting. We shared data and case studies and identified 7 key G.P Surgeries for targeted promotion. F2F Interpreting in G.P Surgeries in B&H more than doubled this year.

*"Thank you so much for sending this through it is incredibly helpful. I will make sure I add all to the next iteration of the data & intelligence mapping document". (Leila Morley - Commissioning Manager - Sussex Health & Care Partnership - Mental Health)*

There was significant additional grant income in 2021-2022, much of it secured to address COVID responses.

We have secured another year of funding for Social Prescribing Plus Partnership (SP+), albeit without any contribution for the additional need we evidenced. BHCC intends to extend the Third Sector Commission (TSC) to end of March 2025 - an additional 2 years, subject to funds being available each year. Sussex Health & Care Partnership funding for the Bilingual Health Promotion Project has been confirmed for another year.

We welcome the recruitment of a VCSE Strategic Lead by Sussex Health and Care Partnership to preserve, invest and maximise on the expertise and the collective synergy of this sector.

### **Learning, Teamwork and Trust**

We continued to reflect on lessons learnt during the Pandemic. Good governance has been more than legal obligations and finances. We mobilised on goodwill and flexibility. 'Trust' embedded in the organisational culture helped manage risk and carry people. This year, more than ever, we have lived our Values. The Headlines in SIS stories; "Face to Face interpreting is essential!", "We would have been completely lost without him", "Continuity of Interpreter improves mental health support" and "Urgent help with housing" speak of our determination to grow back stronger - <https://sussexinterpreting.org.uk/sis-stories/>

Our resilience is rooted in Teamwork, a 'can do' approach and made possible by the passion, commitment, and dedication of all involved in SIS - trustees, volunteers, staff and linguists. All have worked tirelessly to deliver what has been needed and helped anchor our status as a local 'trusted provider'.

We have shown a determination and a willingness to listen- and more importantly to take action. We are proud of the difference we have made.



## **SUSSEX INTERPRETING SERVICES**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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#### **FINANCIAL REVIEW**

##### **Financial position**

Budget planning and review is conducted throughout the year, with written Trustee Budget Briefings discussed at Management Committee meetings.

In forecasting and financial planning we consider:

- Average interpreting sessional costs and travel costs per contract
- Interpreting duration for each contract and method of delivery
- Interpreting margins for each contract and method of delivery
- Quarterly Finance Reports.
- Contracts of Employment Overview
- Service User Engagement
- Income and surplus trends
- Cash flow projections

The most important figure is the 'free reserves' - effectively available cash reserves over and above the designated £250,000 contingency reserves. These can be designated by the Management Committee to support revenue deficits where considered necessary - as was the case in previous years.

Finance Reports include: Summary report of the position at the year end, Summary comparisons of the previous reports delivered for the first each financial quarter, Summary comparisons calculated as average monthly amounts for the periods, showing changes in the monthly averages throughout the year.

More detailed comparison report of 'budget' to actuals for the period. A Balance sheet at the end of the period and a single cash flow model revised for the April 2021 to March 2022, taking account of changes to staff, furlough and grants.

A positive budgetary performance against a forecast worst case scenario deficit of £36,964 is largely due to positive variations in grant income, staffing expenditure and interpreter's fees.

##### **Reserves policy**

Trustees and CEOs have established a reserves policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 3 months of resources expended. At this level, Trustees and CEOs feel that they would be able to continue the current activities in the event of a significant drop in funding. At the same time consideration would be given to securing replacement funding how the funding, service redesign and structural change. Current designated reserves of £250,000 accurately reflect 3 months operating costs and act as a contingency against liabilities arising from planned organisational closure or loss of contract income. This Policy was vital to our effective management of the 2 year pandemic.

#### **FUTURE PLANS**

Trustees want to use the budget to invest, develop and support recovery from the pandemic - to sustain our wider support offer for beneficiaries and expanded service lines:

- Digital Strategy
- Business Continuity Plan
- Integration of expanded contract and support for Integrated Care Systems
- Remote & Flexible Working Policy
- Quality Marks: Customer Service Excellence / Advocacy Quality Performance Mark / Enhanced Cyber Essentials
- Securing grant funding for the Bilingual Health Promotion Project and aligning pathways with other services such as Community Navigators with their Social Prescribing model etc.
- Comparative Annual Staff Job Quality Index Survey



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 8 December 1999 and registered as a charity on 27 June 2000.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the Trustees are elected at the Annual General Meeting to serve for a period of three years.

The Members have guaranteed to contribute a maximum of £10 each in the event of the company being wound up.

### **Recruitment and appointment of new trustees**

Trustees are recruited from within the membership, according to skills gaps on the Board and subject to approval at a quorate Management Committee and ratification at an Annual General Meeting.

Trustees receive a personal induction from a CEO, an induction pack and can be invited to observe the Management Committee before submitting their application. The induction identifies training needs and Trustees are offered appropriate training through the National Council for Voluntary Organisations (NCVO) and local training providers. The SIS Equal Opportunities & Diversity Policy also explains the provision for equality and diversity training. Trustees are encouraged to participate in the Governance Network of Community Works, the local umbrella infrastructure provides for the Community & Voluntary Sector.

Strategic decisions are made at regular meetings of the Management Committee. There are occasional Strategic Away Days attended by staff and Trustees at which decisions are reviewed and evaluated and future plans discussed. The CEO's have delegated authority to make decisions within the strategic framework of agreed Strategic Objectives. Financial decisions are made according to agreed Financial Control Procedures. The Management Committee receive quarterly financial reports.

### **Organisational structure**

The charity is run by a Management Committee comprising the Trustees, who delegate the day to day running to the joint CEOs, Arran Evans and Shahreen Shebli.

### **Key management remuneration**

There was a review of CEO remuneration in 2007. This was undertaken by a Trustee who conducted a comparative exercise with other organisations providing similar services, some benchmarking against NCVO and ACEVO data. A Report was submitted to the Management Committee of 13/07/2007 and a decision was taken with CEOs absent. Trustees agreed the Salary Scale. Progression is dependent on annual appraisal as conducted by the Chair. CEOs remain at the top of the salary scale where they have been since April 2010. The KMR is periodically reviewed as part of annual appraisal.

Trustees decided to implement a grade extension for all staff to support retention and recruitment in a challenging market.

## **SUSSEX INTERPRETING SERVICES**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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

##### **Risk management strategy and review**

Trustees are fully involved in assessing major risks at every Management Committee. Discussions and considerations are recorded in the minutes. This includes governance, operational, financial, relationship management with commissioners and legal compliance. There is continual assessment and evaluation by CEOs and close liaison with the Chair and Deputy Chair. A Crisis Management Team of the 2 CEOs, Chair and Deputy Chair are ready to meet as the situation requires. This follows the risk management response from 2020-2021. In addition, there are fortnightly Team Meetings to risk assess operational and reputational issues around service delivery.

The CEO's and Management Committee conduct regular review of major risks and systems have been established to control and mitigate those risks. Significant external risks to funding have led to diversification of funding and activities, which have been broadened and pictorially represented as a Service Tube Map, which has seen additional 'service branch lines' added this year. There was a 49% increase in grant income in 2021-2022 compared to 2020-2021. The 2-year cumulative increase in grant income is £73,486 or 87% - an important financial contribution to sustainability and central to our vital service offer. The current situation for 2022-23 means we can sustain our Projects - whilst there is currently less Covid focus and one off initiatives.

"The challenges, achievements and triumphs of the past two years have helped to position SIS, particularly the projects team, more centrally within the CVS sector and as an essential service for the NHS and local authority to consult with when considering the needs of migrants and the wider BAME community who were so adversely affected by the pandemic". (Vikki Gimson - SIS Quality Assurance Manager)

Interpreting activity has recovered to 74% compared with the pre pandemic year 2019-2020. This is a significant improvement on the 53% recovery in 2020-21. The reduced potential for future lockdowns makes the outlook for 2022-23 less volatile and improves our accurate budgeting and financial forecasting. Our financial reserves have been restored. NHS plans for Integrated Care Systems and a drive towards Digital Transformation will influence the speed of further SIS recovery and growth.

Governance has been strengthened with a minimum time commitment from Trustees. The benefit has involved confident strategic discussion, financial scrutiny and workforce planning. The highest rated risk remains significant loss of income from budget caps, contract loss, cost savings, increased competition, pricing pressure, changing equality duties and the impact of covid-19. Trustees and Directors have sought additional external legal support to scrutinise and risk assess a number of staffing scenarios and issues. Maintaining quality assurance remains key to successful competitive tendering - with tenders scoring 60% for quality. Risk management has been successful with the SUSTI Framework secured from 1st January 2022 for 3 years with the potential for an additional year. We were successfully shortlisted for a Mini Competition called off of the SUSTI Framework and are awaiting the outcome - with any new contract operating from 1st October 2022. We are in a pre-notification mobilisation phase.

We have sustained our digital momentum from the significant pandemic adaptations. One of our biggest achievements is overcoming a business critical limitation built into our booking database. We researched this complex challenge - engaging with on-line forums. After experimenting and testing we deployed an innovative solution.

In addition, Trustees have sought independent written legal advice on the nature of the Contract for Services with sessional linguists. Legal advice from Employment Law Solicitors has been integrated through our Consultancy Agreement and Information Booklet for Self Employed Sessional Linguists. SIS has a clear signed Consultancy Agreement with every linguist. This sets out responsibilities around insurance, fraud, bribery, corruption, data protection and safeguarding. It is important that commissioners fully appreciate the boundaries around such contracts such that they do not place inappropriate requirements that would undermine legal compliance and increase risks around business continuity. This Consultancy Agreement is regularly reviewed and updated as necessary.



## **SUSSEX INTERPRETING SERVICES**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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

This is a complex and evolving area of employment law involving mutuality of obligation, control and integration. Getting the appropriate balance between quality assurance and contractual performance requirements that lean towards control and integration needs to be understood. Contracts cannot just require self-employed linguists to comply with more and more performance and health and safety requirements without opening up unacceptable risks for partners and jeopardising sustainability. If commissioners want a model predicated on linguists being workers, then that will require significantly more funding.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

The foundation of quality assurance is attendance and completion of the 10-day accredited training Community Interpreting Essential Skills and Knowledge (CIESK) Assignments are prioritised for those with level 3 in the Units Community Interpreting Skills and Bi-lingual Public Service Glossary.

Many SIS Linguists also have language degrees, The Met Test, Diplomas in Public Service Interpreting and membership of the Institute of Translators and Interpreters and Institute of Linguists. Bilingual Advocates have Level 3 of the CIESK and completed the accredited programme Bilingual Advocacy.

SIS defines any expression of dissatisfaction as a complaint and works hard to develop an open feedback culture which encourages service users to meet with members of the SIS Core Team to resolve any dissatisfaction swiftly. This enables SIS to monitor and evaluate performance, improve services and further develop refresher training. It has been gratifying to deal with a reduced number of complaints

<https://sussexinterpreting.org.uk/wp-content/uploads/Complaints-Audit-update-2021-22.pdf> and to receive feedback for complainants about the way their expressions of dis-satisfaction have been handled.

*"Thank you for your prompt reply and for the thorough investigation. Thank you for the reassurance provided in regards to minimising any future IG breaches."* (Monika Dobrotkova - Deputy Manager - Time to Talk North, SCFT)

All contracts include performance indicators which are monitored daily by SIS using an integrated booking database and related Pivot Tables. Performance is reviewed monthly by written report and quarterly by a meeting of senior partners who form Monitoring Groups to which a SIS CEO reports. There are annual contract evaluations.

SIS management data supports an audit of performance at regular Team Meetings, Managers Meetings, team monthly supervision and Quarterly Management Committee meetings. Business planning, an Annual Review and AGM provide opportunities for evaluation, planning and forecasting. SIS uses The National Occupational Standards for Management and Leadership to appraise staff performance. Both CEO's have Post Graduate Diplomas in Management Development and one CEO has a Post Graduate Certificate in Social Enterprise.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

3893084 (England and Wales)

##### **Registered Charity number**

1081284

**SUSSEX INTERPRETING SERVICES**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

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**Registered office**

Community Base  
113 Queens Road  
Brighton  
East Sussex  
BN1 3XG

**Trustees**

Ms J Encarnacao  
Ms J M Henwood  
A Pettitt  
M Moors  
E Lozano

**Company Secretary**

K J Braid

**Senior Statutory Auditor**

John Thacker FCA DChA

**Auditors**

P J Thacker  
FCA DChA  
Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
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East Sussex  
BN2 9QA

**Working Name**

SIS

**Bankers**

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25 Kings Hill Drive  
West Malling  
Kent  
ME19 4JQ

Nationwide Building Society  
Kings Park Road  
Moulton Park  
Northampton  
NN3 6NW

## **SUSSEX INTERPRETING SERVICES**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Sussex Interpreting Services for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### **AUDITORS**

The auditors, Chariot House Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on .....13-10-22..... and signed on its behalf by:



.....  
Ms J M Henwood - Trustee



## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SUSSEX INTERPRETING SERVICES**

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### **Opinion**

We have audited the financial statements of Sussex Interpreting Services (the 'charitable company') for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

The figures for the comparative year were unaudited.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.



**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
SUSSEX INTERPRETING SERVICES**

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**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF SUSSEX INTERPRETING SERVICES**

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### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charitable company and the industry in which it operates, and considered the risk of acts by the charitable company that were contrary to applicable laws and regulations, including fraud. We identified that the following laws and regulations are central to the charitable company:

- Companies Act 2006
- Charities Act 2011
- Charities SORP 2019
- Health & safety regulations

We did not find any instances of non-compliance or breaches of the legislation framework applicable to the charitable company.

We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

We identified that the following areas were of high risk:

- Completeness of income. We performed various audit tests to ensure that income was not materially understated in the financial statements.
- Management override of controls. We performed various audit tests to ensure there was no material management override of controls

We focussed on laws and regulations which could give rise to a material misstatement in the financial statements, including, but not limited to, the Companies Act 2006, UK tax legislation, Charities Act 2011 and Charities SORP 2019. Our tests included agreeing the financial statement disclosures to underlying supporting documentation, enquiries with management and enquiries of legal counsel when considered necessary. There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. We did not identify any key audit matters relating to irregularities, including fraud. As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of management bias by the directors that represented a risk of material misstatement due to fraud.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF**  
**SUSSEX INTERPRETING SERVICES**

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**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



John Thacker FCA DChA (Senior Statutory Auditor)  
for and on behalf of Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
Brighton  
East Sussex  
BN2 9QA

Date: .....

25th June 2022

**SUSSEX INTERPRETING SERVICES**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

		2022 Unrestricted funds £	2021 Unrestricted funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies	2	997,107	718,725
Other trading activities	3	473	-
Investment income	4	4	5
Other income		10,670	50,617
<b>Total</b>		<u>1,008,254</u>	<u>769,347</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>	5		
Charitable Activities		968,700	810,794
<b>NET INCOME/(EXPENDITURE)</b>		39,554	(41,447)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		278,279	319,726
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>317,833</u>	<u>278,279</u>

The notes form part of these financial statements



**BALANCE SHEET**  
**31ST MARCH 2022**

		2022 Unrestricted funds £	2021 Unrestricted funds £
<b>CURRENT ASSETS</b>	Notes		
Debtors	10	161,482	147,294
Cash at bank		<u>317,066</u>	<u>277,602</u>
		478,548	424,896
<b>CREDITORS</b>			
Amounts falling due within one year	11	(160,715)	(146,617)
		<u>317,833</u>	<u>278,279</u>
<b>NET CURRENT ASSETS</b>			
		<u>317,833</u>	<u>278,279</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>317,833</u>	<u>278,279</u>
<b>NET ASSETS</b>			
		<u>317,833</u>	<u>278,279</u>
<b>FUNDS</b>	12		
Unrestricted funds		<u>317,833</u>	<u>278,279</u>
<b>TOTAL FUNDS</b>		<u>317,833</u>	<u>278,279</u>

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 .....13-10-22.....  
and were signed on its behalf by:



.....  
J M Henwood - Trustee

The notes form part of these financial statements

**SUSSEX INTERPRETING SERVICES**

**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

	Notes	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>39,460</u>	<u>91,146</u>
Net cash provided by operating activities		<u>39,460</u>	<u>91,146</u>
<b>Cash flows from investing activities</b>			
Interest received		<u>4</u>	<u>5</u>
Net cash provided by investing activities		<u>4</u>	<u>5</u>
		<u>          </u>	<u>          </u>
<b>Change in cash and cash equivalents in the reporting period</b>		39,464	91,151
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>277,602</u>	<u>186,451</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>317,066</u>	<u>277,602</u>

The notes form part of these financial statements



**SUSSEX INTERPRETING SERVICES**

**NOTES TO THE CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

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**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2022 £	2021 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	39,554	(41,447)
Adjustments for:		
Interest received	(4)	(5)
(Increase)/decrease in debtors	(14,188)	122,429
Increase in creditors	<u>14,098</u>	<u>10,169</u>
Net cash provided by operations	<u>39,460</u>	<u>91,146</u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1/4/21 £	Cash flow £	At 31/3/22 £
Net cash			
Cash at bank	<u>277,602</u>	<u>39,464</u>	<u>317,066</u>
	<u>277,602</u>	<u>39,464</u>	<u>317,066</u>
Total	<u>277,602</u>	<u>39,464</u>	<u>317,066</u>

The notes form part of these financial statements

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## **SUSSEX INTERPRETING SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 2022**

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#### **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.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future, including taking into account any potential impact of the Covid-19 pandemic, and on that basis the charity is considered to be a going concern.

##### **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.

##### **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.

##### **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	- 33% on cost and 20% on cost
Computer equipment	- 33% on cost

The charity does not capitalise fixed assets with a cost less than £500.

##### **Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

##### **Fund accounting**

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

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

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

##### **Pension costs and other post-retirement benefits**

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

## SUSSEX INTERPRETING SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2022

#### **2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Donations	40	260
Grants	141,161	95,664
Contract Fees	<u>855,906</u>	<u>622,801</u>
	<u>997,107</u>	<u>718,725</u>

The Contract Income received from Brighton and Hove Mini Competition (Brighton and Hove CCG, Sussex Community Trust, Brighton & Sussex University Hospitals Trust), SUSTI (ESCC Led Consortium Framework), Brighton and Hove City Council, Kent, Surrey and Sussex Community Rehabilitation Company, Coastal West CCG and spot purchase arrangements is £621,233 (2020: £1,080,336).

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Other grants	<u>141,161</u>	<u>95,664</u>

#### **3. OTHER TRADING ACTIVITIES**

	2022	2021
	£	£
Training	<u>473</u>	<u>-</u>

#### **4. INVESTMENT INCOME**

	2022	2021
	£	£
Deposit account interest	<u>4</u>	<u>5</u>

## SUSSEX INTERPRETING SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2022

#### 5. CHARITABLE ACTIVITIES COSTS

	Direct Costs £
Charitable Activities	<u>968,700</u>

#### 6. NET INCOME/(EXPENDITURE)

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

	2022 £	2021 £
Auditor's remuneration - audit services	2,800	-
Auditor's remuneration - non audit services	1,200	-
Independent examination	<u>-</u>	<u>2,300</u>

#### 7. TRUSTEES' REMUNERATION AND BENEFITS

Payments amounting to £ 6,375 (2021: £6,103) were made to one Trustee for interpreting services rendered.

##### Trustees' expenses

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

#### 8. STAFF COSTS

	2022 £	2021 £
Wages and salaries	458,925	361,475
Social security costs	-	32,715
Other pension costs	<u>-</u>	<u>32,089</u>
	<u>458,925</u>	<u>426,279</u>

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

	2022	2021
Number	<u>13</u>	<u>14</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
£60,001 - £70,000	<u>2</u>	<u>2</u>

Key Management Personnel remuneration amounted to £154,910 (2021: £148,122)

The average monthly number of employees on a Full Time Equivalent basis was 11.8 (2021: 11.3).



**SUSSEX INTERPRETING SERVICES****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022****9. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1st April 2021 and 31st March 2022	<u>15,502</u>	<u>39,236</u>	<u>54,738</u>
<b>DEPRECIATION</b>			
At 1st April 2021 and 31st March 2022	<u>15,502</u>	<u>39,236</u>	<u>54,738</u>
<b>NET BOOK VALUE</b>			
At 31st March 2022	<u>-</u>	<u>-</u>	<u>-</u>
At 31st March 2021	<u>-</u>	<u>-</u>	<u>-</u>

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade debtors	157,344	139,279
Other debtors	2,820	6,697
Prepayments and accrued income	<u>1,318</u>	<u>1,318</u>
	<u>161,482</u>	<u>147,294</u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Social security and other taxes	47,467	40,970
Other creditors	58,375	72,508
Accrued expenses	<u>54,873</u>	<u>33,139</u>
	<u>160,715</u>	<u>146,617</u>

**SUSSEX INTERPRETING SERVICES****NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022****12. MOVEMENT IN FUNDS**

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
<b>Unrestricted funds</b>			
General fund	28,279	39,554	67,833
Reserve Fund	<u>250,000</u>	<u>-</u>	<u>250,000</u>
	<u>278,279</u>	<u>39,554</u>	<u>317,833</u>
<b>TOTAL FUNDS</b>	<u>278,279</u>	<u>39,554</u>	<u>317,833</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,008,254	(968,700)	39,554
	<u>1,008,254</u>	<u>(968,700)</u>	<u>39,554</u>
<b>TOTAL FUNDS</b>	<u>1,008,254</u>	<u>(968,700)</u>	<u>39,554</u>

**Comparatives for movement in funds**

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>			
General fund	69,726	(41,447)	28,279
Reserve Fund	<u>250,000</u>	<u>-</u>	<u>250,000</u>
	<u>319,726</u>	<u>(41,447)</u>	<u>278,279</u>
<b>TOTAL FUNDS</b>	<u>319,726</u>	<u>(41,447)</u>	<u>278,279</u>



## SUSSEX INTERPRETING SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31ST MARCH 2022

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#### 12. 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>			
General fund	769,347	(810,794)	(41,447)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>769,347</u>	<u>(810,794)</u>	<u>(41,447)</u>

The reserve is established to support 3-6 month running costs.

#### 13. RELATED PARTY DISCLOSURES

The only Related Party transaction is the payment to a Trustee for Interpreting Services referred to in the Trustees' Remuneration and Benefits note.

**SUSSEX INTERPRETING SERVICES**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

	2022 £	2021 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	40	260
Grants	141,161	95,664
Contract Fees	<u>855,906</u>	<u>622,801</u>
	997,107	718,725
<b>Other trading activities</b>		
Training	473	-
<b>Investment income</b>		
Deposit account interest	4	5
<b>Other income</b>		
Government COVID 19 support Grant	1,350	6,500
Furlough grant	<u>9,320</u>	<u>44,117</u>
	<u>10,670</u>	<u>50,617</u>
<b>Total incoming resources</b>	1,008,254	769,347
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	458,925	361,475
Social security	-	32,715
Pensions	-	32,089
Staff Costs	3,483	1,716
Interpreting Fees	431,006	311,262
Premises	19,495	19,001
Administration	51,264	48,736
Other	527	1,500
Independent Examination	-	2,300
Audit	<u>4,000</u>	<u>-</u>
	<u>968,700</u>	<u>810,794</u>
<b>Total resources expended</b>	<u>968,700</u>	<u>810,794</u>
<b>Net income/(expenditure)</b>	<u>39,554</u>	<u>(41,447)</u>

This page does not form part of the statutory financial statements