

BECOMING VISIBLE LIMITED
Company Limited by Guarantee
Report and Financial Statements
Year Ended: 31 March 2021
Charity Number: 1117872

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

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BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31ST MARCH 2021

The trustees, who are also directors for the purpose of company law, present their report and the unaudited financial statements of the company for the year ended 31st March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Name	Becoming Visible Limited
Charity registration number	1117872
Company registration number	05291167
Principal Office	Mea House Ellison Place Newcastle upon Tyne NE1 8XS
Registered Office	Mea House Ellison Place Newcastle upon Tyne NE1 8XS

The Trustees

The Trustees who served the company during the period were as follows:

Mr. M.C. MacMurtrie
Mr. R.J. Herdman
Miss D Wherrett
Mr. F.P. Murphy
Mrs C.M. Iredale

Secretary

Miss. D. Marshall

Independent Examiners

Valued Accountancy
Office 101, View Point
Derwentside Business Centre
Consett Business Park
Consett
Co Durham
DH8 6BN

Bankers

Lloyds TSB
162 Northumberland Street
Newcastle upon Tyne
Tyne & Wear
NE1 7PR

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31ST MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Becoming Visible Is a registered charity with a registered number: 1117872. The memorandum and articles of association are dated 19th November 2004 and last amended 22nd June 2006. The memorandum of articles was translated into British Sign Language in 2006 for the benefit of members who prefer information in British sign Language.

The day to day running of the charity is delegated to the Director and the Board of Trustees. The recruitment and appointment of new trustees are elected by the established Management Committee and Members.

OBJECTIVES AND ACTIVITIES

With Becoming Visible's charitable objectives in mind, the charity has been continuing its work to:

Work for greater social inclusion for Deaf people in the North of England in every sphere of life, and to develop self-confidence and self-esteem through the promotion of British Sign Language and Deaf Culture.

As a specialist forward-thinking organisation working in the heart of the Deaf Community, we provide services that benefit both Deaf and hearing people. We believe and are proud that we provide solutions that are culturally appropriate, friendly and approachable and in this current financial climate, cost effective. During 2019 – 2020, we had 2 full time and 2 part time staff with a dedicated team of volunteers.

Strategy for (2019) 2020 – 2023

As we plan ahead to the future, to continue our crucial work in the community and our survival in providing the services we do, we have and will continue to collaborate with other local Deaf organisations to look to the future. Some ground-breaking initiatives have been developed and will continue to flourish under partnerships in the coming years. This work will hopefully come to fruition during 2021 as the final quarter of the 2019-2020 year has proved to be challenging due to the Covid-19 pandemic having a knock-on effect on our timescales. It is critical to Becoming Visible that in the next 3 years we focus on strengthening the core work of the organisation and look for new opportunities for income generation and re-investing that income back into quality services for the Deaf community. The bulk of the work in 2019 within the Board of Trustees and Staff and engagement with our community members has to be to develop our new Mission and Values.

Vision: "The leading organisation in all things related to British Sign Language and Deaf Culture"

Mission: "People first"

Values:

- Respect for our language, culture, heritage, diversity is central in all we do
- We will provide high quality accessible services, projects and opportunities
- Partnerships/signposting with other organisations to promote a positive image of British Sign Language, Deaf Culture and the diversity of the Deaf Community
- We will always strive to improve in what we do by listening to feedback
- Continue to be innovative in what we do, to create exciting opportunities for members of the Deaf community

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31ST MARCH 2021

BV Interpreting:

British Sign Language/ English Interpreting Services for the public, private and voluntary sectors have been the main core of our work and income since 2003. We are the only specialist agency in the region that manages a diary of a team of interpreters that attend a variety of appointments daily so that both Deaf and hearing people can communicate with each other. Our clients include both large and small providers within the public, private and voluntary sectors such as the NHS, local authorities, further & higher institutions, employment agencies, amongst other clients. The nature of work we do remains the same over the years, however we face challenges in procurement of the nature of our work as a specialist niche agency. However, our loyal clients and interpreters continue to come back to us, and we are growing year on year in our bookings. We are grateful for their support and their support to BV's ethos of ensuring that any income we generate is ploughed back into our community.

Our team of interpreters that we manage the diaries for are the biggest asset we have as an organisation. They provided around 8,000 hours of British Sign Language/ English Interpreting during 2019-2020. We value their work and support to Becoming Visible. Our Bookings Co-ordinator deals with the logistics of managing clients, requests and the interpreting team's diaries as well as sourcing other freelance interpreters. This is a challenging area of work needing accuracy, precision, quick decision making and the ability to always think on one's feet! We do work in partnership with our clients to ensure that their contracts are successful by providing high quality interpreting services at the point of contract throughout to invoicing. In 2020 and beyond, we look to new challenges and expanding the team within Interpreting and Translation as well as adding to the services we provide with new technological opportunities and partnerships to enhance the interpreting services provided.

Becoming Visible Translation

As part of our services to clients, we offer either one off translation or an ongoing series of translation of information into British Sign Language and vice versa. We do this through our in-house studio at Becoming Visible. During 2019-2020, we have been utilising the studio, mostly for our own work but we have an increasing use of our studio for other media opportunities.

Becoming Visible Training

This year has seen us streamlining our training services and offering further opportunities to Deaf people to develop their skills. Our part-time Training Officer, Julie has successfully delivered the following courses and workshops:

All of this has been delivered without any external funding and the Training department needs financial support to enable us to continue this work and deliver more courses for Deaf people to enable them to upskill and gain confidence in employment as Deaf people are 50% more likely to be out of work than hearing people. Becoming Visible believes that training should be delivered in an environment that is Deaf-friendly, so we offer those at our base in Newcastle upon Tyne and rent rooms at Sunderland Deaf Society and Newcastle Deaf Centre. Any income we raise goes back into the Deaf community. We will continue to do this work in the next few years, but funding is essential to enable us to continue and offer further opportunities to both Deaf and hearing people.

Becoming Visible Community

The Deaf Community is what Becoming Visible is all about. The people, the language, the culture and what makes us a unique community. During 2019-2020, with limited funding, we have continued to rely on our volunteers to help with our community activities on a weekly and monthly basis. These volunteers dedicate their time and support to the community to look after each other and we recognise this valuable input.

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31ST MARCH 2021

Policies and Procedures

Becoming Visible has continued to develop new policies and procedures, reviewed them and made changes to the organisation where needed. During 2019-2020, a more robust GDPR policy was introduced and training provided. During 2020-2021, it is intended to look at the core structure of the organisation and invest in staffing, streamlined internal procedures and continue our financial health wellbeing checks.

Plans for the future

We are seeking to continue to strengthen our financial standing, especially with changes to income during the last quarter and engage with funders to be able to continue the much-needed services we provide by bringing in new funding. We are seeking new members of the Board of Trustees to strengthen the organisation and look forward to the future with strategic partnerships amongst local Deaf organisations

Signed on behalf of the board



.....
Mr Francis Murphy
Trustee

Date: 29 / 03 / 2022

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES ON THE UNAUDITED FINANCIAL STATEMENTS OF THE COMPANY

YEAR ENDED 31ST MARCH 2021

Independent examiner's report to the trustees of Becoming Visible Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company 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 for this year under 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- 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 (FRS102)).

Valued

Valued
ACCA
101 Viewpoint
Derwentside Business Centre
Consett Business Park
Consett
Co Durham
DH8 6BN

Dated: 29 / 03 / 2022

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31ST MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income Resources					
Incoming resources from generating funds:					
Voluntary income	2	11,922		11,922	3,061
Income resources from charitable activities	3	415,940		415,940	378,812
Total Incoming Resources		427,862	-	427,862	381,873
Resources Expended					
Charitable activities	5	(281,299)		(281,299)	(269,752)
Governance costs	6	(114,090)		(114,090)	(97,195)
Total Incoming Resources		(395,389)	-	(395,389)	(366,947)
Net Incoming Resources					
Net Income / (Expenditure) for the year		32,473	-	32,473	14,926
		32,473	-	32,473	14,926
Total Funds at 1 April 2020		167,672	-	167,672	152,746
Total Funds at 31 March 2021		200,145	-	200,145	167,672

The statement of Financial Activities includes all gains in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 14 form part of these financial statements.

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

YEAR ENDED 31ST MARCH 2021

	Note	2,021 £	2,020 £
FIXED ASSETS			
Tangible Assets	10	17,036	7,274
CURRENT ASSETS			
Debtors	11	207,398	203,318
Prepayment and Other Debtors		738	723
Cash at Bank		38,569	4,620
		<u>246,705</u>	<u>208,661</u>
CREDITORS: amounts falling due within one year			
	12	<u>(63,596)</u>	<u>(48,263)</u>
NET CURRENT ASSETS		183,109	160,398
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>200,145</u>	<u>167,672</u>
FUNDS			
Restricted income funds		-	-
Unrestricted income funds	13	<u>200,145</u>	<u>167,672</u>
TOTAL FUNDS		<u>200,145</u>	<u>167,672</u>

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

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- Ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and
- 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 Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the companies Act 2006 relating to charitable small companies.

The financial statements were approved by the board of directors and authorised for issue and are signed on its behalf by:

.....
Mr Francis Murphy
Trustee
Company Registration No. 1117872

Date:

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in March 2005.
- b) The trustees have taken advantage of the exemption in Financial Reporting Standard No1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.
- c) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.
- d) Restricted funds are recognised where a donor gives monies or other items for a specific purpose. In each case the trustees recognise this restricted use and set up a separate restricted fund, accounting only for money spent against that fund.
- e) Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.
- f) Charitable activities – are those costs incurred in trading activities that raise funds, which are for the direct benefit of the charity's beneficiaries, associated with the provisions of supporting services and include the direct costs and support costs relating to the activities of the charity.
- g) Governance costs - include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements. Support costs have been allocated to activity costs categories and to governance costs on a basis consistent with the time spent by employees on each activity and those activities necessary to properly govern the charity.
- h) Fixed assets are initially recorded at cost
- i) Depreciation is calculated so as to write off the costs of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer Equipment	20% Reducing Balance
Computer Software and Licences	20% Straight Line
Equipment	20% Reducing Balance
- j) All incoming resources are recognised once the charity has entitlement to the resources, it is certain that resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

Income from charitable activities includes income received under contract where the charity has become entitled to the income after completing its contractual duties.

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

2. VOLUNTARY INCOME

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Donations and grants	11,922	-	11,922	3,061
	11,922	-	11,922	3,061

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Invoiced services and recharged expenses	415,940	-	415,940	378,812
	415,940	-	415,940	378,812

4. TRUSTEES REMUNERATION AND EXPENSES

During the year remuneration was paid to an employee of Becoming Visible Ltd who was related to the chairman.

No reimbursement of expense has been made or is due to be made to any of the trustees in respect of the year.

5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Direct charity activity costs	281,299	-	281,299	269,752
	281,299	-	281,299	269,752

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

6. GOVERNANCE COSTS

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Salaries & Wages	83,771		83,771	63,147
Premises Costs	9,882		9,882	12,893
Accountancy Fees	5,000		5,000	2,940
Printing, Postage & Stationery	953		953	1,796
Insurance	1,615		1,615	1,593
Telephone	3,897		3,897	4,269
Legal & Professional	35		35	515
Repairs & Renewals	80		80	245
Training	-		-	312
Subscriptions	2,485		2,485	2,564
Bank Charges	214		214	227
Profit / Loss on Disposal of Assets	-		-	-
Depreciation (20%)	2,021		2,021	1,299
Room Hire	-		-	616
Travel Expenses	164		164	3,794
Sundries	3,973		3,973	985
	114,090	-	114,090	97,195

7. NET (OUTGOING) / INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2021 Total £	2020 Total £
Depreciation	2,021	1,299
	2,021	1,299

8. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2021 Total £	2020 Total £
Salaries & Wages	79,576	59,964
Pension Costs	2,063	1,270
Employers NI	2,132	1,913
	83,771	63,147

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents was as follows:

	2021 Total	2020 Total
Number of Administrative staff	4	6

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

9. TAXATION

The charitable company is exempt from tax on its charitable activities, as the charitable company gained full charitable status on 7th February 2007.

10. TANGIBLE FIXED ASSETS

	Plant & Machinery Etc £
Cost	
At 1 April 2020	22,932
Additions	11,783
Disposals	-
At 31 March 2021	<u>34,715</u>
Depreciation	
At 1 April 2020	15,658
Charge in Year	2,021
Depreciation on Disposals	
At 31 March 2021	<u>17,679</u>
Net Book Value	
At 31 March 2021	<u>17,036</u>
At 31 March 2020	<u>7,274</u>

Included in the figure shown on page 9 for the funds is Fixed Assets with a value of £17,036.

11. DEBTORS

	2021 Total £	2020 Total £
Trade Debtors	<u>207,398</u>	<u>203,318</u>

12. CREDITORS: Amounts falling due within one year

	2021 Total £	2020 Total £
Trade Creditors	37,077	38,440
Other Creditors	26,013	9,823
	<u>63,090</u>	<u>48,263</u>

BECOMING VISIBLE LIMITED COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2021

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Balance at 31 March 2021 £
General Funds	167,672	427,862	395,389	200,145

14. RELATED PARTY TRANSACTIONS

No related party transactions

15. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and its governing document is its memorandum and Articles of Association.

The trustees hold no shares in the company but each trustee, as a member, is a guarantor of the company, to an amount not exceeding £1, in the event of the winding up of a company.

16. PENSIONS

During the year, the company contributed £2,063 into the employees' personal pension under the Government Auto Enrolment Scheme. (2020: £1,270)

17. CONTINGENCIES

The trustees have confirmed that there were no contingent liabilities which should be disclosed on 31st March 2021.

18. CAPITAL COMMITMENTS

The trustees have confirmed that there were no capital commitments on 31st March 2021.

19. ULTIMATE CONTROLLING PARTY

In the opinion of the trustees there is no ultimate controlling party other than the trustees themselves.