

# **NRCPD**

(A company limited by guarantee)

## **UNAUDITED FINANCIAL STATEMENTS**

Year ended 31 December 2020

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  
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**

- 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.

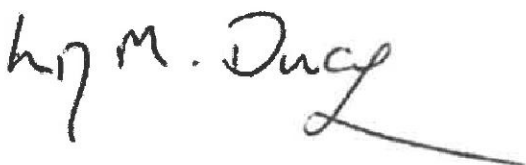
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011, the Charities and Trustee Investment (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).

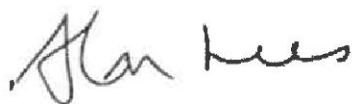
Approved by a meeting of the Board of Trustees on 29<sup>th</sup> April 2021 and signed on their behalf by:

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>
Total income		<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>
Total expenditure		<u>271,165</u>	<u>0</u>	<u>271,165</u>	<u>309,930</u>
Net movement in funds		<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>
Total funds carried forward		<u>291,954</u>	<u>0</u>	<u>291,954</u>	<u>201,247</u>

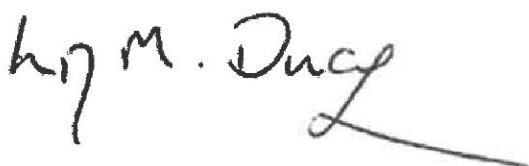
All operations derive from continuing activities.

**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>

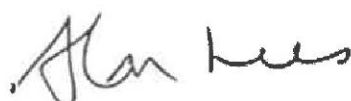
The financial statements on pages 11 to 22 were approved by the Board of Trustees and authorised for issue on 29<sup>th</sup> April 2021 and were signed on their behalf by:

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	135,731	135,731	132,490
<b>Total</b>	<b>261,549</b>	<b>261,549</b>	<b>285,626</b>

#### 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	2,930	3,535
<b>Total</b>	<b>9,616</b>	<b>24,304</b>

	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	4,037	962
	<b>135,731</b>	<b>132,490</b>

## 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>				
As at 1st Jan 2020	23,857	968	7,292	32,117
Additions	13,203	1,985	3,393	18,581
Disposals	0	0	0	0
As at 31st Dec 2020	37,060	2,953	10,685	50,698
<b>Depreciation</b>				
As at 1st Jan 2020	795	272	1,934	3,001
Charge for the year	6,972	590	3,084	10,646
Disposals	0	0	0	0
As at 31st Dec 2020	7,767	862	5,018	13,647
<b>Net Book Value</b>				
As at 31st Dec 2020	29,293	2,091	5,667	37,051
As at 31st Dec 20219	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	3,973	3,546
Accruals	4,613	6,625
Deferred Income	162,972	157,811
	<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	0	2,422
	<u>27,395</u>	<u>28,556</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	4,613	6,625
	<u>12,387</u>	<u>10,416</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
Net cash inflow from operating activities	107,379	31,344

### 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)
	291,954	0	291,954

### 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)
	201,247	0	201,247

### 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.