

**CELST (CENTRAL ENGLAND
LIPREADING SUPPORT TRUST)
Registered Charity Number
1162613**

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2021**

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Principal Address: 55 Elmdene Road
Kenilworth
Warwickshire
CV8 2BW

Bankers: Unity Trust Bank
Four Brindley Place
Birmingham
B1 2JB

Governing Constitution: CIO registered 10 July 2015 amended
9 March 2020

CELST (CENTRAL ENGLAND LIPREADING SUPPORT TRUST)

Annual Report and Accounts for the year ended 31 March 2021

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CELST (CENTRAL ENGLAND LIPREADING SUPPORT TRUST)

Registered Charity number 1162613

Trustees' Annual report for the year 1 April 2020 to 31 March 2021

The Trustees are responsible for the co-ordination, development and financial management of CELST (Central England Lipreading Support Trust) (henceforth CELST). The Trustees have 2 officers, Chair and Treasurer. Our Administrator also acts as Secretary. There are 6 Trustees, who are elected for three year terms. In addition to our Trustees and Administrator, there was one Volunteer who carried out our financial planning until 31 December 2020.

Sandeep Girn	Appointed as trustee 21 August 2020. Appointed Chair from 9 December 2020
Morag Curtis	
Jeremy Huxtable	Appointed 11 November 2020
Jean Wilson	
Sara Paterlini	Appointed March 2021 Resigned 31 May 2021
Janie Philpott	Chairman from 29 April 2020 Resigned as Chair 9 December 2020
Christine Jackson	Chairman and trustee until 29 April 2020
David Jackson	Resigned 29 April 2020
Melissa Jardine Paterson	Resigned 1 February 2021

The Administrator / Secretary to the trustees is Sue Sanders

Members of the Charity Trustees are appointed for a three year term at an AGM. New trustees are inducted into the role and given a copy of the constitution and minutes for the previous year. The day to day management of the charity is supported by the Administrator in conjunction with a Management Committee of the tutors and a trustee. Reports are given to each trustee meeting.

Aims, Organisation and Activities

The objects of the CIO are: to relieve the needs of people resident in the Coventry, Warwickshire and Birmingham area who suffer from a hearing disability, their parents and carers, particularly but not exclusively by:

- (i) providing opportunities to enable such people to learn new communication skills and in particular the skill of lipreading in order to improve quality of life.
- (ii) arranging and financing the provision of lipreading classes;
- (iii) arranging and providing training for teachers of lipreading; and
- (iv) securing the provision of follow up support groups and forums within the Coventry, Warwickshire and Birmingham area.

The charity's aim is to promote lipreading courses for people who have hearing loss. Our activities include raising funds in order to ensure that these courses are able to run free of charge, so that all deafened people can attend, regardless of means. Other activities include promoting the courses, so that

we can reach as many deafened people in the Coventry, Warwickshire and Birmingham areas as possible. More information can be found on our website: <https://www.celst.org.uk/about.html>

Public benefit statement

The charity trustees have complied with their duty under the 2011 Charities Act to have due regard to the guidance on public benefit published by the Charity commission in exercising their powers or duties. The following reports outline how this has been achieved during the year.

Chair's Report

The year has been a difficult one, with CELST unable to run face to face Lipreading courses due to the pandemic.

Communication has not been easy, with trustee meetings needing to be held remotely. As some of our trustees have hearing loss, it has been a challenge to ensure that everyone can communicate effectively.

It has also been a time of change amongst our board of trustees. Christine Jackson and her husband David resigned as trustees of CELST in April 2020, due to health reasons. Janie Philpott stood in as temporary Chairman until a replacement could be found. After extensive advertising, Sandeep Girn joined as trustee and after an initial period of familiarization, took over as Chairman in December 2020. Jerry Huxtable and Sara Paterlini also joined CELST as trustees during the year.

When it became apparent that there would be no lifting of restrictions in time to restart courses in September, then plans were put in place to provide online courses from January 2021. Prospective attendees were nervous about using technology to join courses, but after the initial teething problems, these were found to be very successful. The added benefits of such courses soon became apparent. One of our tutors chose to run an evening and weekend course and this enabled people who worked during the day the opportunity to join in. The first 10 week course was extended and a second round of courses have been running during the summer. Also the geographical location of fitting courses to where people live was also overcome, so we see a huge benefit of running such courses, alongside face to face courses, once we are allowed.

Many of our funders chose to focus their attention on Covid related support, so our level of funding applications were affected. However, with the funding we did receive, we were able to take a strategic look at how we operate. It was decided that to maximize our visibility, we should invest in a new website and this is now in development.

Our tutors have been pleased to be able to work since January 2021, with Elaine Davenport, Sally Joyner and Emma Holmes, a new recruit to our team, running courses online.

Sylvia Roberts decided to retire as a lipreading tutor from summer 2020 and Jackie Tromans has been taking time out since March 2020.

We have two new trainee tutors on the ATLA accredited lipreading tutor course at City Lit which started in September 2020 and their training should be complete by July/August 2021.

Our administrator, Leonie Power decided to leave CELST in December 2020 and was replaced by Liena Brooks. Liena was a very valued addition to our team but unfortunately was unable to continue beyond May 2021 and we now welcome our current administrator, Sue Sanders.

We have been unable to attend any functions during the year. In 2020 this was due to Coronavirus. It is hoped to resume our activities later in 2021.

The main objectives going forward will be to recruit new trustees in order to distribute the workload. Our financial footing is sound and will enable CELST to plan to resume face to face and online courses, once Covid restrictions have been lifted.

Sandeep Girn
Chair of Trustees

Secretary's Report

During the year, minutes were taken of all meetings, both trustee and management meetings and distributed to trustees and tutors.

Funding applications have been prepared and submitted to Charitable Organisations, nine of which were successful. Funding over the past year has been more difficult to obtain, as many funding organisations have restricted their awards for Covid specific purposes.

With the ongoing Covid restrictions during the year, it was decided to organise and run online courses and in January 2021, CELST had an offering of 6 courses, being run by 3 tutors, for one hour each per week for 10 weeks. These proved successful and were repeated after Easter. Registration and upkeep of course attendees is ongoing, as are the waiting lists for future courses.

Sue Sanders
Administrator

Treasurers Report

Highlights of the annual accounts prepared for the 12 months ending 31 March 2021 are as follows:

Funding

In the 12 months CELST raised funding of £18,775 through grants from Organisations, members donations from the courses. Grants from Organisations were the largest contribution at £18,140, a decrease of almost 60% over the previous 12 months. The main contributor was The National

Lottery Covid Response £10,000. In total there were 10 successful grant applications. As we were not able to fulfil all of the National Lottery grant conditions by 31 March 2021 we have sadly had to send them back £3,060 of the grant.

Expenditure

Tutor Fees and expenses totalled £1,848, 12% of our total costs for the 12 months. This does reflect the fact that we decreased the number of courses from March 2020 due to Covid restrictions. Rooms hire costs therefore were also lower at £296, 1% of total costs.

Administration costs in total were £8,718, 55% of total costs for the 12 months. This includes the salary of the Administrator, annual insurance, telephone charges and bank charges associated with the bank account with Unity.

Training for Tutors came to £5,017, 32% of total costs. This is to cover fees at CityLit for new tutors who will be joining CELST when completed.

The remaining costs were accounted for by room hire for Trustee Meetings and some Marketing costs including website maintenance. We also had to return £3,060 to the National Lottery Covid Response.

Following the year end we have been able to invest in the new website development at a cost of £2,335. There has been no expenditure on equipment this year.

Bank Balance

The bank balance as at 31 March 2021 on the account we have is £31,735. This reflects the fact that we have received all the funding that we were successful in applying for the 2020/21 academic year but we still need to cover the costs for running the courses for the next academic year. We need to cover the ongoing Administration costs and Marketing costs that we were planning for a return to the classroom and the website investment.

Reserves Policy

The reserve policy of CELST is reviewed at the AGM each year and will reflect the position as at 31 March, overlaid with commitments to the end of the academic year. The ultimate goal is to have reserves going into the start of the next academic year, starting in September, to cover the costs of running the planned courses for Term 1, running from September to December.

This would require funds to run the online courses and cover the administration costs for a 10 week period. Based on average current costs of £350 per course for tutor fee, expenses for each course, we would require £1,050 for continuing 3 online courses. We would also need a minimum of £1,800 to cover the basic Administration costs and a provision of £2,700 for ongoing marketing costs and the new website investment. A further £200 provision for room hire, Management meetings and other miscellaneous items would give a total cost required to be covered in the reserves of £3,250.

As at the fiscal year end of 31 March 2021, we would also need reserves to cover the costs of running the courses for Term 3 of the 2021/22 Academic year. Under normal circumstances this would be a similar level to the £12,500 as identified for Term 1 for the 2020/21 Academic year and therefore we would be looking at total reserves as at 31 March 2020 of £15,750.

Due to the Coronavirus pandemic and Government instructions on Lockdown, we have had to cancel the courses for Term 1 and 2 this academic year. This has had a significant reduction in our estimated running costs during the year. Taking all the above into account we estimate that we will have some courses running in term 3 this year. We are keeping the online courses running along this also which has been considered above.

Based on all the above our latest cash forecast gives us an estimated reserve going into the start of the next academic year of £8,389. This is slightly less than we would plan to have in normal circumstances but we potentially will have additional costs in this period due to the fact we will have been only spending on the key essentials to keep CELST running until we hopefully start running the courses again in September 2021.

Morag Curtis
Treasurer

Statement of Trustees' responsibilities

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2005.

The Trustees are responsible for preparing an annual report and financial statements for each financial year, in accordance with the Charities Act 2011 and the Charities (accounts and Reports) Regulations 2005. The financial statements are required to give a true and fair view of the state of affairs of the charity and of the results of the charity for that period.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the financial information included on the charity's website.

Approved by the Trustees of CELST and signed on their behalf by:

Janie Philpott
Trustee

Date: August 2021

Thanks to our Donors

We are very grateful for the support we have received from our many individual donors. We would also like to thank the following trust funds for their support. The funding is given towards the general running costs of the courses unless when it is restricted to particular courses or equipment as shown:

Lennox Hannay

Seccombe

Albert Hunt

Edith and Jack Griffith

Dumbreck

National Lottery Covid Response

Eveson

Baron Davenport

Paypal

CELST (CENTRAL ENGLAND LIPREADING SUPPORT TRUST) Registered Charity number 1162613

INDEPENDENT EXAMINER'S REPORT ON THE RECEIPTS AND PAYMENTS ACCOUNTS TO THE TRUSTEES OF CELST (CENTRAL ENGLAND LIPREADING SUPPORT TRUST)

This report on the accounts of CELST (Central England Lipreading Support Trust) for the year ended 31 March 2021, which are set out on pages 8 to 11.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

William Clemmey DChA
4 Ashford Gardens, Whitnash,
Leamington Spa, CV31 2NB

August 2021

CELST (CENTRAL ENGLAND LIPREADING SUPPORT TRUST) **Registered Charity number 1162613** **RECEIPTS AND PAYMENTS ACCOUNT** **1 APRIL 2020 TO 31 MARCH 2021** **and**

Unrestricted funds	Restricted funds	Total funds 2020-21	Total Funds 2019-20
to the nearest £	to the nearest £	to the nearest £	to the nearest £
8,140	0,000 ¹	18,140	42,366
-	-	-	250
635	-	635	5,640
-	-	-	1,003
-	-	-	421
-	-	-	-
8,775	10,000	18,77	49,680

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405	1,443	1,848	19,110
265	31	296	4,385
-	-	-	473
956	4,061	5,017	-
-	-	-	2,149
3,000	4,958	7,958	5,550
-	-	-	330
-	-	-	20
180		180	-
-	-	-	112
72	-	72	29
-	-	-	179
-	509	509	107
-	-	-	166
-	-	-	40
-	-	-	5,501
-	-	-	106
4,878	11,001	15,880	8,256 ³

3,897	(1,001)	2,895	11,424
-	-	-	-
24,599	4,240	28,840	17,416
28,496	3,239	31,735	28,840

CELST (CENTRAL ENGLAND LIPREADING SUPPORT TRUST)
Registered Charity number 1162613

Section B Statement of assets and liabilities at the end of the

	Unrestricte d funds £	Restricted funds £	Total funds £
B1 Cash funds			
Unity Trust Bank Account	28,496	3,239	31.735
	Unrestricte d funds £	Restricted funds £	Total funds £
B2 Other Monetary Assets			
Room Hire	179	0	170
	Fund to which asset belongs	Cost (optiona l)	Current value (optional)
B3 Investment assets			-

B4 Assets retained for the charity's own use

	Fund to which asset belongs	Cost (optional)	Current value (optional)
Roger Pen Systems	Restricted	5,089	
Mobile phone	General	69	
Laptop	General	321	
Mylink	General	2,100	
Other equipment	General	420	

B5 Liabilities

	Fund to which liability relates	Amount due (optional)	When due (optional)
Administrator fee	General	600	April 2021
National Lottery repayment	Restricted	3,060	April 2021
Independent Examiner fee	General	180	July 2021
Tutor fees	General	980	April 2021
Website development	General	2,335	June 2021

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Janie Philpott	August 2021
	Morag Curtis	August 2021

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

Accounting Policies

Basis

The financial statements have been prepared in accordance with applicable accounting standards and the Charities SORP. The financial statements have been prepared under the historical cost convention.

Funds

General funds represent the funds of CELST that are not subject to any restrictions regarding their use and are available for application on the general purposes of CELST. These may include funds designated for a particular purpose by CELST.

Income and Expenditure Recognition

The accounts include transactions, assets and liabilities for which CELST can be held responsible.

Incoming Resources

Voluntary Income and Capital Sources

Individual donations are recognised when made. Grants are accounted for when received.

Fundraising Income

Income fundraising are accounted for on an event by event basis.

Gift Aid

Gift Aid income is recognised when paid by HMRC.

Application of Resources

Costs directly related to work of CELST

All payments were up to date as at 31 March 2021. During the year 0 committee member(s) (2019 one) were reimbursed a total of £0 expenses (2019 - £69).

Charitable Status

CELST is a registered charity number 1162613.

CELST Assets

No value is placed on the equipment of CELST. All expenditure incurred during the year on equipment is written off. The equipment is insured on a new for old basis. Paper and other sundry stocks are written off as they are purchased. Short-term deposits include cash held on deposit with Unity Trust Bank. During the year the remaining balance at the Natwest account was transferred to the Unity Trust bank and the Natwest bank account was closed.

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