

# NRCPD

England & Wales · Charity number 1170904

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [10510695](#)

**Registered** 2016-12-22

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Portland House  
Belmont Business Park  
Durham  
DH1 1TW

**Phone** 0191 323 3376

**Email** [enquiries@nrcpd.org.uk](mailto:enquiries@nrcpd.org.uk)

**Website** [www.nrcpd.org.uk](http://www.nrcpd.org.uk)

## Activities

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**Objects:** THE CHARITY'S OBJECTS (OBJECTS) ARE: 3.1 TO PROMOTE THE NEEDS OF, AND PROTECT DEAF, DEAFENED, HARD OF HEARING AND DEAF BLIND PEOPLE, BY PROMOTING THE QUALITY, CONDUCT AND PROFESSIONALISM OF ALL COMMUNICATIONS PROFESSIONALS; AND 3.2 THE ADVANCEMENT OF EDUCATION, FOR THE BENEFIT OF THE PUBLIC IN RELATION TO THE ISSUES FACING DEAF, DEAFENED, HARD OF HEARING, AND DEAF BLIND PEOPLE.

**Activities:** NRCPD's objectives are to promote the needs of and protect deaf, deafened, hard of hearing and deaf blind people, by promoting the quality, conduct and professionalism of all communication professionals; and The advancement of education, for the benefit of the public in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Disability
- **Who:** People With Disabilities

## Geography

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- Northern Ireland
- Scotland
- Throughout England And Wales

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£436,070	£396,539	-	-
2023-12-31	£393,397	£356,164	-	-
2022-12-31	£382,897	£443,029	-	-
2021-12-31	£361,216	£340,932	-	-
2020-12-31	£361,872	£271,165	-	-

## Trustees

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Name	Role	Appointed
Alan Lees		2018-10-09
Alan Murray		2023-12-12
David Neil Ahier		2023-12-12
Dawn Marshall		2021-02-08
Lisa Cordaro		2018-10-08
Phil Rees		2023-12-12
Thomas Holroyd		2023-12-12

**NRCPD**

England & Wales - Charity number 1170904

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# Accounts

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# **NRCPD**

(A company limited by guarantee)

## **UNAUDITED FINANCIAL STATEMENTS**

Year ended 31 December 2024

Charity No: 1170904  
Company No: 10510695

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## Reference and administrative details of the Charity, its Trustees and Advisers

### Status

The organisation first became a registered charity in December 2016 and is a company limited by guarantee.

### Directors

D Marshall  
R MacQueen  
E Cordaro  
A Lees  
D Ahier  
P Challinor  
G Hay  
C Hemmingway  
T Holroyd  
A Murray  
P Rees  
A Sikder  
T Thomas-Morton (Appointed 1 January 2024 – resigned  
1 May 2025)

### Secretary

A Lees

### Key Management Personnel

T Thomas-Morton

### Registered office and principal address

Portland House, Belmont Business Park, Durham. DH1 1TW.

### Independent Examiner

Azets Audit Services, Wynyard Park House, Wynyard Avenue, Wynyard, TS22 5TB

### Principal bankers

Natwest Bank Plc, 12 Market Place, Durham, DH1 3NG.

### Solicitors

Lupton Fawcett LLP, Stamford House, Piccadilly, York. YO1 9PP

# Trustees Annual Report

## Year ended 31 December 2024

Charity No: 1170904  
Company No: 10510695

The trustees, who are directors of the charity for the purposes of company law, present their report and the unaudited financial statements for the period from 1 January 2024 to 31 December 2024.

### **Structure, governance and management**

The charitable company incorporated on 5 December 2016, commenced trading on 1 January 2017, and is organised through a Board of Trustees through whom all business is conducted.

The charitable company's governing documents are its Memorandum and Articles of Association dated 31 December 2019.

Trustees are eligible to serve up to two terms of four years each. Trustees are generally recruited through open advertising against the skills and experience needs of the board.

Induction sessions are held for new trustees upon appointment which includes an update presentation and attendance at training. New trustees are provided with an induction pack which includes issues of "charitable purpose" and "public benefit".

Trustees are satisfied that NRCPD meets the criteria of our charitable objects and of "public benefit".

Day to day management of the charity in the period was delegated to the Chief Executive, Theresa Thomas-Morton.

### **Objectives and principal activities**

The charity's aims

NRCPD's objects are:

- To promote the needs of and protect deaf, deafened, hard of hearing and deaf blind people, by promoting the quality, conduct and professionalism of all communication professionals; and
- The advancement of education, for the benefit of the public in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

We do this by regulating communication professionals working with deaf and deafblind people throughout the UK, and by raising awareness of the barriers to access faced by deaf and deafblind people.

### **The charity's beneficiaries**

Deaf, deafened, hard of hearing and deafblind people benefit from NRCPD's work as well as anyone who is communicating with deaf, deafened, hard of hearing and deafblind people.

Equal access to our services is important to us and we work throughout the UK to ensure that provision is as widespread as possible.

# Trustees Annual Report

## Year ended 31 December 2024

NRCPD was established to regulate and standardise communication support used between deaf, deafened, hard of hearing, deafblind and hearing people. NRCPD responds to the needs of beneficiaries through engagement with stakeholders, deaf individuals and organisations and through representation on the Board of Trustees.

We have referred to the Charity Commission's general guidance of public benefit when reviewing our objectives and in developing our strategic and operational plans. The current strategy for 2023-26 *Building on Foundations* was agreed by Trustees in November 2023:

Our Vision: a society where excellence in language services empowers unlimited inclusion for d/Deaf and deafblind people.

Our Purpose: maintain trusted standards of language services between deaf and hearing people and work with others to raise awareness of the communication barriers that limit inclusion for d/Deaf and deafblind people.

The strategy set out six strategic aims:

- Understand our stakeholders
- Strengthen Regulation
- Develop the Professions
- Build Networks
- Influence for Change
- Sustainable Business

The strategy is reviewed annually to ensure all activities remain in line with the aims of the charity as business conditions change.

Pay and remuneration setting for key management personnel is undertaken by the Chair with support from the Board of Trustees who look at affordability, benchmarking, changes in roles and responsibilities, and market forces.

### Strategic Report

NRCPD is the voluntary regulator for communication and language professionals working with deaf and deafblind people. Our central purpose is to protect the public by setting standards for registration, investigating concerns about professional conduct, and promoting high standards of practice and ethical behaviour across the professions we regulate.

Over the last year, we have made significant progress in strengthening our regulatory infrastructure, bringing NRCPD into alignment with other modern regulators. This has included the development of comprehensive internal guidance to support consistency in decision-making and transparency in how we operate. A particular focus has been refining our approach to handling allegations of professional misconduct. We have developed clear procedures and supporting guidance to ensure that our investigations are robust, fair, and focused on protecting the public.

## **Trustees Annual Report Year ended 31 December 2024**

Considerable time has been devoted to investigating complaints raised about registrants, with our team working diligently to ensure all concerns are examined thoroughly and fairly. We continue to evolve our processes with a commitment to right-touch regulation — moving away from a culture of blame and toward understanding the root causes of misconduct, with a view to redress and improvement.

Engagement with the professional community has been a vital part of our work. We have attended and presented at key sector conferences, shared updates with professional associations, and continued to build meaningful relationships across the professions.

Our goal is to raise awareness of our role as a regulator and encourage dialogue around professional standards and public protection. We are also working closely with educators and training providers to ensure that professional conduct and ethical practice are central to professional training and development from the outset.

We've provided targeted training to registrants, laying the foundation for a more focused and structured CPD model. At the same time, we've delivered specific training for Case Examiners, helping them to understand how to assess evidence fairly and make informed, defensible decisions.

In our work to support and develop the professions, we have made important progress. We've collaborated with the lipspeaking community to explore the scope for a trainee category and are now focusing on how best to support newly qualified lipspeakers as they enter the profession. Work is also ongoing to expand the Registration of Interpreters for Deafblind People (RIDB) categories. A dedicated working group has identified new specialist registers, and we are now mapping out clear, accessible pathways to registration that maintain our high standards.

We remain committed to making NRCPD more accessible to d/Deaf people and service users. We have begun developing BSL video resources to explain our role, how we regulate, and how the public can raise concerns if needed. This is an important step towards transparency and inclusivity.

We've also focused internally, developing and supporting our staff team to ensure they are deeply cognisant of NRCPD's role and values. We're proud of the professionalism and energy of our team, and their commitment to upholding the standards expected of a modern voluntary regulator.

Externally, we have continued our engagement with key partners including the BSL Advisory Board and the BSL Alliance, helping to inform national policy and amplify the voice of the professions and the communities they serve.

### **Looking Ahead**

Our focus for the coming year includes plans to expand the RIDB register, further develop our hearings processes, and produce more detailed guidance to support registrants and the public alike. We remain committed to being an accessible, transparent, and evolving voluntary regulator that puts public protection at the heart of all it does.

# Trustees Annual Report

## Year ended 31 December 2024

### Registration

NRCPD has historically seen year on year increases in registrations and this has continued in 2024 - yearly average is an increase of 60 registrants per year. Growth in 2024 was 80 additional registrants across the professions, showing growth at 4%.

At 31/12/2021 = 1667

At 31/12/2022 = 1803

At 31/12/2023 = 1904

At 31/12/2024 = 1984

### Financial review

The financial year closed with a surplus of £39,971, which reflects both careful financial management and an increase in the number of professionals choosing to register with NRCPD.

This growth is a positive indicator of the sector's trust in our role as a voluntary regulator, and it enables us to invest in further improvements that directly support registrants and the public.

This surplus has been achieved in a year of significant activity and development, including investment in guidance, regulatory infrastructure, training for Case Examiners, and engagement with professionals, educators, and key partners. It is a testament to the efficiency and dedication of our staff team that so much has been achieved while maintaining a strong financial position.

Looking ahead, NRCPD remains fully committed to reinvesting in its core purpose — to protect the public and support the highest standards of professional conduct. Planned areas for investment include the development of a user-friendly app for registrants and service users, creation of targeted CPD resources aligned with ethical practice, and BSL-accessible content to broaden awareness of our role and processes within the Deaf community.

We will also continue to enhance our hearings process. A key focus is ensuring that expert voices are present during formal hearings, to allow for holistic assessment of evidence and fair, contextually informed decisions.

We are proud to be growing not only in numbers, but in reach, relevance, and responsibility — and our financial position allows us to continue building a regulatory framework that is modern, inclusive, and effective.

Debtor and creditor (respectively fees owed and mainly fees in advance) figures remain stable as a proportion of income.

# Trustees Annual Report

## Year ended 31 December 2024

### KPIs

*The Board monitors performance on the following indicators for 2024*

*Free reserve levels – above £128k*

*Current ratio - above 1.5*

*Register growth - 3% or higher*

*Net surplus/deficit - net surplus*

### Principal risks and uncertainties

Trustees review risks annually to identify and grade all known risks to the charity as part of the annual planning cycle. Appropriate mitigating actions are identified, and the effectiveness of these actions monitored. The process is overseen by the Board of Trustees.

The Board consider these are the key near- and medium-term risks for NRCPD:

- Reversal of register growth during organisational change
- Ongoing compliance risk: GDPR, employment law etc
- Financial sustainability
- Loss of key personnel

### Reserves

NRCPD currently has one unrestricted reserve - an unrestricted General Reserve. There is a need to maintain a level of general reserves to enable the charity to cope with a variety of events, either day to day or exceptional. NRCPD believes that its reserves must be managed as a valuable asset for the organisation. As such it is important to balance the need to spend the reserved income of the charity with the potential risks that may be faced in the future.

### Maintenance of reserves levels

NRCPD maintains unrestricted reserves at a level to cover unforeseen emergency costs or fall in income arising from business interruption or cessation, costs from complex misconduct complaint cases or external environmental factors.

The amount considered appropriate for this under pre-Covid conditions was £117k at the end of 2020. Adjusted for Covid risk the Board agreed the minimum reserves at the end of 2020 were to be £155k. Trustees will not now approve any annual budget that will reduce unrestricted reserves below this level.

Free reserve levels (net funds less fixed assets) at 31 December 2024 were £329,141 and the additional reserve funds will contribute to developing NRCPD capability and activity.

Trustees reviewed the required reserve levels in February 2024 and have set a minimum of £128,000 for the end of 2024.

## Statement of trustees' responsibilities

The trustees (who are also directors of NRCPD for the purposes of company law) are responsible for preparing the Trustees' Annual Report 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Statement as to compliance of the financial statements

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the organisation's Memorandum and Articles of Association and 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 (FRS 102).


Approved by a meeting of the Board of Trustees on                      and signed on their behalf by:

Trustee



Alan Lees , Interim Chair

Trustee



Alan Murray - Trustee

## **Independent Examiner's Report to the Trustees of NRCPD (A Company Limited By Guarantee)**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2024 which are set out on pages 9 to 21.

### **Responsibilities and basis of report**

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

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

### **Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

Signed:



Graham Fitzgerald (Sep 29, 2025 09:53:52 GMT+1)

Graham Fitzgerald BA FCA DChA  
On behalf of Azets Audit Services  
Wynyrd Park House, Wynyrd, Billingham, TS22 5TB

Date: ...29 09 25.....

**Charitable Company Statement of Financial Activities for the period  
Year ended 31 December 2024 (including Income and Expenditure  
Account)**

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2024 £	Total funds 2023 £
<b>Income from:</b>					
Charitable activities					
Registration		419,896	-	419,896	383,109
Other income		6,150	-	6,150	3,135
Lottery grant income		-	-	-	-
Investment		10,024	-	10,024	7,153
<b>Total income</b>		<b>436,070</b>	<b>-</b>	<b>436,070</b>	<b>393,397</b>
<b>Expenditure on:</b>					
Charitable activities:					
Registration	2a	384,077	-	384,077	338,079
Other	2b	12,462	-	12,462	18,085
<b>Total expenditure</b>		<b>396,539</b>	<b>-</b>	<b>396,539</b>	<b>356,164</b>
<b>Net movement in funds</b>		<b>39,531</b>	<b>-</b>	<b>39,531</b>	<b>37,233</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		293,684	-	293,684	256,451
Transfers		-	-	-	-
<b>Total funds carried forward</b>		<b>333,215</b>	<b>-</b>	<b>333,215</b>	<b>293,684</b>

All operations derive from continuing activities.

## Charitable Company Balance Sheet as at 31 December 2024

	Note	2024		2023	
<b>Fixed Assets</b>					
Tangible assets	8	<u>4,074</u>		<u>8,730</u>	
Total fixed assets			4,074		8,730
<b>Current assets</b>					
Debtors	9	57,366		37,940	
Cash at bank and in hand		<u>504,749</u>		<u>470,692</u>	
		<u>562,115</u>		<u>508,632</u>	
<b>Creditors: Amounts falling due within one year</b>	10	<u>(232,974)</u>		<u>(223,678)</u>	
<b>Net current assets</b>			<u>329,141</u>		<u>284,954</u>
<b>Net assets</b>			<u>333,215</u>		<u>293,684</u>
<b>Funds of the charity:</b>					
<b>Unrestricted funds:</b>					
General funds	12		<u>333,215</u>		<u>293,684</u>
<b>Restricted funds</b>			<u>-</u>		<u>-</u>
<b>Total funds</b>			<u>333,215</u>		<u>293,684</u>

For the year ending 31 December 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 9 to 21 were approved by the Board of Trustees and authorised for issue on 29 09 25 2025 and were signed on their behalf by:

Trustee:  Alan Lees, Interim Chair

Trustee:  Alan Murray, Trustee

**Statement of cash flows**  
**Year ended 31 December 2024**

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	Note	2024 £	2023 £
<b>Net cash flows from operating activities</b>	15	39,935	70,504
<b>Cash flows from investing activities</b>			
Additions		(5,878)	(120)
<b>Net cash from investing activities</b>		<u>34,057</u>	<u>70,384</u>
Increase (decrease) in cash and cash equivalents in the year		34,057	70,384
Cash and cash equivalents at the beginning of the year		<u>470,692</u>	<u>400,308</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>504,749</b></u>	<u><b>470,692</b></u>
<b>Relating to:</b>			
Cash at bank and in hand		504,749	470,692
Short term investments		<u>-</u>	<u>-</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>504,749</b></u>	<u><b>470,692</b></u>

## 1. Accounting policies

### 1a) Basis of preparation

NRCPD is a charitable company, limited by guarantee, registered in England. The address of the charity's registered office and principal place of business is Portland House, Belmont Business Park, Durham. DH1 1TW.

NRCPD meets the definition of a public benefit entity under FRS 102. The charity exists for the benefit of the public through promoting the quality, conduct and professionalism of all communication professionals working with deaf, deafened, hard of hearing and deaf blind people, and through the advancement of education in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

These financial statements have been prepared in accordance with "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), (Charities SORP (FRS 102)), and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost of transaction value, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)) and the Companies Act 2006.

### Going concern

The charity had total funds of £333,215 as at 31 December 2024 (increase of £39,531 from 31 December 2023) and a year-end cash balance of £504,749 (2023: £470,692).

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. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1b) Incoming resources

All income disclosed in the Statement of Financial Activities is shown on an entitlement basis.

All grant income is shown on an entitlement basis, except for restricted funds, where any income received in advance of expenditure is taken to the Statement of Financial Activities when the charity becomes unconditionally entitled to the grant.

Fees for registrations are normally invoiced in advance and those applicable to the year accounted for in the Statement of Financial Activities. Fees received during the year applicable to future periods are shown as deferred income in the balance sheet.

## 1. Accounting policies (continued)

### 1c) Expenditure

Resources expended are recognised in the period in which legal or constructive obligation arises and include attributable VAT, which cannot be recovered.

Resources expended are allocated to the particular activity to which the cost relates. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned based on an estimate of the staff time.

Governance costs relate to the costs associated with meeting the constitutional and statutory requirements of the charity.

### 1d) Pension costs

Contributions to defined contribution schemes are charged to the Statement of Financial Activities as they are incurred.

### 1e) Funds

Unrestricted funds are generated surpluses of the group without further specified purpose and are available as general funds.

Designated funds are unrestricted funds, earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as prescribed by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

### 1f) Taxation

The charity is a registered charity and is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxable Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

### 1g) Cash at bank and in hand

Cash at bank and cash in hand includes cash held at bank and cash held in short term investments.

### 1h) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 "Other Financial Instruments Issues" of FRS 102, in full to all of its financial instruments.

All of the charities financial assets and financial liabilities qualify as basis financial instruments. Basic Financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## 1. Accounting policies (continued)

### **Financial assets: Trade and other debtors**

Trade, group and other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in profit or loss.

### **Financial liabilities: Trade and other creditors**

Trade, group and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

### **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## Notes to the Financial Statements for the year ended 31 December 2024

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### 2. Expenditure

#### 2a) Charitable activities – unrestricted

##### Unrestricted

	Registration £	2024 £	2023 £
Direct costs	64,753	64,753	41,738
Staff costs	174,255	174,255	155,988
Allocated overheads	145,069	145,069	136,008
<b>Total</b>	<b>384,077</b>	<b>384,077</b>	<b>333,734</b>

##### Restricted

	Registration £	2024 £	2023 £
Direct costs	-	-	4,345
<b>Total</b>	<b>-</b>	<b>-</b>	<b>4,345</b>

#### 2b) Governance costs – unrestricted

	2024 £	2023 £
Direct committee costs including travel	6,213	12,335
Independent Examiner's Fee	2,409	2,190
Other Costs	3,840	3,560
<b>Total</b>	<b>12,462</b>	<b>18,085</b>

## Notes to the Financial Statements for the year ended 31 December 2024

	2024 £	2023 £
<b>Analysis of allocated overheads</b>		
Staff costs including travel and welfare	21,124	30,102
Office running	41,395	51,170
Premises	14,873	14,392
Depreciation	7,056	9,711
Professional fees	23,435	11,197
Travel and subsistence	12,966	10,635
Insurance	18,159	7,433
Other costs	6,061	1,368
	145,069	136,008

### 3. Net incoming resources is after charging:

	2024 £	2023 £
Independent Examiner's Fee	2,409	2,190
	2,409	2,190

### 4. Staff costs

	2024 £	2023 £
Salaries	180,289	170,000
Employer's National Insurance	11,629	10,417
Employer's Pension Contributions	3,461	3,491
	195,379	183,908
Recruitment fees	-	2,183
	195,379	186,091

The average number of employees during the year was 7. (2023: 7)

1 employee received annual emoluments exceeding £60,000 (2023: £nil).

#### Key management personnel

The key management personnel of the charity comprise the Trustees and Director. The total employee benefits (salary, national insurance and pension) of the key management personnel of the charity were £76,122 (2023: £57,702).

## Notes to the Financial Statements for the year ended 31 December 2024

### 5. Pension costs

The charge to SOFA is the amount of the contributions payable.

The amount of contributions outstanding at the year end was £817 (2023: £650).

### 6. Indemnity insurance

The Charity has Professional Liability Insurance cover for Trustees, committee members and staff via AXA Insurance UK PLC Associations and Charities policy.

The limit of Indemnity in any one year is £500,000 for which a premium of £19,894, was paid (2023: £6,725 for £500,000) and was renewed for 2025.

### 7. Trustees remuneration and disbursement of expenses

The Articles of Association permit the payment of fees and expenses to trustees when acting as examiners and trainers, etc, where such expertise is in short supply.

The total employee benefits of trustees (salary and pension) were £68,155. These were paid as an employee not as a trustee.

Trustees were reimbursed a total of £3,117 for travel and subsistence expenses in 2024 for attendance at trustee meetings and other events (2023: £1,375).

8. Tangible fixed assets	Computer Software	Office Equipment	Computer Equipment	Total
<b>Cost</b>				
<b>As at 1st Jan 2024</b>	37,060	2,953	14,634	54,647
<b>Additions</b>	-	-	5,878	5,878
<b>Disposals</b>	(13,203)	(2,953)	(10,685)	(26,841)
<b>As at 31st Dec 2024</b>	23,857	-	9,827	33,684
<b>Depreciation</b>				
<b>As at 1st Jan 2024</b>	30,003	2,556	13,358	45,917
<b>Charge for the year</b>	3,976	-	3,080	7,056
<b>Disposals</b>	(10,122)	(2,556)	(10,685)	(23,363)
<b>As at 31st Dec 2024</b>	23,857	-	5,753	29,610
<b>Net Book Value</b>				
<b>As at 31st Dec 2024</b>	-	-	4,074	4,074
<b>As at 31st Dec 2023</b>	7,057	397	1,276	8,730

## Notes to the Financial Statements for the year ended 31 December 2024

### 9. Debtors

	<b>2024</b> £	<b>2023</b> £
Trade debtors	28,282	32,434
Prepayments	28,734	5,506
Other debtors	350	-
	<u>57,366</u>	<u>37,940</u>

### 10. Creditors

	<b>2024</b> £	<b>2023</b> £
Trade Creditors	27,027	19,919
Other Tax and Social Security	5,435	4,350
Accruals	2,425	2,190
Deferred Income	198,087	197,219
	<u>232,974</u>	<u>223,678</u>
<b>Amount deferred in current period</b>	<u>198,087</u>	<u>197,219</u>
<b>Deferred income at 31 December 2024</b>	<u>198,087</u>	<u>197,219</u>

Deferred income relates to registration fees invoiced in advance.

### 11. Financial instruments

The carrying amounts of the Charity's financial instruments at 31 December 2024 were:

	<b>2024</b> £	<b>2023</b> £
<b>FINANCIAL ASSETS</b>		
Debt instruments measured at amortised cost:		
Trade Debtors	28,282	32,434
TOTAL	<u>28,282</u>	<u>32,434</u>
<b>FINANCIAL LIABILITIES</b>		
Measured at amortised cost:		
Trade Creditors	26,677	19,919
Accruals	2,425	2,190
TOTAL	<u>29,102</u>	<u>22,109</u>

## Notes to the Financial Statements for the year ended 31 December 2024

### 12. Movements in funds year ended 31 December 2024

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	293,684	436,070	396,539	-	333,215
<b>Restricted funds:</b>					
No restricted funds	-	-	-	-	-
<b>Total funds</b>	<b>293,684</b>	<b>436,070</b>	<b>396,539</b>	<b>-</b>	<b>333,215</b>

### Movements in funds year ended 31 December 2023

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	252,106	393,397	351,819	-	293,684
<b>Restricted funds:</b>					
National Lottery Fund	4,345	-	4,345	-	-
<b>Total funds</b>	<b>256,451</b>	<b>393,397</b>	<b>356,164</b>	<b>-</b>	<b>293,684</b>

### 13. Members liability

The company is limited by guarantee and in the event of the winding up of the company, the liability of its members is limited to £1.

### 14. Related party transactions

Thomas Holroyd, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2023 £234) and the balance at 31 December 2024 was £nil (2023: £nil).

Elisabetta Cordaro, a trustee, is also a registered Speech to Text Reporter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £177 (2023: £177) and the balance at 31 December 2024 was £nil (2023: £nil).

Alan Murray, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £177 (2023: £177) and the balance at 31 December 2024 was £nil (2023: nil).

Phillip Rees, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £177 (2023: £177) and the balance at 31 December 2024 was £nil (2023: £nil).

Akbar Sikder, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2023 £234) and the balance at 31 December 2024 was £nil (2023: £nil).

## Notes to the Financial Statements for the year ended 31 December 2024

### 15. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net movement in funds	39,532	37,233
Depreciation	7,056	9,711
Loss on disposal of assets	3,477	-
Decrease (Increase) in debtors	(19,076)	1,019
Increase in creditors	8,946	22,541
	<u>39,935</u>	<u>70,504</u>
Net cash inflow from operating activities	<u>39,935</u>	<u>70,504</u>

### 16. Analysis of net assets between funds, year ended 31 December 2024

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2024 as represented by:			
Fixed assets	4,074	-	4,074
Current assets	561,765	-	561,765
Current liabilities	(232,624)	-	(232,624)
	<u>333,215</u>	<u>-</u>	<u>333,215</u>

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2023 as represented by:			
Fixed assets	8,730	-	8,730
Current assets	508,632	-	508,632
Current liabilities	(223,678)	-	(223,678)
	<u>293,684</u>	<u>-</u>	<u>293,684</u>

### **17. Controlling party**

NRCPD Trustees are the only Members of the Charity and are the Company Directors for the purposes of the Companies Act 2006. There are no ultimate controlling parties or Persons with Significant Control.

**NRCPD**

England & Wales - Charity number 1170904

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# Accounts

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# **NRCPD**

(A company limited by guarantee)

## **UNAUDITED FINANCIAL STATEMENTS**

Year ended 31 December 2023

Charity No: 1170904  
Company No: 10510695

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## Reference and administrative details of the Charity, its Trustees and Advisers

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### Status

The organisation first became a registered charity in December 2016 and is a company limited by guarantee.

### Directors

E M Duncan (Resigned 31 December 2023)  
D Marshall  
R MacQueen  
H Maxwell-Hyslop (Resigned 31 December 2023)  
E Cordaro  
A Lees  
B H Palmer (Resigned 31 December 2023)  
D Ahier (Appointed 1 January 2024)  
P Challinor (Appointed 1 January 2024)  
G Hay (Appointed 1 January 2024)  
C Hemmingway (Appointed 1 January 2024)  
T Holroyd (Appointed 1 January 2024)  
A Murray (Appointed 1 January 2024)  
P Rees (Appointed 1 January 2024)  
A Sikder (Appointed 1 January 2024)  
T Thomas-Morton (Appointed 1 January 2024)

### Secretary

A Lees

### Key Management Personnel

T Thomas-Morton

### Registered office and principal address

Portland House, Belmont Business Park, Durham. DH1 1TW.

### Independent Examiner

Azets Audit Services, Wynyard Park House, Wynyard Avenue, Wynyard, TS22 5TB

### Principal bankers

Natwest Bank Plc, 12 Market Place, Durham, DH1 3NG.

### Solicitors

Lupton Fawcett LLP, Stamford House, Piccadilly, York. YO1 9PP.

# Trustees Annual Report

## Year ended 31 December 2023

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Charity No: 1170904  
Company No: 10510695

The trustees, who are directors of the charity for the purposes of company law, present their report and the unaudited financial statements for the period from 1 January 2023 to 31 December 2023.

### **Structure, governance and management**

The charitable company incorporated on 5 December 2016, commenced trading on 1 January 2017, and is organised through a Board of Trustees through whom all business is conducted.

The charitable company's governing documents are its Memorandum and Articles of Association dated 31 December 2019.

Trustees are eligible to serve up to two terms of four years each. Trustees are generally recruited through open advertising against the skills and experience needs of the board.

Induction sessions are held for new trustees upon appointment which includes an update presentation and attendance at training. New trustees are provided with an induction pack which includes issues of "charitable purpose" and "public benefit".

Trustees are satisfied that NRCPD meets the criteria of our charitable objects and of "public benefit".

Day to day management of the charity in the period was delegated to the Chief Executive, Theresa Thomas-Morton.

### **Objectives and principal activities**

#### **The charity's aims**

NRCPD's objects are:

- To promote the needs of and protect deaf, deafened, hard of hearing and deaf blind people, by promoting the quality, conduct and professionalism of all communication professionals; and
- The advancement of education, for the benefit of the public in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

We do this by regulating communication professionals working with deaf and deafblind people throughout the UK, and by raising awareness of the barriers to access faced by deaf and deafblind people.

## Trustees Annual Report Year ended 31 December 2023

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### The charity's beneficiaries

Deaf, deafened, hard of hearing and deafblind people benefit from NRCPD's work as well as anyone who is communicating with deaf, deafened, hard of hearing and deafblind people.

Equal access to our services is important to us and we work throughout the UK to ensure that provision is as widespread as possible.

NRCPD was established to regulate and standardise communication support used between deaf, deafened, hard of hearing, deafblind and hearing people. NRCPD responds to the needs of beneficiaries through engagement with stakeholders, deaf individuals and organisations and through representation on the Board of Trustees.

We have referred to the Charity Commission's general guidance of public benefit when reviewing our objectives and in developing our strategic and operational plans. The current strategy for 2021-23 *Strategic Foundations* was launched in April 2021:

Our Vision: a society where excellence in language services empowers unlimited inclusion for d/Deaf\* and deafblind people.

Our Purpose: maintain trusted standards of language services between deaf and hearing people and work with others to raise awareness of the communication barriers that limit inclusion for d/Deaf\* and deafblind people.

The strategy set out six strategic aims:

- Understand our stakeholders
- Strengthen Regulation
- Develop the Professions
- Build Networks
- Influence for Change
- Sustainable Business

The strategy is reviewed annually to ensure all activities remain in line with the aims of the charity as business conditions change.

Pay and remuneration setting for key management personnel is undertaken by the Chair with support from the Board of Trustees who looked at affordability, benchmarking, changes in roles and responsibilities, and market forces.

# Trustees Annual Report

## Year ended 31 December 2023

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### Strategic Report

#### Achievements and performance

In the year to 31 December 2023 the main achievements for NRCPD have been:

#### Operations

##### Understanding Stakeholders

*NRCPD has been actively engaged in attending community and professional events to ensure that we have purposeful engagement with our stakeholders. This has included attendance at Deaf Day, visits to Universities responsible for developing Language Service Professionals and attendance at Professional Association Conferences and Workshops. We have been committed to attending increased in person events, as we understand how impactful this can be, particularly to d/Deaf and deafblind people.*

*The Board of Trustees has also increased to include a greater number of stakeholder representatives, including a wider cross section of registrants to represent the professions that we regulate, and an increase in d/Deaf community representation.*

*As we move through 2024, we will be increasing our in person visits, focusing on local community organisations in recognition that these local organisations are places of trusted information and, as such, create an opportunity for impactful engagement and awareness raising.*

##### Strengthen regulation

*The new NRCPD Professional Conduct and Complaints procedure was published and administered in 2023. The new procedure is underpinned by the principles of natural justice and 'right touch' regulation. Alongside the new procedure, we developed further guidance to support the procedure.*

*The addition of an independent registrar has strengthened NRCPD's regulation by ensuring an independent, and appropriately qualified, decision maker is involved in all fitness to practice procedures, including registration applications and professional conduct processes.*

*To achieve 'right touch regulation' further guidance and clear pathways was required for Regulated Trainees and those supporting these developing professionals. NRCPD clarified the guidance for Regulated Trainees and, in 2024 will provide further guidance and training to Senior Practitioners and Practice Assessors to ensure effective and responsive regulation is applied to Regulated Trainees.*

*Registration categories for Registered Interpreters for Deafblind people were developed with the background portal changes instigated. 2024 will see the launch of these new categories, which will give greater clarity to service users and requestors.*

## Trustees Annual Report Year ended 31 December 2023

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### Develop the Professions

*The notetaking and STTR training was undertaken in 2023, increasing the number of registered notetakers and STTRs.*

*Guidance for Regulated Trainees, Senior Practitioners and Practice Assessors was completed and prepared for publication and updated training in 2024.*

*The Registered Interpreters for Deafblind people's categories were clarified and the NRCPD portal underwent development to allow for the expansion of these categories.*

*NRCPD Continued to work with Professional Associations and LSP Educators in the provision of training and guidance for Language Service Professionals.*

### Build Networks

*NRCPD continues to build networks with Professional Associations, Public Sector Bodies and Partner Organisations. NRCPD's emergence as an independent voice in the sector has been enabled by the clear strategic statement of vision and mission we have set out, and our willingness to partner with other organisations on matters of common interest.*

### Influence for change

*NRCPD has focused its efforts on the area of procurement, to ensure that the linguistic needs of Deaf and deafblind people are considered at contract level.*

*Our involvement in the BSL Alliance group continues our commitment to work collaboratively with partner organisations to ensure the British Government has evidence to support their work and apply the BSL Act.*

### **Registration**

*NRCPD has historically seen year on year increases in registrations and this has continued in 2023 – yearly average is an increase of 60 registrants per year. Growth in 2023 was 101 additional registrants across the professions.*

*At 31/12/2018 = 1551*

*At 31/12/2019 = 1631 (\*1590)*

*At 31/12/2020 = 1617\**

*At 31/12/2021 = 1667*

*At 31/12/2022 = 1803*

*At 31/12/2023 = 1904*

*\*From 2020 onwards register figures are adjusted for dual registrations – people registered in more than one profession. The adjusted figure for 2019 is included for comparison and shows register growth of 27 (1.7%) for 2020. Figures reported in previous years were unadjusted (italics).*

# Trustees Annual Report

## Year ended 31 December 2023

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### Financial review

*Our upskilling in the complaints team has led to complaints costs remaining within manageable levels within the overall out turn for the year. There has been some sign of inflationary pressures on our overheads in 2023 (and Q1 2022), and we expect this to continue through 2024. This had an effect on our development costs, however careful budgeting and focused out turn resulted in a positive year end.*

*There was some staff turnover towards the end of the year that required careful management of specialist roles. We engaged the services of an Independent Registrar and now have a staff team with the appropriate skills and qualifications to undertake the core functions of NRCPD.*

*In sum, careful budget management has resulted in a £37K surplus outturn in 2023 and registration growth in excess of forecast (5.6% against target of 3%). Once again therefore NRCPD has managed to spend more on charitable activity whilst also maintaining an inflation-based pay rise for staff and keeping registration fees static. This will continue to be the baseline finance strategy so that inflation and increased activity is covered by growth and not with fee rises. Though we continue to keep this under review.*

*Debtor and creditor (respectively fees owed and mainly fees in advance) figures remain stable as a proportion of income.*

### KPIs

*The Board monitors performance on the following indicators for 2023:*

- *Free reserve levels – above £128k*
- *Current ratio – above 1.5*
- *Register growth - 3% or higher*
- *Net surplus/deficit – net surplus*

### Principal risks and uncertainties

*Trustees review risks annually to identify and grade all known risks to the charity as part of the annual planning cycle. Appropriate mitigating actions are identified, and the effectiveness of these actions monitored. The process is overseen by the Board of Trustees.*

*The Board consider these are the key near- and medium-term risks for NRCPD:*

- *Reversal of register growth during organisational change*
- *Ongoing compliance risk: GDPR, employment law etc*
- *Financial sustainability*
- *Loss of key personnel*

# Trustees Annual Report

## Year ended 31 December 2023

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### Reserves

*NRCPD currently has one unrestricted reserve – an unrestricted General Reserve. There is a need to maintain a level of general reserves to enable the charity to cope with a variety of events, either day to day or exceptional. NRCPD believes that its reserves must be managed as a valuable asset for the organisation. As such it is important to balance the need to spend the reserved income of the charity with the potential risks that may be faced in the future.*

### Maintenance of reserves levels

*NRCPD maintains unrestricted reserves at a level to cover unforeseen emergency costs or fall in income arising from business interruption or cessation, costs from complex misconduct complaint cases or external environmental factors.*

*The amount considered appropriate for this under pre-Covid conditions was £117k at the end of 2020. Adjusted for Covid risk the Board agreed the minimum reserves at the end of 2020 were to be £155k. Trustees will not now approve any annual budget that will reduce unrestricted reserves below this level.*

*Free reserve levels (net funds less fixed assets) at 31 December 2023 were £284,954 and the additional reserve funds will contribute to developing NRCPD capability and activity.*

*Trustees reviewed the required reserve levels in February 2023 and have set a minimum of £128,000 for the end of 2023.*

### The Future

*Future activities in 2024 will concentrate on delivering against the Strategic Foundations, most significantly in these areas:*

- *Understanding Stakeholders:*
  - *Increased face to face engagement with the Deaf and deafblind community*
  - *Continued engagement with Professional Associations and other Profession representatives*
- *Strengthening regulation:*
  - *Developing the infrastructure to support the administration of 'right touch regulation'*
- *Developing the professions:*
  - *Consideration of other registration categories, including Communication Support worker and Trainee Lipspeaker*
- *Building networks:*
  - *establishing additional stakeholder forums*
- *Influence for change*
  - *engagement with Government under the BSL Act*
- *Sustainable Business: growth of grant bidding, O&D, compliance (legal, cyber, VAT, GDPR).*

*NRCPD is committed to fortifying our frameworks, enhancing visibility, ensuring a balanced regulatory approach and aligning our practices with contemporary voluntary regulation standards, all aimed at fostering greater professionalism and accountability within the sector.*

## Trustees Annual Report Year ended 31 December 2023

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### **Statement of trustees' responsibilities**

The trustees (who are also directors of NRCPD for the purposes of company law) are responsible for preparing the Trustees' Annual Report 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to compliance of the financial statements**

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the organisation's Memorandum and Articles of Association and 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 (FRS 102).

Approved by a meeting of the Board of Trustees on 9 July 2024 and signed on their behalf by:

Trustee: 

Gordon Hay, Chair

Trustee: 

Alan Lees, Treasurer

## **Independent Examiner's Report to the Trustees of NRCPD (A Company Limited By Guarantee)**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2023 which are set out on pages 10 to 22.

### **Responsibilities and basis of report**

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

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

### **Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

Signed:



Graham Fitzgerald BA FCA DChA  
On behalf of Azets Audit Services  
Wynyard Park House, Wynyard, Billingham, TS22 5TB

Date:

22 August 2024

**Charitable Company Statement of Financial Activities for the period  
Year ended 31 December 2023 (including Income and Expenditure  
Account)**

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Charitable activities					
Registration		383,109	0	383,109	376,045
Other income		3,135	0	3,135	5,500
Lottery grant income		0	0	0	10,000
Investment		7,153	0	7,153	1,352
Total income		393,397	0	393,397	392,897
<b>Expenditure on:</b>					
Charitable activities:					
Registration	2a	333,734	4,345	338,079	435,614
Other	2b	18,085	0	18,085	13,070
Total expenditure		351,819	4,345	356,164	448,684
Net movement in funds		41,578	(4,345)	37,233	(55,787)
<b>Reconciliation of funds</b>					
Total funds brought forward		252,106	4,345	256,451	312,238
Transfers		0	0	0	0
Total funds carried forward		293,684	0	293,684	256,451

All operations derive from continuing activities.

**Charitable Company Balance Sheet as at 31 December 2023**

	Note	2023	2022
<b>Fixed Assets</b>			
Tangible assets	8	<u>8,730</u>	<u>18,321</u>
Total fixed assets		8,730	18,321
<b>Current assets</b>			
Debtors	9	<u>37,940</u>	<u>38,959</u>
Cash at bank and in hand		<u>470,692</u>	<u>400,308</u>
		<u>508,632</u>	<u>439,267</u>
<b>Creditors: Amounts falling due within one year</b>	10	<u>(223,678)</u>	<u>(201,137)</u>
<b>Net current assets</b>		<u>284,954</u>	<u>238,130</u>
<b>Net assets</b>		<u>293,684</u>	<u>256,451</u>
<b>Funds of the charity:</b>			
<b>Unrestricted funds:</b>			
General funds	12	<u>293,684</u>	<u>252,106</u>
<b>Restricted funds</b>		<u>0</u>	<u>4,345</u>
<b>Total funds</b>		<u>293,684</u>	<u>256,451</u>

For the year ending 31 December 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 13 to 22 were approved by the Board of Trustees and authorised for issue on 9 July 2024 and were signed on their behalf by:

Trustee:   
Gordon Hay, Chair

Trustee:   
Alan Lees, Treasurer

Company Number: 10510695

**Statement of cash flows**  
**Year ended 31 December 2023**

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	<b>Note</b>	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
<b>Net cash flows from operating activities</b>	15	70,504	(49,902)
<b>Cash flows from investing activities</b>			
Additions		(120)	(2,065)
<b>Net cash from investing activities</b>		<u>70,384</u>	<u>(51,967)</u>
Increase (decrease) in cash and cash equivalents in the year		70,384	(50,470)
Cash and cash equivalents at the beginning of the year		<u>400,308</u>	<u>450,778</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>470,692</b></u>	<u><b>400,308</b></u>
<b>Relating to:</b>			
Cash at bank and in hand		470,692	400,308
Short term investments		<u>-</u>	<u>-</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>470,692</b></u>	<u><b>400,308</b></u>

## Notes to the Financial Statements for the year ended 31 December 2023

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### 1. Accounting policies

#### 1a) Basis of preparation

NRCPD is a charitable company, limited by guarantee, registered in England. The address of the charity's registered office and principal place of business is Portland House, Belmont Business Park, Durham. DH1 1TW.

NRCPD meets the definition of a public benefit entity under FRS 102. The charity exists for the benefit of the public through promoting the quality, conduct and professionalism of all communication professionals working with deaf, deafened, hard of hearing and deaf blind people, and through the advancement of education in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

These financial statements have been prepared in accordance with "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), (Charities SORP (FRS 102)), and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost of transaction value, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)) and the Companies Act 2006.

#### Going concern

The charity had total funds of £293,684 as at 31 December 2023 (increase of £37,233 from 31 December 2022) and a year-end cash balance of £470,692 (2022: £400,308).

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. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1b) Incoming resources

All income disclosed in the Statement of Financial Activities is shown on an entitlement basis.

All grant income is shown on an entitlement basis, except for restricted funds, where any income received in advance of expenditure is taken to the Statement of Financial Activities when the charity becomes unconditionally entitled to the grant.

Fees for registrations are normally invoiced in advance and those applicable to the year accounted for in the Statement of Financial Activities. Fees received during the year applicable to future periods are shown as deferred income in the balance sheet.

### 1. Accounting policies (continued)

#### 1c) Expenditure

Resources expended are recognised in the period in which legal or constructive obligation arises and include attributable VAT, which cannot be recovered.

Resources expended are allocated to the particular activity to which the cost relates. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned based on an estimate of the staff time.

Governance costs relate to the costs associated with meeting the constitutional and statutory requirements of the charity.

#### 1d) Pension costs

Contributions to defined contribution schemes are charged to the Statement of Financial Activities as they are incurred.

#### 1e) Funds

Unrestricted funds are generated surpluses of the group without further specified purpose and are available as general funds.

Designated funds are unrestricted funds, earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as prescribed by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

#### 1f) Taxation

The charity is a registered charity and is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxable Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

#### 1g) Cash at bank and in hand

Cash at bank and cash in hand includes cash held at bank and cash held in short term investments.

#### 1h) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 "Other Financial Instruments Issues" of FRS 102, in full to all of its financial instruments.

All of the charities financial assets and financial liabilities qualify as basis financial instruments. Basic Financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### 1. Accounting policies (continued)

#### **Financial assets: Trade and other debtors**

Trade, group and other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in profit or loss.

#### **Financial liabilities: Trade and other creditors**

Trade, group and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

#### **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## Notes to the Financial Statements for the year ended 31 December 2023

### 2. Expenditure

#### 2a) Charitable activities – unrestricted

<b>Unrestricted</b>			
	<b>Registration £</b>	<b>2023 £</b>	<b>2022 £</b>
Direct costs	41,738	41,738	128,678
Staff costs	155,988	155,988	147,352
Allocated overheads	136,008	136,008	153,929
<b>Total</b>	<b>333,734</b>	<b>333,734</b>	<b>429,959</b>
<b>Restricted</b>			
	<b>Registration £</b>	<b>2023 £</b>	<b>2022 £</b>
Direct costs	4,345	4,345	5,655
<b>Total</b>	<b>4,345</b>	<b>4,345</b>	<b>5,655</b>

#### 2b) Governance costs – unrestricted

	<b>2023 £</b>	<b>2022 £</b>
Direct committee costs including travel	12,335	7,713
Independent Examiner's Fee	2,190	1,980
Other Costs	3,560	3,377
<b>Total</b>	<b>18,085</b>	<b>13,070</b>

## Notes to the Financial Statements for the year ended 31 December 2023

	2023 £	2022 £
<b>Analysis of allocated overheads</b>		
Staff costs including travel and welfare	30,102	67,023
Office running	51,170	47,542
Premises	14,392	8,839
Depreciation	9,711	10,808
Professional fees	11,197	14,734
Travel and subsistence	10,635	2,052
Insurance	7,433	1,519
Other costs	1,368	1,412
	136,008	153,929

### 3. Net incoming resources is after charging:

	2023 £	2022 £
Independent Examiner's Fee	2,190	1,980
	2,190	1,980

### 4. Staff costs

	2023 £	2022 £
Salaries	170,000	174,881
Employer's National Insurance	10,417	10,754
Employer's Pension Contributions	3,491	3,827
	183,908	189,462
Recruitment fees	2,183	24,654
	186,091	214,116

The average number of employees during the year was 7. (2022: 6)

No employees received annual emoluments exceeding £60,000.

#### Key management personnel

The key management personnel of the charity comprise the Trustees and Director. The total employee benefits of the key management personnel of the charity were £55,218. (2022: £54,868).

## Notes to the Financial Statements for the year ended 31 December 2023

### 5. Pension costs

The charge to SOFA is the amount of the contributions payable.  
The amount of contributions outstanding at the year end was £650 (2022: £804).

### 6. Indemnity insurance

The Charity has Professional Liability Insurance cover for Trustees, committee members and staff via AXA Insurance UK PLC Associations and Charities policy.

The limit of Indemnity in any one year is £500,000 for which a premium of £6,725, was paid (2022: £515 for £500,000) and was renewed for 2023.

### 7. Trustees remuneration and disbursement of expenses

The Articles of Association permit the payment of fees and expenses to trustees when acting as examiners and trainers, etc, where such expertise is in short supply.

Trustees were reimbursed a total of £1,375 for travel and subsistence expenses in 2023 for attendance at trustee meetings and other events (2022: Nil).

8. Tangible fixed assets	Computer Software	Office Equipment	Computer Equipment	Total
<b>Cost</b>				
<b>As at 1st Jan 2023</b>	37,060	2,953	14,514	54,527
<b>Additions</b>	0	0	120	120
<b>Disposals</b>	0	0	0	0
<b>As at 31st Dec 2023</b>	37,060	2,953	14,634	54,647
<b>Depreciation</b>				
<b>As at 1st Jan 2023</b>	22,591	2,044	11,571	36,206
<b>Charge for the year</b>	7,412	512	1,787	9,711
<b>Disposals</b>	0	0	0	0
<b>As at 31st Dec 2023</b>	30,003	2,556	13,358	45,917
<b>Net Book Value</b>				
<b>As at 31st Dec 2023</b>	7,057	397	1,276	8,730
<b>As at 31st Dec 2022</b>	14,469	909	2,943	18,321

## Notes to the Financial Statements for the year ended 31 December 2023

### 9. Debtors

	2023 £	2022 £
Trade debtors	32,434	34,488
Prepayments	<u>5,506</u>	<u>4,471</u>
	<u>37,940</u>	<u>38,959</u>

### 10. Creditors

	2023 £	2022 £
Trade Creditors	19,919	14,848
Other Tax and Social Security	4,350	3,767
Accruals	2,190	3,479
Deferred Income	<u>197,219</u>	<u>179,043</u>
	<u>223,678</u>	<u>201,137</u>
<b>Amount deferred in current period</b>	<u>197,219</u>	<u>179,043</u>
<b>Deferred income at 31 December 2023</b>	<u>197,219</u>	<u>179,043</u>

Deferred income relates to registration fees invoiced in advance.

### 11. Financial Instruments

The carrying amounts of the Charity's financial instruments at 31 December 2023 were:

	2023 £	2022 £
<b>FINANCIAL ASSETS</b>		
Debt instruments measured at amortised cost:		
Trade Debtors	<u>32,434</u>	<u>34,488</u>
TOTAL	<u>32,434</u>	<u>34,488</u>
<b>FINANCIAL LIABILITIES</b>		
Measured at amortised cost:		
Trade Creditors	19,919	14,848
Accruals	<u>2,190</u>	<u>3,479</u>
TOTAL	<u>22,109</u>	<u>18,327</u>

## Notes to the Financial Statements for the year ended 31 December 2023

### 12. Movements in funds year ended 31 December 2023

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	252,106	393,397	351,819	0	293,684
<b>Restricted funds:</b>					
National Lottery Fund	4,345	0	4,345		0
<b>Total funds</b>	<b>256,451</b>	<b>393,397</b>	<b>356,164</b>	<b>0</b>	<b>293,684</b>

### Movements in funds year ended 31 December 2022

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	312,238	382,897	443,029		252,106
<b>Restricted funds:</b>					
National Lottery Fund	0	10,000	5,655		4,345
<b>Total funds</b>	<b>312,238</b>	<b>392,897</b>	<b>448,684</b>		<b>256,451</b>

### 13. Members liability

The company is limited by guarantee and in the event of the winding up of the company, the liability of its members is limited to £1.

### 14. Related party transactions

Thomas Holroyd, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2022: £234) and the balance at 31 December 2023 was £nil (2022: £nil).

Elisabetta Cordaro, a trustee, is also a registered Speech to Text Reporter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £177 (2022: £177) and the balance at 31 December 2023 was £nil (2022: £nil).

Alan Murray, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £177 (2022: £177) and the balance at 31 December 2023 was £nil (2022: nil).

Phillip Rees, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £177 (2022: £177) and the balance at 31 December 2023 was £nil (2022: £nil).

Akbar Sikder, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2022: £234) and the balance at 31 December 2023 was £nil (2022: £nil).

## Notes to the Financial Statements for the year ended 31 December 2023

### 15. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net movement in funds	37,233	(55,787)
Depreciation	9,711	10,808
Decrease (Increase) in debtors	1,019	(5,282)
Increase in creditors	22,541	1,169
	<u>70,504</u>	<u>49,092</u>
Net cash inflow from operating activities	<u>70,504</u>	<u>49,092</u>

### 16. Analysis of net assets between funds, year ended 31 December 2023

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2023 as represented by:			
Investment assets	8,730	0	8,730
Current assets	508,632	0	508,632
Current liabilities	(223,678)	0	(223,678)
	<u>293,684</u>	<u>0</u>	<u>293,684</u>

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2022 as represented by:			
Investment assets	18,321	0	18,321
Current assets	434,922	4,345	439,267
Current liabilities	(201,137)	0	(201,137)
	<u>252,106</u>	<u>4,345</u>	<u>256,451</u>

## **Notes to the Financial Statements for the year ended 31 December 2023**

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### **17. Controlling party**

NRCPD Trustees are the only Members of the Charity and are the Company Directors for the purposes of the Companies Act 2006. There are no ultimate controlling parties or Persons with Significant Control.

**NRCPD**

England & Wales - Charity number 1170904

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# Accounts

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# **NRCPD**

(A company limited by guarantee)

## **UNAUDITED FINANCIAL STATEMENTS**

Year ended 31 December 2022

Charity No: 1170904  
Company No: 10510695

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## Reference and administrative details of the Charity, its Trustees and Advisers

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### Status

The organisation first became a registered charity in December 2016 and is a company limited by guarantee.

### Directors

E M Duncan  
S L Haynes (Resigned 31st March 2022)  
D Marshall  
R MacQueen  
H Maxwell-Hyslop  
J T Fitzgerald (Resigned 31<sup>st</sup> March 2022)  
E Cordaro  
A Lees  
B H Palmer  
FJ Harrington (Resigned 30/09/2022)

### Secretary

Alan Lees

### Key Management Personnel

Nigel M Hawthorn CEO – resigned November 2022

Theresa Thomas-Morton Interim Operations Director  
November 2022 – February 2023

### Registered office and principal address

Portland House, Belmont Industrial Estate, Durham, DH1 1TW

### Independent Examiner

Azets Audit Services, Wynyard Park House, Wynyard Avenue, Wynyard, TS22 5TB

### Principal bankers

Natwest Bank Plc, 12 Market Place, Durham, DH1 3NG.

### Solicitors

Lupton Fawcett LLP, Stamford House, Piccadilly, York. YO1 9PP.

# Trustees Annual Report

## Year ended 31 December 2022

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Charity No: 1170904  
Company No: 10510695

The trustees, who are directors of the charity for the purposes of company law, present their report and the unaudited financial statements for the period from 1 January 2022 to 31 December 2022.

### **Structure, governance and management**

The charitable company incorporated on 5 December 2016, commenced trading on 1 January 2017, and is organised through a Board of Trustees through whom all business is conducted.

The charitable company's governing documents are its Memorandum and Articles of Association dated 31 December 2019.

Trustees are eligible to serve up to two terms of four years each. Trustees are generally recruited through open advertising against the skills and experience needs of the board.

Induction sessions are held for new trustees upon appointment which includes an update presentation and attendance at training. New trustees are provided with an induction pack which includes issues of "charitable purpose" and "public benefit".

Trustees are satisfied that NRCPD meets the criteria of our charitable objects and of "public benefit".

Day to day management of the charity in the period was delegated to the Chief Executive, Marcus Hawthorn.

### **Objectives and principal activities**

#### **The charity's aims**

NRCPD's objects are:

- To promote the needs of and protect deaf, deafened, hard of hearing and deaf blind people, by promoting the quality, conduct and professionalism of all communication professionals; and
- The advancement of education, for the benefit of the public in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

We do this by regulating communication professionals working with deaf and deafblind people throughout the UK, and by raising awareness of the barriers to inclusion faced by deaf and deafblind people.

# Trustees Annual Report

## Year ended 31 December 2022

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### The charity's beneficiaries

Deaf, deafened, hard of hearing and deafblind people benefit from NRCPD's work as well as anyone who is communicating with deaf, deafened, hard of hearing and deafblind people.

Equal access to our services is important to us and we work throughout the UK to ensure that provision is as widespread as possible.

NRCPD was established to regulate and standardise communication support used between deaf, deafened, hard of hearing, deafblind and hearing people. NRCPD responds to the needs of beneficiaries through engagement with stakeholders, deaf individuals and organisations and through representation on the Board of Trustees.

We have referred to the Charity Commission's general guidance of public benefit when reviewing our objectives and in developing our strategic and operational plans. The current strategy for 2021-23 *Strategic Foundations* was launched in April 2021:

*Our Vision:* a society where excellence in language services empowers unlimited inclusion for d/Deaf\* and deafblind people.

*Our Purpose:* maintain trusted standards of language services between deaf and hearing people and work with others to raise awareness of the communication barriers that limit inclusion for d/Deaf\* and deafblind people.

The strategy sets out six strategic aims:

- Understand our stakeholders
- Strengthen Regulation
- Develop the Professions
- Build Networks
- Influence for Change
- Sustain the Business

The strategy is reviewed annually to ensure all activities remain in line with the aims of the charity as business conditions change.

Pay and remuneration setting for key management personnel is undertaken by the Chair who looks at affordability, benchmarking, changes in roles and responsibilities, and market forces, with support from the Board of Trustees.

### Strategic Report

#### Achievements and performance

In the year to 31 December 2022 the main achievements for NRCPD have been:

#### Operations

##### Understanding Stakeholders

The impact of the COVID-19 pandemic and practices that have altered since then, have meant that requests and engagement in in-person events has been limited in 2022. However, NRCPD attended the EFSLI (European Federation of Sign Language Interpreters) conference and engaged in a range of in-person information sessions at local Deaf clubs.

## Trustees Annual Report Year ended 31 December 2022

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In addition, other beneficiaries have been reached through engagement in working groups and focused interactions. NRCPD has also contributed to a number of conferences and webinars arranged by professional associations such as ASLI (Association of Sign Language Interpreters), VLP (Visual Language Practitioners), ALAS (Association of Lipspeakers with Additional Sign), ALS (Association of Lipspeakers) and ANP (Association of Notetaking Professionals). Our focus in 2023 will be to engage with Public Bodies and private organisations, in addition to our usual engagement activities.

We will also be increasing our input into Registrant Stewardship, engaging with Professional Associations to further our knowledge and understanding of our Registrants and the landscape of the Professions.

### Strengthening regulation

We have expanded our regulation to a new register for relay intralingual interpreters and practice assessments for this regulation category were completed in 2022 increasing the registers and ensuring that this category can now be regulated.

The new Professional Conduct and Complaints process was launched in November 2022 and provides a more robust and clarified process to ensure effective regulation. In 2023 we intend to increase the infrastructure surrounding Registration and Professional Conduct Processes to ensure sufficient supports are in place to engage registrants during their training, when they are newly qualified and if they become subject to the complaint process.

### Developing the Professions

The Guidance for Regulated Trainees and Supervisors was developed at the end of 2022, with input from a range of key stakeholders. The guidance sets out clear structures to support regulated trainees, and specific roles to scaffold their development. In 2023 we will be increasing our pool of Senior Practitioners and Practice Assessors to ensure that the guidance can be implemented effectively.

The £10,000 National Lottery grant was deployed in 2022 to train an additional 20 or so STTRs and Notetakers to enable them to come on the register.

The category of Interpreter for Deafblind People has been stagnant for a number of years and does not, entirely, reflect the communication professionals providing language services to deafblind people. 2022 saw the establishment of the working group to clarify this role and create specific registration categories to reflect and regulate the work carried out by these communication professionals.

The working group will continue into 2023, with the intention to have clearly defined categories and routes to registration confirmed by the end of 2023.

### Build Networks

Following on from our active involvement in the #wherestheinterpreter campaign and our work on the BSL Now campaign, NRCPD is now a member of the BSL Alliance. A group of organisations who will be feeding into the BSL Advisory board, providing evidence and influencing for change.

This is a key strategic membership, and ensures that NRCPD is at the centre of policy influence. NRCPD's emergence as an independent voice in the sector has been enabled by the clear strategic statement of vision and mission we have set out, and our willingness to partner with other organisations on matters of common interest.

# Trustees Annual Report

## Year ended 31 December 2022

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### Influencing for change

2022 saw the continuation of our active influence with government departments on their procurement plans for language services. Constant and regular contact was maintained throughout the year with MoJ, national Police, NHS and the Crown Commercial Services to help shape their policies and to improve the provision of language services in the public sector. We continue to respond to concerns raised to us about the way some public bodies eg NHS trusts, and some agencies do business by writing to them to encourage better practice – such approaches are generally received well and acted upon.

As mentioned above, we will continue to be part of the advisory framework for government going forward through our membership in the BSL Alliance.

### Sustaining the business.

This is the sixth year of trading for NRCPD and our position as the National Regulator is strengthening as we move to ensure we have a robust staff team that understand our purpose and responsibilities as a Regulator. There have been no reportable incidents regarding HSE, ICO, Companies House or the Charity Commission. Registration growth has been consistent.

### **Registration**

The NRCPD voluntary registration service existed as part of CACDP from 2009 until 31 December 2016 and since 2017 as a separate charity. We have historically seen year on year increases in registrations and this has continued in 2022 – annual average is 60, register growth continues at this rate.

At 31/12/2016 = 1365

At 31/12/2017 = 1428

At 31/12/2018 = 1551

At 31/12/2019 = 1631 (\*1590)

At 31/12/2020 = 1617\*

At 31/12/2021 = 1667

At 31/12/2022 = 1784

*\*From 2020 onwards register figures are adjusted for people registered in more than one profession. The adjusted figure for 2019 is included for comparison and shows register growth of 27 (1.7%) for 2020. Figures reported in previous years were unadjusted (italics).*

### **Financial review**

Registrant growth has offset some of the inflationary pressures in 2022, however we have seen an impact on increase in insurances, IT costs and an increase in the requirement for legal advice, resulting in higher than budgeted legal fees. These increase in costs are due to temporary factors including the implementation of the new complaints procedure, an office move, staff turnover and recruitment costs.

Complaints cost have increased towards the end of 2022, following the implementation of the new complaints procedure and complex complaints being received. Each of these required increased access to legal advice. In Q1 of 2023 we intend to recruit an Independent Registrar holds appropriate qualifications as a regulatory lawyer and, as such, well qualified and equipped to make regulatory decisions given due consideration to law and proportionality.

## **Trustees Annual Report Year ended 31 December 2022**

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This sets us apart from other voluntary regulators in this sector as the only regulator that cannot be classed as a 'self regulator'. Importantly, it will ensure that decisions have the legal consideration without additional costs incurred for legal advice from an external legal agency and, thus, bring costs back down to manageable levels.

There was some staff turnover during 2022 that required careful management of specialist roles.

The recruitment of the new CEO and other skilled staff resulted in high recruitment costs. Recruitment has been focused on engaging staff with the most appropriate capabilities to ensure the smooth running of the business and effective regulation. As such, as we move into Q1&Q2 of 2023, we now have a robust team and focus will be on staff training and retention.

Although there has been little sign of inflationary pressures on our overheads in 2022 we do expect an impact from increased insurance costs and the annual inflation-based pay review. The intention is that this will be offset with the effective implementation of the new complaints procedure and effective retention of highly skilled staff.

We had intended to hire an additional staff member as the public affairs/public policy officer but this was deferred for budget management reasons with the activity managed in other ways. This will be considered in 2023, with consideration given to how this can be combined with Community Engagement. Overall, staff FTE remained the same in 2022.

Grant and Trust funding was explored in 2022, with little success. Therefore, there will be a focused consideration of how grant and trust funding can be accessed, with specific focus on the Community Engagement role.

In sum, 2022 incurred unexpected costs as explained above. Registrant growth was above target, at 7% growth, however the costs incurred in 2022 resulted in a deficit of -£55,787. These excess costs were focused on required charitable activities, and should be offset in 2023 with careful budget management and effective use of staff resource. Our financial strategy remains that expenditure is covered by registrant growth and not with fee rises, though we continue to keep this under review.

Debtor and creditor figures (respectively fees owed and mainly fees in advance) remain stable as a proportion of income.

### **KPIs**

The Board monitors performance on the following indicators for 2022:

- Free reserve levels – above £128k (£238,130 achieved in 2022).
- Current ratio – above 1.5
- Register growth - 3% or higher (achieved in 2022)
- Net surplus/deficit – deficit (£-55,787 - 2022)

### **Principal risks and uncertainties**

Trustees review risks annually to identify and grade all known risks to the charity as part of the annual planning cycle. Appropriate mitigating actions are identified, and the effectiveness of these actions monitored. The process is overseen by the Board of Trustees.

# Trustees Annual Report

## Year ended 31 December 2022

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The Board consider these are the key near- and medium-term risks for NRCPD:

- Financial sustainability – income sources limited and require expansion
- Ongoing compliance risk: specifically, an ET claim
- Loss of key personnel.

### Reserves

NRCPD currently has one unrestricted reserve – an unrestricted General Reserve. There is a need to maintain a level of general reserves to enable the charity to cope with a variety of events, either day to day or exceptional. NRCPD believes that its reserves must be managed as a valuable asset for the organisation. As such it is important to balance the need to spend the reserved income of the charity with the potential risks that may be faced in the future.

### Maintenance of reserves levels

NRCPD maintains unrestricted reserves at a level to cover unforeseen emergency costs or fall in income arising from business interruption or cessation, costs from complex misconduct complaint cases or external environmental factors.

Trustees reviewed the required reserve levels in February 2021 and have set a minimum of £128,000 for the end of 2022.

Trustees will not now approve any annual budget that will reduce unrestricted reserves below this level.

Free reserve levels (net funds less fixed assets) at 31 December 2022 were £238,130 which is £110,130 in excess of the minimum target level. The additional reserve funds will contribute to developing NRCPD capability and activity under the new strategy ('Strategic Foundations') in 2021-3, in pursuit of our charitable objectives.

### The Future

Future activities in 2023 will continue delivering against the strategy *Strategic Foundations*, most significantly in these areas:

- *Understanding Stakeholders*: Deaf community engagement
- *Strengthening regulation*: creating a robust infrastructure, policy and process to underpin the Complaints Procedure and ensure effective regulation
- *Developing the professions*:
  - creating a robust infrastructure to support the implementation of Regulated Trainee support mechanisms
  - Updated guidance for Newly Qualified Practitioners
  - Focused Registrant stewardship, including a review of the registrant portal, to support effective CPD processes and auditing
- *Building networks*:
  - *Actively engage* in the BSL alliance
  - *Partner with larger charities* for project focused funding
  - *Increased engagement with Professional Associations and Unions*
- *Influencing for change*: engagement with Government under the BSL Act
- *Sustaining the Business*: growth of grant bidding, O&D, compliance (legal, cyber, VAT, GDPR).

## Trustees Annual Report Year ended 31 December 2022

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The outlook for registration remains very positive. NRCPD is taking affirmative action to clarify registration categories with specific focus on:

**Interpreters for Deafblind people** – resulting in an increase of two registration categories

**Communication Support Workers** – initial work to consider the regulation of this profession which is currently unregulated, but falls within our jurisdiction as CSWs are communication Professional working with d/Deaf and deafblind people

Registrant stewardship is key to the retention and growth of income from this source. Therefore, specific focus is to be paid to improving engagement processes for registrants to strengthen regulation whilst streamlining processes.

NRCPD recognises that supply pressures arising from Brexit, energy price rises, and the impact from the war in Ukraine will cause inflationary pressure. The extent to which this will impact on costs for NRCPD is not clear at this stage but the Charity believes there are sufficient financial management levers within our activity budgets to ensure there is no significant adverse effect on the business or on our core activities of registration and regulation in the near term.

At the end of 2023 work will begin on the successor strategy to Strategic Foundations.

## Trustees Annual Report Year ended 31 December 2022

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### **Statement of trustees' responsibilities**

*The trustees (who are also directors of NRCPD for the purposes of company law) are responsible for preparing the Trustees' Annual Report 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the trustees are required to:*

- *select suitable accounting policies and then apply them consistently;*
- *observe the methods and principles in the Charities SORP;*
- *make judgments and estimates that are reasonable and prudent;*
- *state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and*
- *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 company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement as to compliance of the financial statements**

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the organisation's Memorandum and Articles of Association and 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 (FRS 102).

Trustee:



Liz Duncan, Chair

Trustee:



Alan Lees, Treasurer

25/9/2023

## Trustees Annual Report Year ended 31 December 2022

---

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2022 which are set out on pages 13 to 24.

### **Responsibilities and basis of report**

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

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

### **Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

Signed:



Graham Fitzgerald BA FCA DChA  
On behalf of Azets Audit Services  
Wynyard Park House, Wynyard, Billingham, TS22 5TB

Date:

27/9/2023

**Charitable Company Statement of Financial Activities for the period  
Year ended 31 December 2022 (including Income and Expenditure  
Account)**

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Charitable activities					
Registration		376,045	-	376,045	359,952
Other income		5,500	-	5,500	930
Lottery grant income		-	10,000	10,000	-
Investment		1,352	-	1,352	334
<b>Total income</b>		<b>382,897</b>	<b>10,000</b>	<b>392,897</b>	<b>361,216</b>
<b>Expenditure on:</b>					
Charitable activities:					
Registration	2a	429,959	5,655	435,614	333,993
Other	2b	13,070	-	13,070	6,939
<b>Total expenditure</b>		<b>443,029</b>	<b>5,655</b>	<b>448,684</b>	<b>340,932</b>
<b>Net movement in funds</b>		<b>(60,132)</b>	<b>4,345</b>	<b>(55,787)</b>	<b>20,284</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		312,238	-	312,238	291,954
Transfers		-	-	-	-
<b>Total funds carried forward</b>		<b>252,106</b>	<b>4,345</b>	<b>256,451</b>	<b>312,238</b>

All operations derive from continuing activities.

**Charitable Company Balance Sheet as at 31 December 2022**

	Note	2022	2021
<b>Fixed Assets</b>			
Tangible assets	8	<u>18,321</u>	<u>27,064</u>
Total fixed assets		18,321	27,064
<b>Current assets</b>			
Debtors	9	<u>38,959</u>	<u>34,364</u>
Cash at bank and in hand		<u>400,308</u>	<u>450,778</u>
		<u>439,267</u>	<u>485,142</u>
<b>Creditors: Amounts falling due within one year</b>	10	<u>(201,137)</u>	<u>(199,968)</u>
<b>Net current assets</b>		<u>238,130</u>	<u>285,174</u>
<b>Net assets</b>		<u>256,451</u>	<u>312,238</u>
<b>Funds of the charity:</b>			
<b>Unrestricted funds:</b>			
General funds	12	<u>256,451</u>	<u>312,238</u>
<b>Total funds</b>		<u>256,451</u>	<u>312,238</u>

For the year ending 31 December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 13 to 24 were approved by the Board of Trustees and authorised for issue on 25<sup>th</sup> September 2023 and were signed on their behalf by:

Trustee:



Liz Duncan, Chair

Trustee:



Alan Lees, Treasurer

Company Number: 10510695

**Statement of cash flows**  
**Year ended 31 December 2022**

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	Note	2022 £	2021 £
<b>Net cash flows from operating activities</b>		(49,902)	48,900
<b>Cash flows from investing activities</b>			
Additions		(2,065)	(820)
<b>Net cash from investing activities</b>		<u>(51,967)</u>	<u>48,080</u>
Increase (decrease) in cash and cash equivalents in the year		(50,470)	48,080
Cash and cash equivalents at the beginning of the year		<u>450,778</u>	<u>402,698</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>400,308</b></u>	<u><b>450,778</b></u>
<b>Relating to:</b>			
Cash at bank and in hand		400,308	450,778
Short term investments		<u>-</u>	<u>-</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>400,308</b></u>	<u><b>402,698</b></u>

## Notes to the Financial Statements for the year ended 31 December 2022

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### 1. Accounting policies

#### 1a) Basis of preparation

NRCPD is a charitable company, limited by guarantee, registered in England. The address of the charity's registered office and principal place of business is Portland House, Belmont Business Park, Durham. DH1 1TW.

NRCPD meets the definition of a public benefit entity under FRS 102. The charity exists for the benefit of the public through promoting the quality, conduct and professionalism of all communication professionals working with deaf, deafened, hard of hearing and deaf blind people, and through the advancement of education in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

These financial statements have been prepared in accordance with "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), (Charities SORP (FRS 102)), and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost of transaction value, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)) and the Companies Act 2006.

#### Going concern

The charity had total funds of £256,451 as at 31 December 2022 (decrease of £55,787 from 31 December 2021) and a year-end cash balance of £400,308 (2021: £450,778).

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. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1b) Incoming resources

All income disclosed in the Statement of Financial Activities is shown on an entitlement basis.

All grant income is shown on an entitlement basis, except for restricted funds, where any income received in advance of expenditure is taken to the Statement of Financial Activities when the charity becomes unconditionally entitled to the grant.

Fees for registrations are normally invoiced in advance and those applicable to the year accounted for in the Statement of Financial Activities. Fees received during the year applicable to future periods are shown as deferred income in the balance sheet.

## **Notes to the Financial Statements for the year ended 31 December 2022**

### **1. Accounting policies (continued)**

#### **1c) Expenditure**

Resources expended are recognised in the period in which legal or constructive obligation arises and include attributable VAT, which cannot be recovered.

Resources expended are allocated to the particular activity to which the cost relates. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned based on an estimate of the staff time.

Governance costs relate to the costs associated with meeting the constitutional and statutory requirements of the charity.

#### **1d) Pension costs**

Contributions to defined contribution schemes are charged to the Statement of Financial Activities as they are incurred.

#### **1e) Funds**

Unrestricted funds are generated surpluses of the group without further specified purpose and are available as general funds.

Designated funds are unrestricted funds, earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as prescribed by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

#### **1f) Taxation**

The charity is a registered charity and is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxable Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

#### **1g) Cash at bank and in hand**

Cash at bank and cash in hand includes cash held at bank and cash held in short term investments.

#### **1h) Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 "Other Financial Instruments Issues" of FRS 102, in full to all of its financial instruments.

All of the charities financial assets and financial liabilities qualify as basis financial instruments. Basic Financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## **Notes to the Financial Statements for the year ended 31 December 2022**

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### **1. Accounting policies (continued)**

#### **Financial assets: Trade and other debtors**

Trade, group and other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in profit or loss.

#### **Financial liabilities: Trade and other creditors**

Trade, group and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

#### **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## Notes to the Financial Statements for the year ended 31 December 2022

### 2. Expenditure

#### 2a) Charitable activities

##### Unrestricted

	Registration £	2022 £	2021 £
Direct costs	128,678	128,678	95,640
Staff costs	147,352	147,352	113,250
Allocated overheads	153,929	153,929	125,03
<b>Total</b>	<b>429,959</b>	<b>429,959</b>	<b>333,993</b>

##### Restricted

	Registration £	2022 £	2021 £
Direct costs	5,655	5,655	-
<b>Total</b>	<b>5,655</b>	<b>5,655</b>	<b>-</b>

#### 2b) Governance costs – unrestricted

	2022 £	2021 £
Direct committee costs including travel	7,713	2,018
Independent Examiner's Fee	1,980	1,590
Other Costs	3,377	3,331
<b>Total</b>	<b>13,070</b>	<b>6,939</b>

## Notes to the Financial Statements for the year ended 31 December 2022

	2022 £	2021 £
<b>Analysis of allocated overheads</b>		
Staff costs including travel and welfare	67,023	43,041
Office running	47,542	34,095
Premises	8,839	24,355
Depreciation	10,808	10,797
Professional fees	14,734	8,160
Travel and subsistence	2,052	918
Insurance	1,519	1,119
Other costs	1,412	1,664
	<u>153,929</u>	<u>125,103</u>

### 3. Net incoming resources is after charging:

	2022 £	2021 £
Independent Examiner's Fee	1,980	1,590
	<u>1,980</u>	<u>1,590</u>

### 3. Staff costs

	2022 £	2021 £
Salaries	174,881	140,766
Employer's National Insurance	10,754	8,762
Employer's Pension Contributions	3,827	5,081
	<u>189,462</u>	<u>154,609</u>
Recruitment fees	24,654	1,332
	<u>214,116</u>	<u>155,940</u>

The average number of employees during the year was 6. (2021: 6)

No employees received annual emoluments exceeding £60,000.

#### Key management personnel

The key management personnel of the charity comprise the Trustees and Director. The total employee benefits of the key management personnel of the charity were £54,868 (2021: £55,770).

## Notes to the Financial Statements for the year ended 31 December 2022

### 4. Pension costs

The charge to SOFA is the amount of the contributions payable.  
The amount of contributions outstanding at the year end was £804 (2021: £2,061).

### 5. Indemnity insurance

The Charity has Professional Liability Insurance cover for Trustees, committee members and staff via Aviva Insurance Limited Associations and Charities Policy.

The limit of Indemnity in any one year is £500,000 for which a premium of £515 was paid (2021: £522 for £5,000,000) and was renewed for 2022.

### 6. Trustees remuneration and disbursement of expenses

The Articles of Association permit the payment of fees and expenses to trustees when acting as examiners and trainers, etc, where such expertise is in short supply.

There were no trustees who were reimbursed travel and subsistence expenses in 2022 for attendance at trustee meetings and other events (2021: Nil).

8. Tangible fixed assets	Computer Software	Office Equipment	Computer Equipment	Total
<b>Cost</b>				
<b>As at 1st Jan 2022</b>	37,060	2,953	12,449	52,462
<b>Additions</b>	-	-	2,065	2,065
<b>Disposals</b>	-	-	-	-
<b>As at 31st Dec 2022</b>	37,060	2,953	14,514	53,527
<b>Depreciation</b>				
<b>As at 1st Jan 2022</b>	15,179	1,453	8,766	25,398
<b>Charge for the year</b>	7,412	591	2,805	10,808
<b>Disposals</b>	-	-	-	-
<b>As at 31st Dec 2022</b>	22,591	2,044	11,571	36,206
<b>Net Book Value</b>				
<b>As at 31st Dec 2022</b>	14,469	909	2,943	18,321
<b>As at 31st Dec 2021</b>	21,881	1,500	3,683	27,064

## Notes to the Financial Statements for the year ended 31 December 2022

### 9. Debtors

	2022 £	2021 £
Trade debtors	34,488	29,869
Prepayments	4,471	4,495
	<u>38,959</u>	<u>34,364</u>

### 10. Creditors

	2022 £	2021 £
Trade Creditors	14,848	13,056
Other Tax and Social Security	3,767	5,754
Accruals	3,479	1,851
Deferred Income	179,043	179,217
	<u>201,137</u>	<u>199,878</u>
<b>Amount deferred in current period</b>	<u>179,043</u>	<u>179,217</u>
<b>Deferred income at 31 December 2022</b>	<u>179,043</u>	<u>179,217</u>

Deferred income relates to registration fees invoiced in advance and a lottery grant receipt which was partly utilised in 2022.

### 11. Financial instruments

The carrying amounts of the Charity's financial instruments at 31 December 2022 were:

	2022 £	2021 £
<b>FINANCIAL ASSETS</b>		
Debt instruments measured at amortised cost:		
Trade Debtors	34,488	29,869
<b>TOTAL</b>	<u>34,488</u>	<u>29,869</u>
<b>FINANCIAL LIABILITIES</b>		
Measured at amortised cost:		
Trade Creditors	14,848	13,056
Accruals	3,479	1,590
<b>TOTAL</b>	<u>18,327</u>	<u>14,646</u>

## Notes to the Financial Statements for the year ended 31 December 2022

### 12. Movements in funds year ended 31 December 2022

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	312,238	382,897	443,029		252,106
<b>Restricted funds:</b>					
National Lottery Fund		10,000	5,655		4,345
<b>Total funds</b>	<b>312,238</b>	<b>392,897</b>	<b>448,684</b>		<b>256,451</b>

### Movements in funds year ended 31 December 2021

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	291,954	361,216	340,932		312,238
<b>Total funds</b>	<b>291,954</b>	<b>361,216</b>	<b>340,932</b>		<b>312,238</b>

### 13. Members liability

The company is limited by guarantee and in the event of the winding up of the company, the liability of its members is limited to £1.

### 14. Related party transactions

Sarah Haynes, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2021: £234) and the balance at 31 December 2022 was £nil (2021: £nil).

Elisabetta Cordaro, a trustee, is also a registered Speech to Text Reporter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £177 (2021: £177) and the balance at 31 December 2022 was £nil (2021: £nil).

James Fitzgerald, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £234 (2021: £234) and the balance at 31 December 2022 was £nil (2021: nil).

Frank Harrington, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2021: £234) and the balance at 31 December 2022 was £nil (2021: £nil).

## Notes to the Financial Statements for the year ended 31 December 2022

### 15. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net movement in funds	(55,787)	20,284
Depreciation	10,808	11,751
Decrease (Increase) in debtors	(5,282)	(2,827)
Increase in creditors	1,169	20,636
	<u>49,092</u>	<u>48,900</u>
Net cash inflow from operating activities	49,092	48,900

### 16. Analysis of net assets between funds, year ended 31 December 2022

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2022 as represented by:			
Investment assets	18,321	-	18,321
Current assets	434,922	4,345	439,267
Current liabilities	(201,137)	-	(201,137)
	<u>252,106</u>	<u>4,345</u>	<u>256,451</u>

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2021 as represented by:			
Investment assets	27,064	-	27,064
Current assets	485,142	-	485,142
Current liabilities	(199,968)	-	(199,968)
	<u>312,238</u>	<u>-</u>	<u>312,238</u>

### 17. Controlling party

NRCPD Trustees are the only Members of the Charity and are the Company Directors for the purposes of the Companies Act 2006. There are no ultimate controlling parties or Persons with Significant Control.

**NRCPD**

England & Wales - Charity number 1170904

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# Accounts

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# **NRCPD**

(A company limited by guarantee)

## **UNAUDITED FINANCIAL STATEMENTS**

Year ended 31 December 2021

Charity No: 1170904  
Company No: 10510695

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## Reference and administrative details of the Charity, its Trustees and Advisers

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### Status

The organisation first became a registered charity in December 2016 and is a company limited by guarantee.

### Directors

E M Duncan  
F J Harrington  
S L Haynes (Resigned 31st March 2022)  
D Marshall  
R MacQueen  
H Maxwell-Hyslop  
J T Fitzgerald  
E Cordaro  
A Lees  
B H Palmer

### Secretary

NRM Hawthorn

### Key Management Personnel

NRM Hawthorn

### Registered office and principal address

Richard Annand VC House, Unit 18 Mandale Business Park, Belmont Industrial Estate,  
Durham, DH1 1TH

### Independent Examiner

Azets Audit Services, Wynyard Park House, Wynyard Avenue, Wynyard, TS22 5TB

### Principal bankers

Natwest Bank Plc, 12 Market Place, Durham, DH1 3NG.

### Solicitors

Lupton Fawcett LLP, Stamford House, Piccadilly, York. YO1 9PP.

# Trustees Annual Report

## Year ended 31 December 2021

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Charity No: 1170904  
Company No: 10510695

The trustees, who are directors of the charity for the purposes of company law, present their report and the unaudited financial statements for the period from 1 January 2021 to 31 December 2021.

### **Structure, governance and management**

The charitable company incorporated on 5 December 2016, commenced trading on 1 January 2017, and is organised through a Board of Trustees through whom all business is conducted.

The charitable company's governing documents are its Memorandum and Articles of Association dated 31 December 2019.

Trustees are eligible to serve up to two terms of four years each. Trustees are generally recruited through open advertising against the skills and experience needs of the board.

Induction sessions are held for new trustees upon appointment which includes an update presentation and attendance at training. New trustees are provided with an induction pack which includes issues of "charitable purpose" and "public benefit".

Trustees are satisfied that NRCPD meets the criteria of our charitable objects and of "public benefit".

Day to day management of the charity in the period was delegated to the Chief Executive, Marcus Hawthorn.

### **Objectives and principal activities**

#### **The charity's aims**

NRCPD's objects are:

- To promote the needs of and protect deaf, deafened, hard of hearing and deaf blind people, by promoting the quality, conduct and professionalism of all communication professionals; and
- The advancement of education, for the benefit of the public in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

We do this by regulating communication professionals working with deaf and deafblind people throughout the UK, and by raising awareness of the barriers to inclusion faced by deaf and deafblind people.

## Trustees Annual Report Year ended 31 December 2021

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### The charity's beneficiaries

Deaf, deafened, hard of hearing and deafblind people benefit from NRCPD's work as well as anyone who is communicating with deaf, deafened, hard of hearing and deafblind people.

Equal access to our services is important to us and we work throughout the UK to ensure that provision is as widespread as possible.

NRCPD was established to regulate and standardise communication support used between deaf, deafened, hard of hearing, deafblind and hearing people. NRCPD responds to the needs of beneficiaries through engagement with stakeholders, deaf individuals and organisations and through representation on the Board of Trustees.

We have referred to the Charity Commission's general guidance of public benefit when reviewing our objectives and in developing our strategic and operational plans. The current strategy for 2021-23 *Strategic Foundations* was launched in April 2021:

*Our Vision:* a society where excellence in language services empowers unlimited inclusion for d/Deaf\* and deafblind people.

*Our Purpose:* maintain trusted standards of language services between deaf and hearing people and work with others to raise awareness of the communication barriers that limit inclusion for d/Deaf\* and deafblind people.

The strategy sets out six strategic aims:

- Understand our stakeholders
- Strengthen Regulation
- Develop the Professions
- Build Networks
- Influence for Change
- Sustain the Business

The strategy is reviewed annually to ensure all activities remain in line with the aims of the charity as business conditions change.

Pay and remuneration setting for key management personnel is undertaken by the Chair who looks at affordability, benchmarking, changes in roles and responsibilities, and market forces, with support from the Board of Trustees.

# Trustees Annual Report

## Year ended 31 December 2021

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### Strategic Report

#### Achievements and performance

In the year to 31 December 2021 the main achievements for NRCPD have been:

#### Operations

##### Understanding Stakeholders

Our in-person outreach program was paused by Covid but in the course of the year we held a number of remote outreach events and in the Autumn held a series of focus groups with Deaf people. We also contributed to or participated in several conferences and webinars arranged by the various professional associations: ASLI, VLP, ALAS, ANP amongst others. As Covid pressures ease into 2022 we intend to restart the in-person outreach again. In 2022, the intention is to continue with a program of focus groups and to hire a cultural outreach worker so we are permanently engaging with Deaf and deafblind people.

##### Strengthening regulation

We have expanded our regulation to a new register for relay intralingual interpreters. We have worked closely throughout the year on the development of the requirement for the national Police language services procurement framework which requires professionals to be registered with NRCPD. We published our first annual summary of complaints report to communicate prevalent causes of complaints raised to assist in professional development and training. We have initiated the necessary legal work to revise the current Complaints Procedure which will deliver in the course of 2022. And to further strengthen our regulatory function we will be establishing a dedicated professional conduct team separate from registration services in 2022.

##### Developing the Professions

We have started compiling, and developing where required, a suite of practice policy and guidance documents to assist professionals with a consistent and accessible body of core practice knowledge. This will assist both in day-to-day practice and in applying the Code of Conduct. The first versions of these will be delivered during 2022. We are working in conjunction with the professional associations on this and are also looking at tailored guidance for trainees and for professionals in their first three years post-qualification.

We were successful in obtaining a £10,000 National Lottery grant this year which we will deploy in 2022 to train an additional 20 or so STTRs and Notetakers to enable them to come on the register. In 2022, we intended to work with other key charities to mobilise training uptake and registrations in the role of Interpreter for Deafblind people which has been stagnant for a decade or so.

##### Building Networks

We have successfully developed our sector networks on the back of our campaigning this year, notably #whereistheinterpreter and BSL Act Now! and also the parallel policy and marketing peer networks. NRCPD's emergence as an independent voice in the sector has been enabled by the clear strategic statement of vision and mission we have set out, and our willingness to partner with other organisations on matters of common interest.

# Trustees Annual Report

## Year ended 31 December 2021

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### Influencing for change

2021 saw the continuation of our active influence with government departments on their procurement plans for language services. Constant and regular contact was maintained throughout the year with MoJ, national Police, NHS and the Crown Commercial Services to help shape their policies and to improve the provision of language services in the public sector. We have also continued to work with the NHS Rapid Review of BSL team on their further work to develop a better Accessible Information Standard. Towards the end of the year that extended to the Cabinet Office within the scope of the BSL Bill campaign. We continue to respond to concerns raised to us about the way some public bodies eg NHS trusts, and some agencies do business by writing to them to encourage better practice – such approaches are generally received well and acted upon.

We ran a campaign in early 2021 to get the NHS to vaccinate the BSL interpreters it works with at the same priority of the frontline health staff alongside whom they work. In June 2021 we joined the BDA, RNID and Signhealth in the BSL Act Now! campaign to campaign for a BSL Bill to go through parliament resulting in the BSL Act passing successfully into law in May 2022. We will continue to be part of the advisory framework for government going forward.

### Sustaining the business.

This is the fifth year of trading for NRCPD and the priority has been recovering to Pre-Covid levels of registrations and professional conduct complaints processes. With almost complete absence of in-person meetings and training externally, and internal meetings limited by Covid restrictions and guidelines, the Charity has adapted successfully to predominantly remote working, although office working has increased towards the end of the year. This rebalancing to blended working has been welcomed by staff and is now embedded in our practices. The special measures for registrant's fees (e.g. payment plans) have remained in place but as work for professionals recovers, these are increasingly less used which is an encouraging sign. There have been no reportable incidents regarding HSE, ICO, Companies House or the Charity Commission. Registration growth has begun to recover to pre-covid levels and there was little underlying cost inflation of note during the year.

### **Registration**

The NRCPD voluntary registration service existed as part of CACDP from 2009 until 31 December 2016 and since 2017 as a separate charity. We have historically seen year on year increases in registrations and this has continued in 2021 – annual average is 60. Growth in 2021 (50, up from 27 in 2020) suggests a gradual return to pre-Covid conditions. This is further borne out by ahead of target growth of 51 just in Q1 2022.

At 31/12/2016 = 1365

At 31/12/2017 = 1428

At 31/12/2018 = 1551

At 31/12/2019 = 1631 (\*1590)

At 31/12/2020 = 1617\*

At 31/12/2021 = 1667

*\*From 2020 onwards register figures are adjusted for people registered in more than one profession. The adjusted figure for 2019 is included for comparison and shows register growth of 27 (1.7%) for 2020. Figures reported in previous years were unadjusted (italics).*

# Trustees Annual Report

## Year ended 31 December 2021

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### Financial review

The return of higher registration growth and the relaxing of Covid restrictions meant a return to higher activity levels in 2021. Inflationary pressure has been limited with our retained specialist services such as HR, and IT as well as our office rental staying at 2020 rates. The increase in IT costs relates to staff increases and increased development activity rather than higher charging of IT support per se.

Our upskilling in the complaints team has led to complaints costs remaining within manageable levels within the overall outturn for the year. Although there has been little sign of inflationary pressures on our overheads in 2021 (and Q1 2022), we expect the high energy prices through 2022 to feed through late in 2022 and 2023. We expect inflationary pressures to be reflected also in the factors around the annual inflation-based staff pay review.

There was some staff turnover towards the end of the year that required careful management of specialist roles – this will continue into 2022 as the dedicated professional conduct and complaints team is established. We hired a practice policy officer part-time as per plan. We had intended to hire an additional staff member as the public affairs/public policy officer but this was deferred for budget management reasons with the activity managed in other ways. This is still planned for in 2022. Overall, staff FTE remained the same in 2021 but when recruiting concludes in early 2022 will see a 1.5xFTE increase.

After receiving a Covid-grant in 2020 and a National Lottery grant in 2021, we conducted a review of Grant Fundraising opportunities which identified five priority projects that could be realistically bid for. One of these is a cultural outreach role which will be taken forward in 2022.

In sum, careful budget management, public confidence, building and a restoration of the market post Covid, has resulted in a £20,284 surplus outturn in 2021 and registration growth in excess of forecast (3.1% against target of 3%). Once again therefore NRCPD has managed to spend more on charitable activity whilst also maintaining an inflation-based pay rise for staff and keeping registration fees static. This will continue to be the baseline finance strategy so that inflation and increased activity is covered by growth and not with fee rises, though we continue to keep this under review.

Debtor and creditor figures (respectively fees owed and mainly fees in advance) remain stable as a proportion of income.

### KPIs

The Board monitors performance on the following indicators for 2021:

- Free reserve levels – above £128k (£285,174 achieved).
- Current ratio – above 1.5 (2.43 at year end)
- Register growth - 3% or higher (3.1%)
- Net surplus/deficit – net surplus (£20,284 surplus achieved)

### Principal risks and uncertainties

Trustees review risks annually to identify and grade all known risks to the charity as part of the annual planning cycle. Appropriate mitigating actions are identified, and the effectiveness of these actions monitored. The process is overseen by the Board of Trustees.

# Trustees Annual Report

## Year ended 31 December 2021

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The Board consider these are the key near- and medium-term risks for NRCPD:

- Financial sustainability regarding advice on VAT exemption
- Ongoing compliance risk: specifically, an ET claim
- Loss of key personnel.

### Reserves

NRCPD currently has one unrestricted reserve – an unrestricted General Reserve. There is a need to maintain a level of general reserves to enable the charity to cope with a variety of events, either day to day or exceptional. As such it is important to balance the need to spend the reserved income of the charity with the potential risks that may be faced in the future.

### Maintenance of reserves levels

NRCPD maintains unrestricted reserves at a level to cover unforeseen emergency costs or fall in income arising from business interruption or cessation, costs from complex misconduct complaint cases or external environmental factors.

Trustees reviewed the required reserve levels in February 2021 and have set a minimum of £128,000 for the end of 2021.

Trustees will not now approve any annual budget that will reduce unrestricted reserves below this level.

Free reserve levels (net funds less fixed assets) at 31 December 2021 were £285,174 which is £157,174 in excess of the minimum target level. The additional reserve funds will contribute to developing NRCPD capability and activity under the new strategy ('Strategic Foundations') in 2021-3, in pursuit of our charitable objectives.

### The Future

Future activities in 2022 will concentrate on delivering against the strategy *Strategic Foundations*, most significantly in these areas:

- *Understanding Stakeholders*: Deaf community engagement
- *Strengthening regulation*: delivering the revised complaints process
- *Developing the professions*: core guidance and revised guidance for trainees and for newly qualified professionals
- *Building networks*: establishing additional stakeholder forums in parallel to the practitioners forum
- *Influencing for change*: engagement with Government under the BSL Act
- *Sustaining the Business*: growth of grant bidding, O&D, compliance (legal, cyber, VAT, GDPR).

The outlook for registration remains very positive: the growth target of 3% for 2022 was already reached by the end of Q1, so there is high confidence that income growth will be ahead of target, and similar to pre-Covid. This suggests that the training pipeline has recovered and that NRCPD's increased positive profile and policy activity has further bolstered confidence in the Charity.

## **Trustees Annual Report Year ended 31 December 2021**

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The charity believes any residual Covid-19 effects on the economy will not affect NRCPD, but supply pressures arising from Brexit and the energy price rises, and war in Ukraine will cause inflationary pressure. The extent to which this will impact on costs for NRCPD is not clear at this stage, but the Charity believes there are sufficient financial management levers within our activity budgets to ensure there is no significant adverse effect on the business or on our core activities of registration and regulation in the near term.

At the end of 2022 work will begin on the successor strategy to Strategic Foundations.

### **Statement of trustees' responsibilities**

The trustees (who are also directors of NRCPD for the purposes of company law) are responsible for preparing the Trustees' Annual Report 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Trustees Annual Report Year ended 31 December 2021

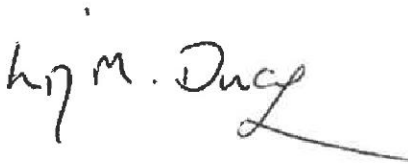
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### Statement as to compliance of the financial statements

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the organisation's Memorandum and Articles of Association and 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 (FRS 102).

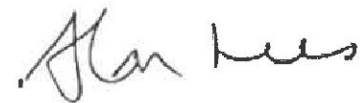
Approved by a meeting of the Board of Trustees on 30<sup>th</sup> May 2022 and signed on their behalf by:

Trustee:

A handwritten signature in black ink that reads "Liz M. Duncan". The signature is written in a cursive style with a long horizontal flourish at the end.

Liz Duncan, Chair

Trustee:

A handwritten signature in black ink that reads "Alan Lees". The signature is written in a cursive style with a long horizontal flourish at the end.

Alan Lees, Treasurer

## **Independent Examiner's Report to the Trustees of NRCPD (A Company Limited By Guarantee)**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2021 which are set out on pages 13 to 25.

### **Responsibilities and basis of report**

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

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

### **Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

Signed:

*Azets Audit Services*

Graham Fitzgerald BA FCA DChA  
On behalf of Azets Audit Services  
Wynyard Park House, Wynyard, Billingham, TS22 5TB

Date:

*29 June 2022*

**Charitable Company Statement of Financial Activities for the period  
Year ended 31 December 2021 (including Income and Expenditure  
Account)**

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Charitable activities					
Registration		359,952	0	359,952	350,716
Other income (Grant)		930	0	930	10,000
Investment		334	0	334	1,156
<b>Total income</b>		<b>361,216</b>	<b>0</b>	<b>361,216</b>	<b>361,872</b>
<b>Expenditure on:</b>					
Charitable activities:					
Registration	2a	333,993	0	333,993	261,549
Other	2b	6,939	0	6,939	9,616
<b>Total expenditure</b>		<b>340,932</b>	<b>0</b>	<b>340,932</b>	<b>271,165</b>
<b>Net movement in funds</b>		<b>20,284</b>	<b>0</b>	<b>20,284</b>	<b>90,707</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		291,954	0	291,954	201,247
Transfers		0	0	0	0
<b>Total funds carried forward</b>		<b>312,238</b>	<b>0</b>	<b>312,238</b>	<b>291,954</b>

All operations derive from continuing activities.

**Charitable Company Balance Sheet as at 31 December 2021**

	Note	2021	2020	
<b>Fixed Assets</b>				
Tangible assets	8	<u>27,064</u>	<u>37,051</u>	
Total fixed assets		27,064		37,051
<b>Current assets</b>				
Debtors	9	34,364	31,537	
Cash at bank and in hand		<u>450,778</u>	<u>402,698</u>	
		<u>485,142</u>	<u>434,235</u>	
<b>Creditors: Amounts falling due within one year</b>	10	<u>(199,968)</u>	<u>(179,332)</u>	
<b>Net current assets</b>		<u>285,174</u>	<u>254,903</u>	
<b>Net assets</b>		<u>312,238</u>	<u>291,954</u>	
<b>Funds of the charity:</b>				
<b>Unrestricted funds:</b>				
General funds	12	<u>312,238</u>	<u>291,954</u>	
<b>Total funds</b>		<u>312,238</u>	<u>291,954</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2021.

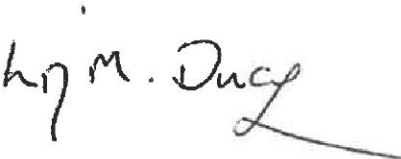
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

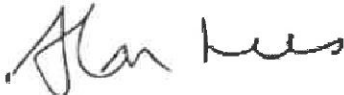
The financial statements on pages 13 to 25 were approved by the Board of Trustees and authorised for issue on 30<sup>th</sup> May 2022 and were signed on their behalf by:

Trustee:

Handwritten signature of Liz Duncan in black ink, appearing as 'Liz M. Duncan'.

Liz Duncan, Chair

Trustee:

Handwritten signature of Alan Lees in black ink, appearing as 'Alan Lees'.

Alan Lees, Treasurer

**Statement of cash flows**  
**Year ended 31 December 2021**

	Note	2021 £	2020 £
<b>Net cash flows from operating activities</b>	15	48,900	107,379
<b>Cash flows from investing activities</b>			
Additions		(820)	(18,581)
<b>Net cash from investing activities</b>		<u>48,080</u>	<u>88,798</u>
Increase in cash and cash equivalents in the year		48,080	88,798
Cash and cash equivalents at the beginning of the year		<u>402,698</u>	<u>313,900</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>450,778</b></u>	<u><b>402,698</b></u>
<b>Relating to:</b>			
Cash at bank and in hand		450,778	402,698
Short term investments		<u>-</u>	<u>-</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>450,778</b></u>	<u><b>402,698</b></u>

## 1. Accounting policies

### 1a) Basis of preparation

NRCPD is a charitable company, limited by guarantee, registered in England. The address of the charity's registered office and principal place of business is Richard Annand VC House, Unit 18 Mandale Business Park, Belmont Industrial Estate, Durham, DH1 1TH.

NRCPD meets the definition of a public benefit entity under FRS 102. The charity exists for the benefit of the public through promoting the quality, conduct and professionalism of all communication professionals working with deaf, deafened, hard of hearing and deaf blind people, and through the advancement of education in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

These financial statements have been prepared in accordance with "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), (Charities SORP (FRS 102)), and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost of transaction value, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)) and the Companies Act 2006.

### Going concern

The charity had total funds of £312,238 as at 31 December 2021 (increase of £20,284 from 31 December 2020) and a year-end cash balance of £450,778 (2020: £402,698).

Operations in 2021 have been less impacted by Covid-19 than previously and the charity has retained a strong level of cash reserves and anticipates a surplus in the year ended 31 December 2021 and a return to pre-Covid growth levels in 2022.

As a result of the Covid-19 pandemic, the forecasts have been updated to factor in the expected level of income and expenditure, to confirm that the charity has sufficient cash for the organisation to continue for at least 12 months from the date these financial statements are signed. Forecasts show that the charity will maintain sufficient cash funds to continue to operate.

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. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1b) Incoming resources

All income disclosed in the Statement of Financial Activities is shown on an entitlement basis.

All grant income is shown on an entitlement basis, except for restricted funds, where any income received in advance of expenditure is taken to the Statement of Financial Activities when the charity becomes unconditionally entitled to the grant.

Fees for registrations are normally invoiced in advance and those applicable to the year accounted for in the Statement of Financial Activities. Fees received during the year applicable to future periods are shown as deferred income in the balance sheet.

## 1. Accounting policies (continued)

### 1c) Expenditure

Resources expended are recognised in the period in which legal or constructive obligation arises and include attributable VAT, which cannot be recovered.

Resources expended are allocated to the particular activity to which the cost relates. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned based on an estimate of the staff time.

Governance costs relate to the costs associated with meeting the constitutional and statutory requirements of the charity.

### 1d) Pension costs

Contributions to defined contribution schemes are charged to the Statement of Financial Activities as they are incurred.

### 1e) Funds

Unrestricted funds are generated surpluses of the group without further specified purpose and are available as general funds.

Designated funds are unrestricted funds, earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as prescribed by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

### 1f) Taxation

The charity is a registered charity and is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxable Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

### 1g) Cash at bank and in hand

Cash at bank and cash in hand includes cash held at bank and cash held in short term investments.

### 1h) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 "Other Financial Instruments Issues" of FRS 102, in full to all of its financial instruments.

All of the charities financial assets and financial liabilities qualify as basis financial instruments. Basic Financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## 1. Accounting policies (continued)

### **Financial assets: Trade and other debtors**

Trade, group and other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in profit or loss.

### **Financial liabilities: Trade and other creditors**

Trade, group and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

### **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

# Notes to the Financial Statements for the year ended 31 December 2021

## 2. Expenditure

### 2a) Charitable activities - unrestricted

	Registration £	2021 £	2020 £
Direct costs	95,640	95,640	43,531
Staff costs	113,250	113,250	82,287
Allocated overheads	125,103	125,103	135,731
<b>Total</b>	<b>333,993</b>	<b>333,993</b>	<b>261,549</b>

### 2b) Governance costs – unrestricted

	2021 £	2020 £
Direct committee costs including travel	2,018	5,186
Independent Examiner's Fee	1,590	1,500
Other Costs	3,331	2,930
<b>Total</b>	<b>6,939</b>	<b>9,616</b>

	2021 £	2020 £
Staff costs including travel and welfare	43,041	52,796
Office running	34,095	36,580
Premises	24,355	15,373
Depreciation	10,797	10,646
Professional fees	8,160	13,615
Travel and subsistence	918	1,503
Insurance	1,119	1,181
Other costs	1,664	4,037
	<b>125,103</b>	<b>135,731</b>

## Notes to the Financial Statements for the year ended 31 December 2021

### 3. Net incoming resources is after charging:

	2021 £	2020 £
Independent Examiner's Fee	1,590	1,500
	<hr/>	<hr/>
	1,590	1,500

### 3. Staff costs

	2021 £	2020 £
Salaries	140,766	123,427
Employer's National Insurance	8,762	7,033
Employer's Pension Contributions	5,081	4,551
	<hr/>	<hr/>
	154,608	135,011
Recruitment fees	1,332	72
	<hr/>	<hr/>
	155,940	135,083

The average number of employees during the year was 6. (2020: 5)

No employees received annual emoluments exceeding £60,000.

#### Key management personnel

The key management personnel of the charity comprise the Trustees and Chief Executive. The total employee benefits of the key management personnel of the charity were £55,770 (2020: £57,372).

### 4. Pension costs

The charge to SOFA is the amount of the contributions payable.

The amount of contributions outstanding at the yearend was £2,061 (2020: £884).

### 5. Indemnity insurance

The Charity has Professional Liability Insurance cover for Trustees, committee members and staff via AXA Insurance UK PLC Associations and Charities Policy.

The limit of Indemnity in any one year is £500,000 for which a premium of £522 was paid (2020: £512 for £1,000,000) and was renewed for 2022.

### 6. Trustees remuneration and disbursement of expenses

The Articles of Association permit the payment of fees and expenses to trustees when acting as examiners and trainers, etc, where such expertise is in short supply.

There were no trustees who were reimbursed travel and subsistence expenses in 2021 for attendance at trustee meetings and other events (2020: £442 to 8 trustees).

## Notes to the Financial Statements for the year ended 31 December 2021

8. Tangible fixed assets	Computer Software	Office Equipment	Computer Equipment	Total
<b>Cost</b>				
<b>As at 1st Jan 2021</b>	37,060	2,953	10,685	50,698
<b>Additions</b>	0	0	1,764	1,764
<b>Disposals</b>	0	0	0	0
<b>As at 31st Dec 2021</b>	37,060	2,953	12,449	52,462
<b>Depreciation</b>				
<b>As at 1st Jan 2021</b>	7,767	862	5,008	13,637
<b>Charge for the year</b>	7,412	591	3,758	10,807
<b>Disposals</b>	0	0	0	0
<b>As at 31st Dec 2021</b>	15,179	1,453	8,766	24,444
<b>Net Book Value</b>				
<b>As at 31st Dec 2021</b>	21,881	1,500	3,683	27,064
<b>As at 31st Dec 2020</b>	29,293	2,091	5,667	37,051

## 9. Debtors

	2021 £	2020 £
Trade debtors	29,869	27,395
Prepayments	4,495	4,142
	<u>34,364</u>	<u>31,537</u>

## Notes to the Financial Statements for the year ended 31 December 2021

### 10. Creditors

	2021 £	2020 £
Trade Creditors	13,056	7,774
Other Tax and Social Security	5,754	3,973
Accruals	1,851	4,613
Deferred Income	<u>179,217</u>	<u>162,972</u>
	<u>199,878</u>	<u>179,332</u>
<b>Amount deferred in current period</b>	<u>179,217</u>	<u>162,972</u>
<b>Deferred income at 31 December 2021</b>	<u>179,217</u>	<u>162,972</u>

Deferred income relates to registration fees invoiced in advance and a lottery grant receipt which will be utilised in 2022.

### 11. Financial instruments

The carrying amounts of the Charity's financial instruments at 31 December 2021 were:

	2021 £	2020 £
<b>FINANCIAL ASSETS</b>		
Debt instruments measured at amortised cost:		
Trade Debtors	<u>29,869</u>	<u>27,395</u>
<b>TOTAL</b>	<u>29,869</u>	<u>27,395</u>
<b>FINANCIAL LIABILITIES</b>		
Measured at amortised cost:		
Trade Creditors	13,056	7,774
Accruals	<u>1,851</u>	<u>4,613</u>
<b>TOTAL</b>	<u>14,907</u>	<u>12,387</u>

## Notes to the Financial Statements for the year ended 31 December 2021

### 12. Movements in funds year ended 31 December 2021

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	291,954	361,216	340,932		312,238
<b>Total unrestricted funds</b>	<b>291,954</b>	<b>361,216</b>	<b>340,932</b>	<b>0</b>	<b>312,238</b>
<b>Total funds</b>	<b>291,954</b>	<b>361,216</b>	<b>340,932</b>	<b>0</b>	<b>312,238</b>

### Movement in funds year ended 31 December 2020

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	201,247	361,872	271,165		291,954
<b>Total unrestricted funds</b>	<b>201,247</b>	<b>361,872</b>	<b>271,165</b>	<b>0</b>	<b>291,954</b>
<b>Total funds</b>	<b>201,247</b>	<b>361,872</b>	<b>271,165</b>	<b>0</b>	<b>291,954</b>

### 13. Members liability

The company is limited by guarantee and in the event of the winding up of the company, the liability of each of its members is limited to £1.

### 14. Related party transactions

Sarah Haynes, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2020: £234) and the balance at 31 December 2021 was £nil (2020: £nil).

Elisabetta Cordaro, a trustee, is also a registered Speech to Text Reporter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £177 (2020: £177) and the balance at 31 December 2021 was £nil (2020: £nil).

James Fitzgerald, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £234 (2020: £234) and the balance at 31 December 2021 was £nil (2020: nil).

Francis Harrington, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2020: £234) and the balance at 31 December 2021 was £nil (2020: £nil).

## Notes to the Financial Statements for the year ended 31 December 2021

### 15. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net movement in funds	20,284	90,707
Depreciation	11,751	10,646
Decrease (Increase) in debtors	(2,827)	2,373
Increase in creditors	20,636	3,653
Net cash inflow from operating activities	48,900	107,379

### 16. Analysis of net assets between funds, year ended 31 December 2021

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2021 as represented by:			
Investment assets	27,064	0	27,064
Current assets	485,142	0	485,142
Current liabilities	(199,968)	0	(199,968)
	321,238	0	321,238

### Analysis of net assets between funds year ended 31 December 2020

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2020 as represented by:			
Investment assets	37,051	0	37,051
Current assets	434,235	0	434,235
Current liabilities	(179,332)	0	(179,332)
	291,954	0	291,954

### 17. Controlling party

NRCPD Trustees are the only Members of the Charity and are the Company Directors for the purposes of the Companies Act 2006. There are no ultimate controlling parties or Persons with Significant Control.



**NRCPD**

England & Wales - Charity number 1170904

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# Accounts

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# **NRCPD**

(A company limited by guarantee)

## **UNAUDITED FINANCIAL STATEMENTS**

Year ended 31 December 2020

Charity No: 1170904  
Company No: 10510695

# Contents

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## Reference and administrative details of the Charity, its Trustees and Advisers

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### Status

The organisation first became a registered charity in December 2016 and is a company limited by guarantee.

### Directors

E M Duncan  
F J Harrington  
S L Haynes  
H Maxwell-Hyslop  
J T Fitzgerald  
E Cordaro  
A Lees  
B Palmer (appointed February 2020)  
D Marshall (appointed February 2021)  
R MacQueen (appointed February 2021)

### Secretary

NRM Hawthorn

### Key Management Personnel

NRM Hawthorn

### Registered office and principal address

Richard Annand VC House, Unit 18 Mandale Business Park, Belmont Industrial Estate,  
Durham, DH1 1TH

### Independent Examiner

Azets Audit Services, Wynyard Park House, Wynyard Avenue, Wynyard, TS22 5TB

### Principal bankers

Natwest Bank Plc, 12 Market Place, Durham, DH1 3NG.

### Solicitors

Lupton Fawcett LLP, Stamford House, Piccadilly, York. YO1 9PP.

# **Trustees Annual Report Year ended 31 December 2020**

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Charity No: 1170904  
Company No: 10510695

The trustees, who are directors of the charity for the purposes of company law, present their report and the unaudited financial statements for the year ended 31 December 2020.

## **Structure, governance and management**

The charitable company incorporated on 5 December 2016, commenced trading on 1 January 2017, and is organised through a Board of Trustees through whom all business is conducted.

The charitable company's governing documents are its Memorandum and Articles of Association dated 31 December 2019.

Trustees are eligible to serve up to two terms of four years each. Trustees are generally recruited through open advertising against the skills and experience needs of the Board.

Induction sessions are held for new trustees upon appointment which includes an update presentation and attendance at training. New trustees are provided with an induction pack which includes issues of "charitable purpose" and "public benefit".

Trustees are satisfied that NRCPD meets the criteria of our charitable objects and of "public benefit".

Day to day management of the charity in the period was delegated to the Executive Director, Marcus Hawthorn.

## **Objectives and principal activities**

### **The charity's objects**

NRCPD's objects are:

- To promote the needs of and protect deaf, deafened, hard of hearing and deaf blind people, by promoting the quality, conduct and professionalism of all communication professionals; and
- The advancement of education, for the benefit of the public in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

We do this by regulating communication professionals working with deaf and deafblind people throughout the UK, and by raising awareness of the barriers to access faced by deaf and deafblind people.

### **The charity's beneficiaries**

Deaf, deafened, hard of hearing and deafblind people benefit from NRCPD's work as well as anyone who is communicating with deaf, deafened, hard of hearing and deafblind people.

Equal access to our services is important to us and we work throughout the UK to ensure that provision is as widespread as possible.

## **Trustees Annual Report Year ended 31 December 2020**

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NRCPD was established to regulate and standardise communication support used between deaf, deafened, hard of hearing, deafblind and hearing people. NRCPD responds to the needs of beneficiaries through engagement with stakeholders, deaf individuals and organisations, and through representation on the Board of Trustees.

We have referred to the Charity Commission's general guidance of public benefit when reviewing our objectives and in developing our strategic and operational plans. The current strategic plan concludes at the end of 2020 and a strategy for 2021-23 was launched in April 2021. The current strategy is reviewed annually to ensure all activities remain in line with the aims of the charity as business conditions change.

Pay and remuneration setting for key management personnel is undertaken by the Chair with support from the Board of Trustees who looked at affordability, benchmarking, changes in roles and responsibilities, and market forces.

### **Strategic Report**

#### **Achievements and performance**

In the year to 31 December 2020 the main achievements for NRCPD have been:

##### **Operations**

This is the fourth year of trading for NRCPD and the priority has been establishing the charity in new premises and transitioning to new corporate services arrangements following the break from CACDP, notably in accounting, insurances, office services, and information and communications technology. We are now substantially paper-free. Continuity of registration services and professional conduct complaints processes was effectively maintained throughout this period of transition.

The Covid-19 pandemic and subsequent national restrictions emerged in late March 2020 within a week or so of the transition completing. There has been no apparent effect on our operations from BREXIT.

We joined in a number of online campaigns in relation to access for deaf people which has raised our profile and shown that we will work with others on matters of common concern. We brought in a VRS service for deaf people to get in touch with us and now routinely issue communications in BSL and English in parallel.

We upgraded and improved CPD policy and processes and the roll out of the new online registration portal (first stage went live in October 2019) was completed in February 2020 and benefitted from continuous improvement throughout the year.

##### **Covid-19 Response:**

Operations. We anticipated the onset of the Covid pandemic restrictions and completed preparations in mid-March. The IT, initial homeworking risk assessments and necessary office hygiene precautions, were in place before the 23 March restrictions came into force and maintained throughout the year. As a result of the practical measures taken, the resilience of staff and careful management of changes in ways of working, it has been a major success that NRCPD operations have not been substantially affected by Covid-19. There was no furlough or redundancy.

## Trustees Annual Report Year ended 31 December 2020

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**Registration.** Covid-19 restrictions placed significant practice burdens on the professionals we regulate. A risk to the confidence of professionals was identified and NRCPD put in place a number of registration measures to ensure registrants were not forced from the register by the pandemic. These included CPD credits, a 6-month registration option, and instalments for those most affected by loss of work.

**Misconduct Complaints.** Misconduct complaints, particularly from d/Deaf people, increased slightly during the year as we expected they would with our increased engagement online. But no further cases were referred for formal hearings and one case concluded after appeal with a register removal. Guidance for remote hearings by courts and tribunals was issued by the Lord Chief Justice and NRCPD followed suit with a Remote hearing protocol in order to proceed with hearings delayed by Covid measures.

### Registration

The NRCPD voluntary registration service existed as part of CACDP from 2009 until 2017 and since 2017 as a separate charity. We have historically seen year on year increases in registrations of communication professionals and this has continued through 2020. Although uncertainty arising from the impacts of the Covid-19 restrictions on training and practice, especially for trainees, has reduced register growth, we still have record high register numbers at year end.

At 30/06/2013 = 1144  
At 30/06/2014 = 1245  
At 30/06/2015 = 1331  
At 31/12/2016 = 1365  
At 31/12/2017 = 1428  
At 31/12/2018 = 1551  
At 31/12/2019 = 1631 (\*1590)  
At 31/12/2020 = 1617\*

\*The 2020 register figures are adjusted for dual registrations – people registered in more than one profession. The adjusted figure for 2019 is included for comparison and shows register growth of 27 (1.7%) for 2020. Figures reported in previous years were unadjusted (italics). The adjusted figures will be reported for subsequent years.

### Financial review

The Covid-19 pandemic caused some operating and practice uncertainty amongst the professionals we regulate, particularly as employers, bookers and agencies adjusted to social distancing requirements and language service assignments moved more and more online. This required re- or up-skilling for many professionals and depressed demand for work. We identified a risk that many professionals would be concerned about their practice and their livelihoods and we witnessed a 1% dip in register numbers between March and July. We implemented a number of registration measures to maintain confidence in us as a regulator and to help registrants manage financial pressures.

Numbers recovered to growth by July helped also by lockdown easing during the summer. The registers finished the year 1.7% higher albeit less than the original 3% target. The small shortfall against planned fees income was offset by a £10,000 Covid grant (the government's Covid-19 charity grant scheme through the local council) and by substantially lower expenditure because of reductions in office costs and services (from the office move), travel and meetings moving online, cancellation of the events program, and deferred recruiting.

## **Trustees Annual Report Year ended 31 December 2020**

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Income ended the year broadly to budget, but reduced costs resulted in a surplus of £90,707, larger than envisaged pre-Covid. This is a significant achievement in light of the financial difficulties of many other charities during 2020.

Staff numbers increased by 1xFTE over the year - one less than plan due to deferral of one role to 2021 because of Covid-related uncertainty. Registration and complaints activity continued as normal throughout the year and there were never reasons to consider any furlough or other staffing adjustment.

Debtor and creditor (respectively fees owed and mainly fees in advance) figures remain stable.

### **KPIs**

The Board monitors performance with the following 2020 indicators:

- Free reserve levels – above £155k (£254,903 achieved).
- Current ratio – above 1.5 (2.42 at year end)
- Register growth - 3% or higher (1.7%)
- Net surplus/deficit – net surplus (£90,707 surplus achieved)

### **Principal risks and uncertainties**

Trustees review risks annually to identify and grade all known risks to the charity as part of the annual planning cycle. Appropriate mitigating actions are identified, and the effectiveness of these actions monitored. The process is overseen by the Board of Trustees.

The Board consider these are the key near- and medium-term risks for NRCPD:

- Reversal of register growth during the uncertainties of COVID-19
- Ongoing compliance risk: GDPR, employment law etc
- Financial sustainability
- Loss of key personnel

### **Reserves**

NRCPD currently has one unrestricted reserve – an unrestricted General Reserve. There is a need to maintain a level of general reserves to enable the charity to cope with a variety of events, either day to day or exceptional. NRCPD believes that its reserves must be managed as a valuable asset for the organisation. As such it is important to balance the need to spend the reserved income of the charity with the potential risks that may be faced in the future.

### **Maintenance of reserves levels**

NRCPD maintains unrestricted reserves at a level to cover unforeseen emergency costs or fall in income arising from business interruption or cessation, costs from complex misconduct complaint cases or external environmental factors.

The amount considered appropriate for this under pre-Covid conditions was £117k at the end of 2020. Adjusted for Covid risk the Board agreed the minimum reserves at the end of 2020 were to be £155k. Trustees will not now approve any annual budget that will reduce unrestricted reserves below this level.

Free reserve levels (net funds less fixed assets) at 31 December 2020 were £258,178 and the additional reserve funds will contribute to developing NRCPD capability and activity under the new strategy ('Strategic Foundations') in 2021-3, in pursuit of our charitable objectives.

## **Trustees Annual Report Year ended 31 December 2020**

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Trustees reviewed the required reserve levels in February 2021 and have set a minimum of £128,000 for the end of 2021.

### **The Future**

As NRCPD continued to grow and develop as an independent charity the strategic objectives during 2020 were:

1. Support, develop and increase registration, to provide stronger and more effective regulation in the public interest.
2. Set, develop and improve professional and educational standards to ensure that the public receives the highest level of communication and language support from registered practitioners.
3. Gain wider recognition as the voluntary regulator from communication and language professionals, promoting the importance and value of regulation and the use of registered practitioners.
4. Ensure NRCPD's governance is clear, transparent and fit for purpose to support its aim to achieve statutory regulation.

In April 2021 NRCPD launched a new strategy '*Strategic Foundations*' for the period into 2023 and the revised strategic aims are:

- To understand our stakeholders
- To strengthen regulation
- To develop the professions
- To build networks
- To influence for change

The charity believes Covid-19 effects on the economy will continue as a risk in 2021 but, with the registers returning to growth by year end 2020, and registrations, income and expenditure proceeding to plan in 2021, believes the foreseeable range of impacts to be manageable within resources.

### **Statement of trustees' responsibilities**

The trustees (who are also directors of NRCPD for the purposes of company law) are responsible for preparing the Trustees' Annual Report 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgments and estimates that are reasonable and prudent.

## Trustees Annual Report Year ended 31 December 2020

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- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

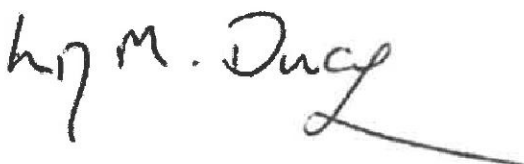
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Statement as to compliance of the financial statements

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the organisation's Memorandum and Articles of Association and 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 (FRS 102).

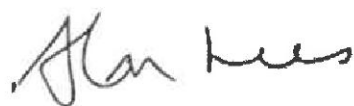
Approved by a meeting of the Board of Trustees on 29<sup>th</sup> April 2021 and signed on their behalf by:

Trustee:



Liz Duncan, Chair

Trustee:



Alan Lees, Treasurer

## Independent Examiner's Report to the Trustees of NRCPD (A Company Limited by Guarantee)

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2020 which are set out on pages 11 to 22.

### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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

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

Signed:

*Azets Audit Services*

Graham Fitzgerald BA FCA DChA  
On behalf of Azets Audit Services  
Wynyard Park House, Wynyard, Billingham, TS22 5TB

Date:

*11 May 2021*

**Charitable Company Statement of Financial Activities for the year  
ended 31 December 2020 (including Income and Expenditure  
Account)**

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Charitable activities					
Registration		350,716	0	350,716	336,309
Other income (Grant)		10,000	0	10,000	0
Investment		<u>1,156</u>	<u>0</u>	<u>1,156</u>	<u>1,027</u>
<b>Total income</b>		<u>361,872</u>	<u>0</u>	<u>361,872</u>	<u>337,336</u>
<b>Expenditure on:</b>					
Charitable activities:					
Registration	2a	261,549	0	261,549	285,626
Other	2b	<u>9,616</u>	<u>0</u>	<u>9,616</u>	<u>24,304</u>
<b>Total expenditure</b>		<u>271,165</u>	<u>0</u>	<u>271,165</u>	<u>309,930</u>
<b>Net movement in funds</b>		<u>90,707</u>	<u>0</u>	<u>90,707</u>	<u>27,406</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		201,247	0	201,247	173,841
Transfers		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total funds carried forward</b>		<u>291,954</u>	<u>0</u>	<u>291,954</u>	<u>201,247</u>

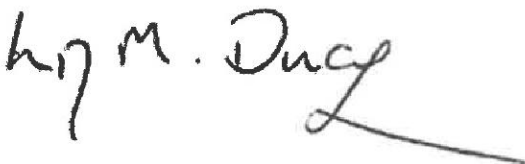
All operations derive from continuing activities.

**Charitable Company Balance Sheet as at 31 December 2020**

	Note	2020	2019
<b>Fixed Assets</b>			
Tangible assets	8	<u>37,051</u>	<u>29,116</u>
Total fixed assets		37,051	29,116
<b>Current assets</b>			
Debtors	9	31,537	33,910
Cash at bank and in hand		<u>402,698</u>	<u>313,900</u>
		<u>434,235</u>	<u>347,810</u>
<b>Creditors: Amounts falling due within one year</b>	10	<u>(179,332)</u>	<u>(175,679)</u>
<b>Net current assets</b>		<u>254,903</u>	<u>172,131</u>
<b>Net assets</b>		<u>291,954</u>	<u>201,247</u>
<b>Funds of the charity:</b>			
<b>Unrestricted funds:</b>			
General funds	12	<u>291,954</u>	<u>201,247</u>
<b>Total funds</b>		<u>291,954</u>	<u>201,247</u>

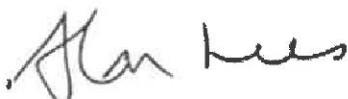
The financial statements on pages 11 to 22 were approved by the Board of Trustees and authorised for issue on 29<sup>th</sup> April 2021 and were signed on their behalf by:

Trustee:



Liz Duncan, Chair

Trustee:



Alan Lees, Treasurer

**Statement of cash flows**  
**Year ended 31 December 2020**

	Note	2020 £	2019 £
<b>Net cash flows from operating activities</b>		107,379	31,344
<b>Cash flows from investing activities</b>			
Additions		(18,581)	(28,133)
<b>Net cash from investing activities</b>		<u>88,798</u>	<u>3,211</u>
Increase in cash and cash equivalents in the year		88,798	3,211
Cash and cash equivalents at the beginning of the year		<u>313,900</u>	<u>310,689</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>402,698</b></u>	<u><b>313,900</b></u>
<b>Relating to:</b>			
Cash at bank and in hand		402,698	313,900
Short term investments		<u>-</u>	<u>-</u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>402,698</b></u>	<u><b>313,900</b></u>

## 1. Accounting policies

### 1a) Basis of preparation

NRCPD is a charitable company, limited by guarantee, registered in England. The address of the charity's registered office and principal place of business is Richard Annand VC House, Unit 18 Mandale Business Park, Belmont Industrial Estate, Durham, DH1 1TH.

NRCPD meets the definition of a public benefit entity under FRS 102. The charity exists for the benefit of the public through promoting the quality, conduct and professionalism of all communication professionals working with deaf, deafened, hard of hearing and deaf blind people, and through the advancement of education in relation to the issues facing deaf, deafened, hard of hearing, and deaf blind people.

These financial statements have been prepared in accordance with "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) – (Charities SORP (FRS 102)), and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost of transaction value, and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (Charities SORP (FRS 102)) and the Companies Act 2006.

### Going concern

The charity had total funds of £291,954 as of 31 December 2020 (increase of £90,707 from 31 December 2019) and a year-end cash balance of £402,698 (2019: £313,900).

Operations in 2020 were impacted to a degree by Covid-19 however with budget and activity adjustments the charity has retained a strong level of cash reserves and delivered a £90,707 surplus in the year to 31 December 2020.

With new ways of working established, income remaining stable, registers continuing to grow, and the practical effects of Covid-19 now receding, the Trustees believe the prudent top-line two-year budget for 2021-2 and associated forecasts confirm that the charity has sufficient cash for the organisation to continue for at least 12 months from the date these financial statements are signed. Trustees are not complacent with regard to the time it will take for Covid-risks to recede fully and are confident that forecasts show the risks are manageable and that the charity will maintain sufficient cash funds to continue to operate.

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. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1b) Incoming resources

All income disclosed in the Statement of Financial Activities is shown on an entitlement basis.

All grant income is shown on an entitlement basis, except for restricted funds, where any income received in advance of expenditure is taken to the Statement of Financial Activities when the charity becomes unconditionally entitled to the grant.

Fees for registrations are normally invoiced in advance and those applicable to the year accounted for in the Statement of Financial Activities. Fees received during the year applicable to future periods are shown as deferred income in the balance sheet.

## 1. Accounting policies (continued)

### 1c) Expenditure

Resources expended are recognised in the period in which legal or constructive obligation arises and include attributable VAT, which cannot be recovered.

Resources expended are allocated to the particular activity to which the cost relates. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned based on an estimate of the staff time.

Governance costs relate to the costs associated with meeting the constitutional and statutory requirements of the charity.

### 1d) Pension costs

Contributions to defined contribution schemes are charged to the Statement of Financial Activities as they are incurred.

### 1e) Funds

Unrestricted funds are generated surpluses of the group without further specified purpose and are available as general funds.

Designated funds are unrestricted funds, earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as prescribed by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

### 1f) Taxation

The charity is a registered charity and is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxable Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

### 1g) Cash at bank and in hand

Cash at bank and cash in hand includes cash held at bank and cash held in short term investments.

### 1h) Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 "Other Financial Instruments Issues" of FRS 102, in full to all of its financial instruments.

All of the charities financial assets and financial liabilities qualify as basis financial instruments. Basic Financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## 1. Accounting policies (continued)

### **Financial assets: Trade and other debtors**

Trade, group and other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised in profit or loss for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, are recognised immediately in profit or loss.

### **Financial liabilities: Trade and other creditors**

Trade, group and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

### **Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

## Notes to the Financial Statements for the year ended 31 December 2020

### 2. Expenditure

#### 2a) Charitable activities - unrestricted

	Registration £	2020 £	2019 £
Direct costs	43,531	43,531	77,914
Staff costs	82,287	82,287	75,222
Allocated overheads	<u>135,731</u>	<u>135,731</u>	<u>132,490</u>
<b>Total</b>	<u>261,549</u>	<u>261,549</u>	<u>285,626</u>

#### 2b) Governance costs – unrestricted

	2020 £	2019 £
Direct committee costs including travel	5,186	14,907
Independent Examiner's Fee	1,500	
Auditor's fees		5,862
Other costs	<u>2,930</u>	<u>3,535</u>
<b>Total</b>	<u>9,616</u>	<u>24,304</u>

	2020 £	2019 £
<b>Analysis of allocated overheads</b>		
Staff costs including travel and welfare	52,796	72,407
Office running	36,580	13,210
Premises	15,373	21,243
Depreciation	10,646	2,667
Professional fees	13,615	12,613
Travel and subsistence	1,503	7,527
Insurance	1,181	1,861
Other costs	<u>4,037</u>	<u>962</u>
	<u>135,731</u>	<u>132,490</u>

## Notes to the Financial Statements for the year ended 31 December 2020

### 3. Net incoming resources is after charging:

	2020 £	2019 £
Independent Examiner's Fee	1500	
Auditors' remuneration - Statutory Audit		4,200
	<u>1,500</u>	<u>4,200</u>

### 4. Staff costs

	2020 £	2019 £
Salaries	123,427	116,256
Employer's National Insurance	7,033	10,428
Employer's Pension Contributions	<u>4,551</u>	<u>5,038</u>
	135,011	131,722
Recruitment fees	72	148
Temporary staff	<u>0</u>	<u>3,722</u>
	<u>135,083</u>	<u>135,592</u>

The average number of employees during the year was 5. (2019: 4)

No employees received annual emoluments exceeding £60,000.

#### Key management personnel

The key management personnel of the charity comprise the Trustees and Director. The total employee benefits of the key management personnel of the charity were £57,372 (2019: £54,094).

### 5. Pension costs

The charge to SOFA is the amount of the contributions payable.

The amount of contributions outstanding at the yearend was £884 (2019: £1,142).

### 6. Indemnity insurance

The Charity has Professional Liability Insurance cover for Trustees, committee members and staff via AXA Insurance UK PLC Associations and Charities Policy.

The limit of Indemnity in any one year is £500,000 for which a premium of £512 was paid (2019: £1,035 for £1,000,000) and was renewed for 2021.

### 7. Trustees remuneration and disbursement of expenses

The Articles of Association permit the payment of fees and expenses to trustees when acting as examiners and trainers, etc, where such expertise is in short supply.

There were 8 trustees who were reimbursed travel and subsistence expenses of £442 (2019: £4,151) for attendance at trustee meetings and other events.

## Notes to the Financial Statements for the year ended 31 December 2020

8. Tangible fixed assets	Computer Software	Office Equipment	Computer Equipment	Total
<b>Cost</b>				
<b>As at 1st Jan 2020</b>	23,857	968	7,292	32,117
<b>Additions</b>	13,203	1,985	3,393	18,581
<b>Disposals</b>	0	0	0	0
<b>As at 31st Dec 2020</b>	37,060	2,953	10,685	50,698
<b>Depreciation</b>				
<b>As at 1st Jan 2020</b>	795	272	1,934	3,001
<b>Charge for the year</b>	6,972	590	3,084	10,646
<b>Disposals</b>	0	0	0	0
<b>As at 31st Dec 2020</b>	7,767	862	5,018	13,647
<b>Net Book Value</b>				
<b>As at 31st Dec 2020</b>	29,293	2,091	5,667	37,051
<b>As at 31st Dec 20219</b>	23,062	696	5,358	29,116

## 9. Debtors

	2020 £	2019 £
Trade debtors	27,395	26,134
Prepayments	4,142	5,354
Inter-company balance	0	2,422
	<u>31,537</u>	<u>33,910</u>

## Notes to the Financial Statements for the year ended 31 December 2020

### 10. Creditors

	2020 £	2019 £
Trade Creditors	7,774	3,170
Inter-company balance	0	4,547
Other Tax and Social Security Accruals	3,973 4,613	3,546 6,625
Deferred Income	<u>162,972</u>	<u>157,811</u>
	<u>179,332</u>	<u>175,679</u>
<b>Amount deferred in current period</b>	<u>162,972</u>	<u>157,811</u>
<b>Deferred income at 31 December</b>	<u>162,972</u>	<u>157,811</u>

Deferred income relates to registration fees invoiced in advance.

### 11. Financial instruments

The carrying amounts of the Charity's financial instruments on 31 December were:

	2020 £	2019 £
<b>FINANCIAL ASSETS</b>		
Debt instruments measured at amortised cost:		
Trade Debtors	27,395	26,134
Intercompany debtor	<u>0</u>	<u>2,422</u>
<b>TOTAL</b>	<u>27,395</u>	<u>28,556</u>
<b>FINANCIAL LIABILITIES</b>		
Measured at amortised cost:		
Trade Creditors	7,774	3,170
Accruals	<u>4,613</u>	<u>6,625</u>
<b>TOTAL</b>	<u>12,387</u>	<u>10,416</u>

## Notes to the Financial Statements for the year ended 31 December 2020

### 12. Movements in funds

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	201,247	361,872	271,165		291,954
<b>Total unrestricted funds</b>	201,247	361,872	271,165	0	291,954
<b>Total funds</b>	201,247	361,872	271,165	0	291,954

### Movement in funds year ended 31 December 2019

	Balance b/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance c/fwd £
<b>Unrestricted funds:</b>					
General funds	173,841	337,336	(309,930)	0	201,247
<b>Total unrestricted funds</b>	173,841	337,336	(309,930)	0	201,247
<b>Total funds</b>	173,841	337,336	(309,930)	0	201,207

### 13. Members liability

The company is limited by guarantee and in the event of the winding up of the company, the liability of its members is limited to £1.

### 14. Related party transactions

Sarah Haynes, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2019: £230) and the balance at 31 December 2020 was £nil (2019: £nil).

Elisabetta Cordaro, a trustee, is also a registered Speech to Text Reporter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £177 (2019: £174) and the balance at 31 December 2020 was £nil (2019: £nil).

James Fitzgerald, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the period amounted to £234 (2019: £230) and the balance at 31 December 2020 was £nil (2019: nil).

Francis Harrington, a trustee, is also a registered Sign Language Interpreter with NRCPD. Fees are charged in line with the published price list. Fees charged during the year amounted to £234 (2019: £230) and the balance at 31 December 2020 was £nil (2019: £nil).

## Notes to the Financial Statements for the year ended 31 December 2020

### 15. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net movement in funds	90,707	27,406
Depreciation	10,646	2,667
Decrease in debtors	2,373	(3,295)
Increase in creditors	3,653	4,567
	<u>107,379</u>	<u>31,344</u>
Net cash inflow from operating activities	<u>107,379</u>	<u>31,344</u>

### 16. Analysis of net assets between funds year ended 31 December 2020

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2020 as represented by:			
Investment assets	37,051	0	37,051
Current assets	434,235	0	434,235
Current liabilities	(179,332)	0	(179,332)
	<u>291,954</u>	<u>0</u>	<u>291,954</u>

### Analysis of net assets between funds, year ended 31 December 2019

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2019 as represented by:			
Investment assets	29,116	0	29,116
Current assets	347,810	0	347,810
Current liabilities	(175,679)	0	(175,679)
	<u>201,247</u>	<u>0</u>	<u>201,247</u>

### 17. Controlling party

NRCPD Trustees are the only Members of the Charity and are the Company Directors for the purposes of the Companies Act 2006. There are no ultimate controlling parties or Persons with Significant Control.