

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

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

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

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

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

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

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

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

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.

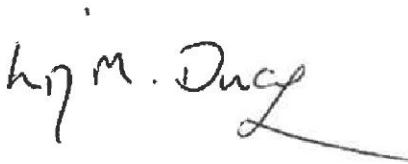
Trustees Annual Report Year ended 31 December 2021

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).

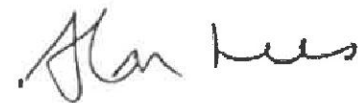
Approved by a meeting of the Board of Trustees on 30th May 2022 and signed on their behalf by:

Trustee:

A handwritten signature in black ink, appearing to read 'Liz M. Duncan', with a long horizontal flourish extending to the right.

Liz Duncan, Chair

Trustee:

A handwritten signature in black ink, appearing to read 'Alan Lees', with a long horizontal flourish extending to the right.

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

All operations derive from continuing activities.

Charitable Company Balance Sheet as at 31 December 2021

	Note	2021	2020
Fixed Assets			
Tangible assets	8	<u>27,064</u>	<u>37,051</u>
Total fixed assets		27,064	37,051
Current assets			
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>
Creditors: Amounts falling due within one year	10	<u>(199,968)</u>	<u>(179,332)</u>
Net current assets		<u>285,174</u>	<u>254,903</u>
Net assets		<u>312,238</u>	<u>291,954</u>
Funds of the charity:			
Unrestricted funds:			
General funds	12	<u>312,238</u>	<u>291,954</u>
Total funds		<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.

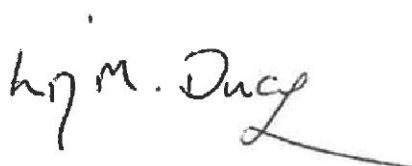
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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.

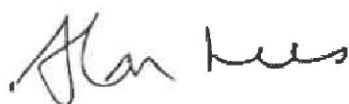
The financial statements on pages 13 to 25 were approved by the Board of Trustees and authorised for issue on 30th May 2022 and were signed on their behalf by:

Trustee:

A handwritten signature in black ink, appearing to read 'Liz M. Duncan', with a long horizontal flourish extending to the right.

Liz Duncan, Chair

Trustee:

A handwritten signature in black ink, appearing to read 'Alan Lees', with a long horizontal flourish extending to the right.

Alan Lees, Treasurer

Statement of cash flows
Year ended 31 December 2021

	Note	2021 £	2020 £
Net cash flows from operating activities	15	48,900	107,379
Cash flows from investing activities			
Additions		(820)	(18,581)
Net cash from investing activities		<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>
Total cash and cash equivalents at the end of the year		<u>450,778</u>	<u>402,698</u>
Relating to:			
Cash at bank and in hand		450,778	402,698
Short term investments		<u>-</u>	<u>-</u>
Total cash and cash equivalents at the end of the year		<u>450,778</u>	<u>402,698</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
Total	333,993	333,993	261,549

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
Total	6,939	9,616

	2021 £	2020 £
Analysis of allocated overheads		
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
	125,103	135,731

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
	<u>1,590</u>	<u>1,500</u>

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
	<u>154,608</u>	<u>135,011</u>
Recruitment fees	1,332	72
	<u>155,940</u>	<u>135,083</u>

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
Cost				
As at 1st Jan 2021	37,060	2,953	10,685	50,698
Additions	0	0	1,764	1,764
Disposals	0	0	0	0
As at 31st Dec 2021	37,060	2,953	12,449	52,462
Depreciation				
As at 1st Jan 2021	7,767	862	5,008	13,637
Charge for the year	7,412	591	3,758	10,807
Disposals	0	0	0	0
As at 31st Dec 2021	15,179	1,453	8,766	24,444
Net Book Value				
As at 31st Dec 2021	21,881	1,500	3,683	27,064
As at 31st Dec 2020	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	179,217	162,972
	<u>199,878</u>	<u>179,332</u>
Amount deferred in current period	<u>179,217</u>	<u>162,972</u>
Deferred income at 31 December 2021	<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 £
FINANCIAL ASSETS		
Debt instruments measured at amortised cost:		
Trade Debtors	29,869	27,395
TOTAL	<u>29,869</u>	<u>27,395</u>
FINANCIAL LIABILITIES		
Measured at amortised cost:		
Trade Creditors	13,056	7,774
Accruals	1,851	4,613
TOTAL	<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 £
Unrestricted funds:					
General funds	291,954	361,216	340,932		312,238
Total unrestricted funds	291,954	361,216	340,932	0	312,238
Total funds	291,954	361,216	340,932	0	312,238

Movement in funds year ended 31 December 2020

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

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.

