SIGN AND SHARE CLUB

England & Wales · Charity number 1177316

Details

Status	Registered
Legal form	CIO
Registered	2018-02-26
Register	View on the Charity Commission register

Contact

Address	17 Milton Meadows Milton Tenby SA70 8PL
Phone	07378611181
Email	admin@signandshare.org.uk
Website	www.signandshare.org.uk

Activities

Objects: To relieve the needs of deaf people by the provision of arts, sports, social activities, information, advocacy, training and support, and in such other ways as the trustees may from time to time determine.

Activities: Sign and Share Club hold meetings across Pembrokeshire where Deaf, deaf, hard of hearing, deafened, and deaf-blind people can meet and enjoy social activities in order to reduce isolation and loneliness. The club also has a hearing aid repair service which is offered at these meetings and, where appropriate, through home visits. We also work with businesses to improve access for d/Deaf people.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups

Geography

- Pembrokeshire

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Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£35,864	£32,794	-	-
2024-03-31	£29,499	£28,058	-	-
2023-03-31	£40,858	£35,268	-	-
2022-03-31	£31,313	£29,732	-	-
2021-03-31	£21,541	£21,374	-	-

Trustees

Name	Role	Appointed
Adam Guichard		2022-08-05
Angela Mary Mathias		2025-07-04
ELIZABETH ANN HUGHES		2018-09-07
HANNAH LOUISE NORMAN		2018-09-07
RHIANNON MEGAN GRIFFITHS		2018-09-07
Shirley David		2023-06-02

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SIGN AND SHARE CLUB

England & Wales - Charity number 1177316

Accounts

Sign & Share Club

Accounts Year Ending 31 March 2025

Sign and Share Club Accounts Year Ending 31 March 2025
Registered Charity Number 1177316
Trustees Annual Report

Administrative Details:

Banks:	**NatWest** 33 Stepney Street Llanelli Carmarthenshire SA15 3UX
Registered address:	17 Milton Meadows Milton, Nr Tenby Pembrokeshire SA70 8PL
Trustees:	Adam Guichard (Chair/BSL representative) Rhiannon Griffiths (Vice Treasurer/LGBTQ+) Hannah Norman (Deaf BSL representative) Beth Hughes (Parent of deaf child rep) Violet John (HOH Representative) Shirley David (Treasurer/HR)

The Sign and Share Club was set up as a Charitable Incorporated Organisation and a constitution was adopted on 1st December 2017. The charity was registered with the Charity Commission on 26th February 2018 and began operating as of 1st April 2018.

Initial funding was from the Sign and Share Club unincorporated organisation (which ceased operation on 31 March 2018).

The objects of the charity are "To relieve the needs of deaf people by the provision of arts, sports, social activities, information, advocacy, training and support, and in such ways as the trustees may from time to time determine".

Trustees are elected by the members and meet on a bimonthly basis. Trustees must be re-elected at the Annual General Meeting. DBS checks are undertaken for all volunteers involved with children or vulnerable adults and were updated/reviewed during the year.

There are currently 8 volunteers, including the trustees.

The Sign and Share Club is a member of Pembrokeshire Association of Voluntary Service and has also worked in co-operation with several agencies and organisations during the year.

In particular:

- Pembrokeshire Association of Voluntary Services
- RNID (formerly Action on Hearing Loss)
- Wales Council for Deaf People
- Pembrokeshire County Council
- Audiology Department, Hywel Dda University Health Board
- Open To All Project (Pembrokeshire Coast National Park)

The main activities of the club undertaken for public benefit were:

- Provision of social events in order to enable deaf people to meet others and thereby reduce loneliness and isolation including 3 Hard of Hearing Clubs (in Fishguard, Narberth and Pembroke)
- Provision of information and signposting in order to improve deaf people's access to services and support available in the community.
- Encouraging the use of British Sign Language in order that Deaf people (who use BSL as their primary language) can communicate and interact with more people in the community.

Chairman's Report

This year the club has successfully run 25 meetings and events in person, including one online meeting. We had 6 group meetings at Johnston Institute and 7 group meetings at other venues. Our monthly coffee and chat meetings have also been a great success.

12 people were supported by our buddying service, this included support to go to community activities, meet for a chat and hospital appointments.

In September 2024 we started running BSL classes in the community with 63 people attending 9 courses. 8 Deaf Awareness courses were also held with different organizations. We plan to expand this further, running BSL Level 1 classes from September.

We continue to support various businesses and organisations with improving accessibility for the deaf community and to provide our hearing aid repairs service, for those unable to attend audiology. I would also like to thank Shirley and Maria who currently continue this work. We are now applying for funding for this project to keep this going.

We are very grateful for the various organisations who have given us funds so that our club can continue to grow. I want to thank Shirley for all the work she does in applying for this funding.

Next year we plan to expand the club to include working with deaf children and their families. Thank you to all the trustees, volunteers, and staff, for their part in making the club a big success.

Adam Guichard

Activities and Performance

During the year, 25 meetings/trips/activities were held as follows:

13 Main meetings
1 Online meetings
11 Coffee and Chat meetings

Our main trips included:

- April – Egg box craft session (19)
- May – Butterfly House, Aberystwyth (24)
- June - AGM and Jonny Cotsen (22)
- July - Aberglasney trip (19)
- August – Bingo and talk by British Deaf Association (18)
- September – Cardiff Festival (3)
- October – Fire Brigade talk (23)
- November – Wildlife Talk (18)
- December - Christmas dinner (28) and
- January - Pantomime – Torch Theatre (19)
- January -Eat Well for Less (14)
- February – Bowling (15)
- March – Lunch and Paint Your Pottery session (14)

There was also one final online meeting in May 2024 with 6 attendees, which was an art session.

Coffee and Chat sessions were held monthly (except in December) with an average of 11 people attending per session.

Business Liaison Service

During the year 44 individuals were given business support to improve accessibility. 262 people attended group meetings or training events where advice was given. 8 individuals have informed the club of specific steps subsequently taken. In February contact was made with the Hamad Bin Khalifa Islamic Centre in Milford Haven and the intention is to encourage new members from the Muslim community. The Co-ordinator also attended the Deaf awareness and virtual reality project at Swansea University on 12th June 2024. This is a project to train Nurses and Doctors on deaf awareness using a VR headset. The VR setting was in a reception and made people aware of how a deaf person feels when they visit a Drs surgery. 8 club members also attended a consultation day with Rob Wilkes, in March 2025, to hear about a BSL Research Project and give their views.

Deaf Awareness courses were provided to Access Pembrokeshire, Bluestone, Twr y Felin Hotel, Pembrokeshire Open to All, Dinefwr Park, Stackpole Centre (National Trust) and Pembrokeshire National Parks.

Listening Ears and Hands (LEAH) project

At the end of March 2025, we reviewed and removed inactive members of our database. We were left with 36 people who described themselves as Deaf on our database (including 2 Deaf children and 1 Deaf young person), there were also 16 Deafblind people (including 2 with Ushers Syndrome), 219 hard of hearing people (including 2 with visual loss), 2 Deafened people. This amounts to 273 D/deaf and hard of hearing people. We also had 80 hearing people on the database. 23 have benefited from our Business Liaison Service and 57 from our BSL courses. A further 2 people are on our database due to Tinnitus.

We made 75 home visits during 2024-25 involving 48 re-tubings, issuing batteries to 19 people, giving maintenance and usage advice to 13 people and making 21 referrals to other agencies/organisations (including to audiology, JobCentre Plus, loop providers, incontinence advice service, the local Parkinsons Society group, and physiotherapy).

We also have 204 people in our closed FaceBook group many of whom are not on our database but benefit from the posts we make – providing information and publicising events for D/deaf and hard of hearing people

Buddying Service

12 D/deaf people have been supported by the Buddying Service during 2024-25. 49 sessions of support have been given during the year, to go to community activities, meet up for a chat, and go shopping. An average of 16 hours per individual was provided.

Future Plans

Between November and December 2024, a paper survey was sent to 180 people and was made available online via email and FaceBook. The survey was completed by 66 people. 44% of responders were hard of hearing and 20% were D/deaf. The respondents included some professionals working with D/deaf people. However, 79% of respondents were female, and all described themselves as "white". Of the 312 people on our database at present 207 are hard of hearing, 49 are D/deaf and 2 have tinnitus. The remaining 54 are professionals and carers who access our services. Of the D/deaf and hard and hearing people only 2 are children and 1 is a young person (1.2%). There are currently only 6 Welsh speakers on our database (1.9%). This clearly demonstrates that we need to reach a more diverse audience.

We consulted face to face at our main meetings and at our Coffee and Chat meetings during October to December 2024 inviting people to say what they would like offered or changed and we attended a number of network events locally to discuss our services. We also had feedback forms from 38 participants on our British Sign Language (BSL) courses and 53 people who attended our Deaf Awareness courses, which has fed into our service review.

We carried out a Gap Analysis and created a Business Plan for 2025 – 2030 based on this information. This includes 8 specific objectives (as set out below)

1. *To continue existing services but increase the number of D/deaf people we work with by 100% by the end of 2030 (from 331 in October 2024 to 662 in 2030) by offering services to D/deaf children/young people* and their families

2. To improve deaf access in the community by working with charities and businesses to review their services and provide recommendations for change.

3. To recruit, or hire, an IT specialist in order to help the club improve the database and to use wider technologies for marketing our services e.g. TikTok, SnapChat

4. To expand the British Sign Language and Deaf Awareness training services, including working towards offering Level 1 accredited training

5. To increase the tutor capacity of the club in order to offer more courses, and courses at a higher level in future

6. To increase the number of administrative staff and Buddying volunteers to meet the growing demand for our services

7. To research acting as a demonstrator and retail agent for equipment for D/deaf people

8. To increase our donation income from approximately £3,000, at present, to £4,832 by 2030

Finance Report

In 2023 we received £10,000 grant funding from Awards for All, which has continued to support our Listening Ears and Hands Project (LEAH) for home visits, buddying and drop-in services during the year, but is now completed.

CRONFA GYMUNEDOL COMMUNITY FUND

Valero Pembroke Refinery

A £5,000 grant in 2024 from the Foyle Foundation to cover core costs has also been used in entirety, as has a £1,000 donation from Valero, also received last year.

FOYLE FOUNDATION

THE Yapp CHARITABLE TRUST

The Yapp Charitable Trust awarded £3,000 per annum for the 3-year period November 2021 – September 24, to cover our general running costs (excluding equipment or new activities). The last of these donations was received on 30th November 2023 and helped to cover our core costs in 2024-25.

In 2023 £1,125 was received from Groundwork UK (Tesco Bags of Help) specifically for our hearing aid repair service for people unable to attend Audiology due to disability or caring responsibilities. This fund has now been used.

We received a grant from the Postcode Community Trust on 30th September 2024 of £9,833. This generous grant was for unspecified core costs but could not be used to increase reserves or for some activities that might be allowed under our governing document. It was therefore treated as restricted funding and has now been fully utilised.

Looking forward to 2025-26 we have already secured significant funding towards our ongoing services and have put in an initial idea to the People and Places (Big Lottery) grant to expand our services, as outlined in the Future Plans section of this Annual Report.

We are very grateful to South Hook LNG who donated £1,800 in December 2024 towards the costs of two courses in British Sign Language for families with a deaf member. The first of these courses was advertised at the start of 2025 but the costs will be incurred in 2025-26 financial year. The second course is planned to run in the first quarter of the upcoming financial year.

We have been granted £4,000 per year, from 2024 -2027, from the Garfield Weston Foundation towards our core costs. This will safeguard our core activities.

We have also been award a further £2,500 per annum for the next 3 years by the Yapp Foundation, starting in April 2025.

Risk Management and Reserves

The trustees have agreed a finance policy and procedures. Insurance is in place and is reviewed against any new activities. DBS checks are held for all volunteers working with children or vulnerable adults. Safeguarding training has been undertaken.

The trustees have increased the level of reserves that should be held to between 4-6 months running costs, due to plans to significantly increase services over the next 5 years. This will ensure that, were unexpected expenditure to occur, or donations to reduce due to the difficult economic climate at present, services could be maintained whilst alternative sources of funding are secured. This level of reserves equates to £10,391 to £16,397. As of 31 March 2025, £14,988 was held in unrestricted funds, which is within this target range. This policy is reviewed annually.

Independent examiner's report to the trustees of Sign and Share Club

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2025.

Responsibilities and Basis of Report

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

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

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130
- of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

Name: Mr P L Jenkins
Address: 1 St Petrox Close, Pembroke, Pembrokeshire, SA71 5QW

Date: 2nd June 2025

Signed on behalf of the trustees:

Position CHAIRMAN

Date 4/7/2025.

Statement of Financial Activities

	Notes	Unrestricted	Restricted	2024-25 Total Funds	2023-24 Total Funds
Receipts					
Charitable Activities income		12,188	0	**12,188**	3,874
Donations and Legacies	2	2,756	20,757	**23,513**	25,434
Fundraising income		164	0	**164**	191
Total Income	2	**15,107**	**20,757**	**35,864**	29,499
Payments					
Charitable Activities					
Activity costs					
Buddying Service	1	371	1,329	**1,700**	1,443
Business Liaison Services	1	5833	6,159	**11,992**	3,923
Coffee and Chat/Drop-in	1	169	1,723	**1,892**	1,321
Family Support	1	33	281	**314**	0
Hard of hearing clubs	1	0	0	**0**	662
Home visits	1	77	5,963	**6,040**	9,917
Trips and Events	1	397	10,460	**10,857**	10,792
Total Activity costs		**6,880**	25,915	**32,794**	28,058
Total Charitable Activities		6,880	25,915	**32,794**	28,058
Net Receipts/Payments		8,228	-5,158	**3,070**	1,441
Total Funds B/F Previous Year End		6,760	10,758	**17,518**	16,077
Total Funds C/F Current Year End		**14,988**	**5,600**	**20,588**	17,518

Statement of Assets and Liabilities

As of March 31, 2025

	Total	
	As of Mar 31, 2025	As of Mar 31, 2024 (PY)
Fixed Assets		
Cash at bank and in hand	**20,588**	**17,518**
Net current assets	**20,588**	**17,518**
Creditors: amounts falling due within one year	**0**	**0**
Net current assets (liabilities)	**20,588**	**17,518**
Total assets less current liabilities	**20,588**	**17,518**
Total net assets (liabilities)	**20,588**	**17,518**
Breakdown of Charity Funds		
Unrestricted - Reserves	14,988	6,760
Restricted Funds	5,600	10,758
Total Charity funds	**20,588**	**17,518**

Sign and Share Club Accounts Year Ending 31 March 2025

Notes to the Accounts

1. Accounting Policies

The accounts have been prepared under the receipts and payments convention and in accordance with:

- Charities SORP
- Applicable accounting standards and
- The Charities Act 1993.

The principal accounting policies adopted in the preparation of the accounts are as follows:

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund. Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds.

Activity costs have been analysed on a full cost basis by project. Timesheets were analysed. All direct costs, including staff time costs, were allocated to the appropriate project. Indirect costs (such as rent, administrative time, insurance etc.,) were then apportioned on the basis of direct staff time. The % apportionment was as follows:

Buddying	3%
Business liaison/BSL	35%
Coffee and Chat	6%
Home visits	23%
Parent Support	1%
Trips/events	32%
	100%

2. Fund Movements

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose. Restricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Transfers	Balance
Awards for All – LEAH project	4,970	0	4,970	0	**0**
Garfield Weston	0	8,000	4,000	0	**4,000**
Groundwork UK (Tesco)	679	0	679	0	**0**
Miscellaneous small grants and donations	3,103	0	3,103	0	**0**
Postcode Community Trust	0	9,833	9,833	0	**0**
South Hook LNG	0	1,850	250	0	**1,600**
Valero	959	0	959	0	**0**
Yapp Foundation	1,046	0	1,046	0	**0**
Total Restricted Funds	**10,757**	**20,757**	**25,915**	**0**	**5,600**

Unrestricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Transfers	Balance
Designated Funds	773	0	238	(535)	**0**
Unrestricted - Reserves	5,988	15,107	6,642	535	**14,988**
Total Unrestricted Funds	**6,761**	**5,625**	**6,880**		**14,988**

During 2024-25, £238 of the funding set aside to cover a shortfall in salary costs was used from the £773 designated. The remains of this designated fund have now been transferred back to the reserves.

The following trustees received remuneration during the year, in accordance with clause 6 of the Constitution. Neither trustee is present during discussions, or votes, on matters relating to remuneration or employment conditions.

Adam Guichard,	BSL Tutor	£5,507
Shirley David,	Interpreter	£522

Interpreting fees are paid to Shirley David, when the club has exhausted all other sources, but the club wish to thank her for donating these fees back to the club in full.

As stated in clause 8 of our Constitution; "A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter."

3. Support Costs

Governance Costs were:

AGM	£152
Committee	£114
Insurance costs	£242
Total	**£508**

HR	£ 174
IT	£ 90
Total Support Costs	**£771**

4. Related Party Transactions

£522 was paid to Business & Employment Support & Training (BEST) but then reimbursed. This organisation is run by Shirley David who is a trustee. BEST has provided accounting input services free of charge, using QuickBooks, to the charity since it started in 2013. This charge is for the use of the software (owned by Intuit) and not for accounting services.

5. Salaries

Net Salary	£ 17,303
NI and Tax	2,603
Total Salaries	**£ 19,906**

The Co-ordinator works 18 hours per week. One person was on a zero-hour contract to undertake BSL training as and when required.

The zero hours contract has been amended for 2025-26 as this worker is now seconded on a 6-hours per month basis to West Wales Deaf Church. An application has been made to People and Places grant under the Big Lottery to extend both roles to 28 hours per week.

Sign and Share Club offer a Smart Pension to all staff.

6. Debtors

There were no debtors at the year end.

7. Creditors

There were no creditors at the year end.

SIGN AND SHARE CLUB

England & Wales - Charity number 1177316

Accounts

Sign & Share Club

Accounts Year Ending 31 March 2024

Sign and Share Club Accounts Year Ending 31 March 2024
Registered Charity Number 1177316
Trustees Annual Report

Administrative Details:

Banks:	**NatWest** 33 Stepney Street Llanelli Carmarthenshire SA15 3UX
Registered address:	17 Milton Meadows Milton, Nr Tenby Pembrokeshire SA70 8PL
Trustees:	Rhiannon Griffiths (Chair) Hannah Norman (Deaf BSL representative//Vice Treasurer) Beth Hughes (Parent of deaf child rep) Violet John (HOH Representative) Adam Guichard (BSL representative) Maria Guichard (Secretary) Shirley David (Treasurer)

Part-time Deaf Community - Support Workers during the year were Clare Neale (resigned 2nd May 2023) and Shirley David (resigned 30 June 2023). Ceri Phillips was employed as an ad hoc worker until 31 March 2024.

The Sign and Share Club was set up as a Charitable Incorporated Organisation and a constitution was adopted on 1st December 2017. The charity was registered with the Charity Commission on 26th February 2018 and began operating as of 1st April 2018.

Initial funding was from the Sign and Share Club unincorporated organisation (which ceased operation on 31 March 2018).

The objects of the charity are "To relieve the needs of deaf people by the provision of arts, sports, social activities, information, advocacy, training and support, and in such ways as the trustees may from time to time determine".

Trustees are elected by the members and meet on a bimonthly basis. Trustees must be re-elected at the Annual General Meeting. DBS checks are undertaken for all volunteers involved with children or vulnerable adults and were updated/reviewed during the year.

There are currently 9 volunteers, including the trustees.

The Sign and Share Club is a member of Pembrokeshire Association of Voluntary Service and has also worked in co-operation with several agencies and organisations during the year.
In particular:

- Pembrokeshire Association of Voluntary Services
- RNID (formerly Action on Hearing Loss)
- Wales Council for Deaf People
- Pembrokeshire County Council
- Audiology Department, Hywel Dda University Health Board
- Open To All Project (Pembrokeshire Coast National Park)

The main activities of the club undertaken for public benefit were:

- Provision of social events in order to enable deaf people to meet others and thereby reduce loneliness and isolation including 3 Hard of Hearing Clubs (in Fishguard, Narberth and Pembroke)
- Provision of information and signposting in order to improve deaf people's access to services and support available in the community.
- Encouraging the use of British Sign Language in order that Deaf people (who use BSL as their primary language) can communicate and interact with more people in the community.

Chairladies Report

This year the club has successfully run more events face to face, such as trips and events in the hall in Johnston. Shirley is still holding online events every now and again with members who want to get involved. We are currently planning more events and trips for our members until the end of the year Christmas dinner.

Individual hard of hearing groups started up again in Pembroke and Fishguard but we decided to close due to few attendees. They are being encouraged to take part in our main event and trips.

Hearing aid repairs remain a success for those unable to attend audiology. I would also like to thank Shirley and Maria who currently continue this work. We are now applying for funding for this project to keep going.

Thank you to all the trustees, volunteers, and staff, for their part in making the club a big success.

Rhiannon Griffiths

Activities and Performance

During the year, 31 meetings/trips/activities were held as follows:

13 Main meetings
5 Online meetings
6 Coffee and Chat meetings
7 Hard of Hearing Clubs

Our main trips included:

- April - A drama workshop and consultation with the NHS about the new hospital site (17)
- May - 10th Anniversary party (23)
- June - AGM and bingo session (16)
- July - Brecon Railway trip (30)
- August - Bird talk and art session (19)
- September - Castell Coch trip (22)
- October - Leaf rubbing (16)
- November - Card making (22)
- December - Christmas dinner (29) and
- December - Beauty and the Beast interpreted pantomime – Torch Theatre (24)
- January – Bowling (12)
- February -Visit from Pembrokeshire National Park and quiz (17)
- March – BDA (21)

Hard of Hearing club meetings were held as follows:

- April – Planted flower pots (8)
- May - Stokholm and Skomer Talk (3)
- July – Favourite Holidays(5)
- August – Chat (4)
- September – Cyber Fraud Awareness (15)
- October – Pembrokeshire Quiz(4)
- November – Leaf Rubbing Book covers (3)

The numbers at the September meeting were boosted by some d/Deaf members who attended the meeting but would not normally be involved. Due to the low numbers and a lack of funding for these meetings, the trustees decided to close the Pembroke Hard of Hearing Club. Participants have been encouraged to attend the main meetings of the club and transport has been offered to those wishing to attend.

Online events are attended by both British Sign Language users and hard of hearing people. The Deaf Community Support Worker who resigned in June continued these sessions for a while as a volunteer. She is a qualified interpreter and therefore able to ensure everyone is involved. The meetings this year were:

- April - Hobby sharing (4)
- May - Art (3)
- July - Bingo (5)
- August - Card making (6)
- October - Bingo (6)

During the year 43 individuals were given business support to improve accessibility. 148 people attended group meetings or training events where advice was given. 9 individuals have informed the club of actual steps subsequently taken. One organisation has been seeking funding to implement changes.

An independent evaluation of our services was commissioned at the start of 2023 and the report issued in May 2023. The report summary states "Sign and Share Club have exceeded the targets for all four of their Indicators and have delivered this in challenging circumstances. They are to be commended for this. More importantly, they have supported many people in their community and raised awareness which has supported others to improve the services they offer to D/deaf and hard of hearing people. The ripple effect of Sign and Share Club's work is very effective and ongoing." Included in the recommendations of this report was the need for BSL classes to be delivered and to develop a drop-in service. Both these new services have been established during this financial year.

Listening Ears and Hands (LEAH) project

Of the 376 people on our database 262 are hard of hearing, 31 describe themselves as Deaf adults, 1 prefers the description profoundly deaf, 2 are Deaf children and 1 is a Deaf young person. 16 describe themselves as deafblind (including 2 with ushers) and 2 are deafened, 2 have tinnitus, and 59 are hearing people who are either relatives of a deaf person or have benefitted from the business liaison service.

203 repairs were undertaken during the year. Some of these were carried at meetings and drop-in sessions. 92 home visits were carried out in the period.

During these home visits:
79 Re-tubings were undertaken,
33 people received replacement batteries,
17 people received maintenance advice,
23 received usage advice, and
28 people were referred onwards.

Drop-in meetings known as "Coffee and Chat" meetings were held as follows:

- September - (8)
- October – (11)
- November-(6)
- January - (8)
- February – (11)
- March – (13)

The Co-ordinator and Shirley David have also attended roadshow meetings, in St Davids and Saundersfoot, where members of the public could obtain information and hearing aid repair services.

Buddying Service

4 D/deaf people have been supported by the Buddying Service during 2023-24. Support has been given to go to community activities, meet up for a chat, and go shopping.

Finance Report

The National Lottery Community Fund ceased as of May 2023 and a full breakdown of the 5-year funding is included in the notes to the accounts. We are now benefiting from £10,000 grant funding from Awards for All, which supports our Listening Ears and Hands Project (LEAH) for home visits, buddying and drop-in services.

A significant contribution of £5,000 was received from the Foyle Foundation to cover core costs between December 2023 and March 2024. This has enabled us to retain our Co-ordinator, Maria Guichard and put us on a secure footing for the year ahead.

The Yapp Charitable Trust awarded £3,000 per annum for the 3-year period November 2021 – September 24, to cover our general running costs (excluding equipment or new activities). The last of these donations was received on 30th November 2023 and will cover some of our core costs in 2024-25.

We are again indebted to the Millenium Stadium Charitable Trust who provided grant funding towards our trips and events. £2,500 was received in June 2023 and enabled us to undertake our very popular trips to Brecon Railway, Castell Coch, and the interpreted performance of Beauty and the Beast.

£1,125 was received from Groundwork UK (Tesco Bags of Help) specifically for our hearing aid repair service for people unable to attend Audiology due to disability or caring responsibilities. The Oakdale Trust gave £500 to reduce isolation at home through home visits for other purposes, such as support and information.

We are also very grateful to South Hook LNG who donated £2,500 in December 2022 towards the costs of our Home Visit service. This enabled us to carry out 140 home visits and complete 112 hearing aid re-tubings during the period of the grant. 30 people received information on hearing aid maintenance, 31 receiving advice on using their aids correctly and 34 people were referred on to another agency/organisation. Referrals were made to Access to Work for support to stay in employment, the Fire Brigade for smoke alarms etc., Audiology for new moulds to be fitted, GP surgeries for medical advice, Occupational Therapist for mobility aids etc., Jobcentre for Universal Credit application, County Council to register as a carer and to obtain respite support. Advice was also given on how to apply for Power Attorney to one client.

Looking forward, we are extremely pleased to have been granted £4,000 per year, for the each of the next 3 years, from the Garfield Weston Foundation towards our core costs. We have also recently received a generous donation of £1,000 from Valero Pembroke Refinery.

Every donation we receive is valued but we would particularly like to acknowledge those given in loving memory of Betty Pearce, which amounted in total to £82.

Risk Management and Reserves

The trustees have agreed a finance policy and procedures. Insurance is in place and is reviewed against any new activities. DBS checks are held for all volunteers working with children or vulnerable adults. Safeguarding training has been undertaken.

At the end of 2023, the trustees agreed to designate £3,632 from unrestricted funds to cover an expected shortfall in salary costs. This amount has been reduced to £773 during the year.

The trustees feel that reserves of 2-4 months running costs should be retained as free reserves. This will ensure that, were unexpected expenditure to occur, or donations to reduce due to the difficult economic climate at present, services could be maintained whilst alternative sources of funding are secured. This level of reserves equates to £4,259 to £8,519. As of 31 March 2024, £6,761was held in unrestricted funds, which is within this target range. This policy is reviewed annually.

Independent examiner's report to the trustees of Sign and Share Club

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

Responsibilities and Basis of Report

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

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

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130
- of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

Name: Mr P L Jenkins
Address: 1 St Petrox Close, Pembroke, Pembrokeshire, SA71 5QW

Date: 30 MAY 2024

Signed on behalf of the trustees:

Rhiannon Griffiths

Position Chair person

Date 24/05/24

Statement of Financial Activities

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
Receipts					
Total Charitable Activities income		**3,874**	**0**	**3,874**	**3,321**
Donations and Legacies	2	**1,560**	**23,874**	**25,434**	**37,440**
Other Trading Activities		191	0	**191**	0
Total Receipts	2	**5,625**	**23,874**	**29,499**	**40,858**
Payments					
Charitable Activities					
Buddying	1	0	1443	**1443**	0
Business Liaison	1	3015	908	**3923**	1200
Drop-in	1	0	1321	**1321**	485
Hard of Hearing Clubs	1	0	662	**662**	3019
Home visits	1	0	9917	**9917**	14990
Trips	1	3760	7032	**10792**	15573
Total Charitable Activities		6775	21283	**28058**	35267
Net Receipts/(Payments)		-1,150	2,591	1,441	5,591
B/F Funds Previous Year End	2	7911	8166	16077	10486
C/F Funds Current Year End	2	**6,761**	**10,757**	**17,518**	16,077

Balance Sheet
As of March 31, 2024

	Total	
	As of Mar 31, 2024	As of Mar 31, 2023 (PY)
Fixed Asset		
Total Fixed Asset		
NatWest Account	17,410	16,027
Petty Cash floats	34	49
Total Cash at bank and in hand	**17,444**	**16,077**
Current Assets		
Undeposited Funds	0	0
Total Current Assets	**0**	**0**
Net current assets	**17,444**	**16,077**
Creditors: amounts falling due within one year		
Trade Creditors	0	0
Net current assets (liabilities)	**17,444**	**16,077**
Total assets less current liabilities	**17,444**	**16,077**
Total net assets (liabilities)	**17,444**	**16,077**
Charity funds		
Unrestricted Funds - Reserves	6,761	7,911
Restricted Funds	10,757	8,166
Total Charity funds	**17,518**	**16,077**

Sign and Share Club Accounts Year Ending 31 March 2023

Notes to the Accounts

1. Accounting Policies

The accounts have been prepared under the receipts and payments convention and in accordance with:

- Charities SORP
- Applicable accounting standards and
- The Charities Act 1993.

The principal accounting policies adopted in the preparation of the accounts are as follows:

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund. Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds.

Activity costs have been analysed on a full cost basis by project. Timesheets and travel claims were analysed over the entire year and all direct costs, including these costs, were allocated to the appropriate project. Indirect costs (such as rent, administrative time, insurance etc.,) were then apportioned on the basis of direct staff time. The % apportionment was as follows:

Buddying	2%
Home visits	36%
Trips/events	32%
Business liaison	19%
Drop-in	6%
HOH Clubs	5%
	100%

2. Fund Movements

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose. Restricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Transfers	Balance
Access to Work	(749)	749	0	0	**0**
Awards for All – LEAH project	0	10,000	5030	0	**4970**
Foyle Foundation	0	5,000	5,000	0	**0**
Groundwork UK (Tesco)	0	1,125	446	0	**679**
Miscellaneous small grants and donations	5,000	0	1897	0	**3103**
National Lottery – Community Fund	1,516	0	1,516	0	**0**
South Hook LNG	2,330	0	2,330	0	**0**
The Millenium Stadium Charitable Trust	0	2,500	2,500	0	**0**
The Oakdale Trust	0	500	500	0	**0**
Valero	0	1000	41	0	**959**
Yapp Foundation	69	3,000	2,023	0	**1,046**
Total Restricted Funds	**2,654**	**23,874**	**21,283**	**0**	**10,757**

Unrestricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Transfers	Balance
Designated Funds	3,632	0	2,859		**773**
Unrestricted - Reserves	4,279	5,625	3,916		**5,988**
Total Unrestricted Funds	**7,911**	**5,625**	**6,776**		**6,761**

During May 2018 – April 2023 the Big Lottery People and Places grant supported many of the services of the charity. A full breakdown of the income and expenditure for this period is listed below:

	Total
Income	
Donations and Legacies	
Grants	82,277
Total Donations and Legacies	**82,277**
Total Income	**82,277**
Total	**82,277**
Expenditures	
Charitable Activities	
Accomodation and Utilities	4,008
Activity costs	5
Language services	**3,293**
Travel/transport	5,726
Trips and Events	**2,313**
Volunteer expenses	9
Website and promotional costs	251
Total Activity costs	**11,597**
Administration costs	**2,657**
Covid-19 costs	**1,995**
Marketing and Communications	60
Pension	266
Professional and legal costs	60
Dues and Subscriptions	245
Monitoring and Evaluation	3,236
Total Professional and legal costs	**3,541**
Recruitment	1,060
Salaries	**54,126**
Support costs	
Governance	**410**
Human Resources	1,254
Total Support costs	**1,664**
Training	1,302
Total Charitable Activities	**82,277**

During 2023-24 the funding set aside to cover a shortfall in salary costs was largely utilised.

The following trustees received remuneration during the year, in accordance with clause 6 of the Constitution. Neither trustee is present during discussions, or votes, on matters relating to remuneration or employment conditions.

Maria Guichard, Co-ordinator, £14,177
Adam Guichard, BSL Tutor £500

As stated in clause 8 of our Constitution; "A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter."

Shirley David was in employment as a Deaf Communication Worker until 30th June 2023, **prior** to becoming a trustee. Interpreting fees are paid to Shirley David, when the club has exhausted all other sources, but the club wish to thank her for donating these fees back to the club in full.

3. Support Costs

Governance Costs were:

AGM	£100
Committee	£178
Insurance costs	£210
Professional fees	£162
Total	**£650**
HR Costs were	£ 30
Total Support Costs	**£680**

4. Related Party Transactions

£162 was paid to Business & Employment Support & Training (BEST). This organisation is run by Shirley David who is now a trustee. BEST has provided accounting input services free of charge, using QuickBooks, to the charity since it started in 2013. This charge is for the use of the software (owned by Intuit) and not for accounting services.

5. Salaries

Net Salary	£ 13,150
NI and Tax	2,901
Total Salaries	**£ 16,051**

The Co-ordinator works 18 hours per week. One DC-SW was on a zero-hour contract to support home visits on an ad- hoc basis but has now resigned. One person is on a zero-hour contract to undertake BSL training as and when required.

Sign and Share Club offer a Smart Pension to all staff.

6. Debtors

There were no debtors at the year end.

7. Creditors

There were no creditors at the year end.

SIGN AND SHARE CLUB

England & Wales - Charity number 1177316

Accounts

Sign & Share Club

Accounts Year Ending 31 March 2023

Sign and Share Club Accounts Year Ending 31 March 2023
Registered Charity Number 1177316
Trustees Annual Report

Administrative Details:

Banks:	**NatWest** 33 Stepney Street Llanelli Carmarthenshire SA15 3UX
Registered address:	17 Milton Meadows Milton, Nr Tenby Pembrokeshire SA70 8PL
Trustees:	Rhiannon Griffiths (Chair) Hannah Norman (Deaf BSL representative) Beth Hughes (Parent of deaf child rep) Violet John (HOH Representative) Adam Guichard (co-opted 10th August 2022) Maria Guichard (Treasurer - co-opted 10th August 2022)
HMRC registration:	EW02952

Deaf Community - Support Workers during the year were Ceri Phillips, Clare Neale, Samantha Dowler (resigned 31/12/22) and Shirley David

The Sign and Share Club was set up as a Charitable Incorporated Organisation and a constitution was adopted on 1st December 2017. The charity was registered with the Charity Commission on 26th February 2018 and began operating as of 1st April 2018.

Initial funding was from the Sign and Share Club unincorporated organisation (which ceased operation on 31 March 2018).

The objects of the charity are "To relieve the needs of deaf people by the provision of arts, sports, social activities, information, advocacy, training and support, and in such ways as the trustees may from time to time determine".

Trustees are elected by the members and meet on a bimonthly basis. Trustees must be re-elected at the Annual General Meeting. DBS checks are undertaken for all volunteers involved with children or vulnerable adults and were updated/reviewed during the year.

There are currently 8 volunteers, including the trustees.

The Sign and Share Club is a member of Pembrokeshire Association of Voluntary Services and uses an office at their address 36-38 High St, Haverfordwest SA61 2DA.

We have worked in co-operation with several agencies and organisations during the year.
In particular:

- Pembrokeshire Association of Voluntary Services
- RNID (formerly Action on Hearing Loss)
- Wales Council for Deaf People
- Pembrokeshire County Council
- Audiology Department, Hywel Dda University Health Board

The main activities of the club undertaken for public benefit were:

- Provision of social events in order to enable deaf people to meet others and thereby reduce loneliness and isolation including 3 Hard of Hearing Clubs (in Fishguard, Narberth and Pembroke)
- Provision of information and signposting in order to improve deaf people's access to services and support available in the community
- Encouraging the use of British Sign Language in order that Deaf people (who use BSL as their primary language) can communicate and interact with more people in the community.

Chairladies Report

This year the club has successfully run more events face to face, such as in trips out and events in the hall in Johnston. Bingo, and other activities requested by members, have also been run online alongside our face-to-face activities.

We are currently planning more events and trips for our members, including our 10th anniversary/coronation of King Charles party, as well as more online activities.

Individual hard of hearing groups have started up again in Pembroke and Fishguard and numbers attending are rising.

Hearing aid repairs were a success; especially while audiology had limited contact with people in hospitals, although restrictions have relaxed a fair bit. I would like to particularly thank Sam Dowler and Ceri Phillips for the excellent work they did during 2022. I would also like to thank Clare, Shirley and Maria who currently continue this work. We are now applying for funding for this project to keep going.

Thank you to all the trustees, volunteers, and staff, for their part in making the club a big success.

Rhiannon Griffiths

Activities and Performance

During the year, 31 meetings/trips/activities were held as follows:

13 Main meetings with an average of 20 people attending.
13 Online meetings with an average of 5 people attending.
4 drop-in pilot meetings with only 3 people attending.
6 Hard of Hearing Clubs with an average attendance of 4 people attending.

Our main trips included:

- NHS Training research consultation with Julia Terry of Swansea University
- Trip to Folly Farm (including mystery shopper feedback to the venue)
- Jubilee Party
- Food hygiene training delivered by Wales Council for Deaf People
- Annual General Meeting
- Meet Joanna – social
- Cardigan – boat trip and castle
- Tourism access discussion with Visit Pembrokeshire
- Christmas dinner at the Giltar Hotel in Tenby
- Pantomime trip – Swansea Grand Theatre BSL interpreted performance
- Ten pin bowling
- Trip to the Royal Mint, and
- 2 Art Workshops delivered by Span Arts.

Online events are attended by both British Sign Language users and hard of hearing people. The Deaf Community Support Worker is a qualified interpreter and ensures everyone is able to fully participate. The meetings included bingo sessions, and a variety of art sessions (drawing birds, cats, mice, and cartoon figures). A chance to chat and share what we have been doing recently is also included.

Of the 325 people on our database 26 describe themselves as Deaf, 263 as hard of hearing, 24 as hearing, 1 as hard of hearing and with visual loss, and 11 as deafblind.

213 home visits were carried out in the period. Following a review of those on our register, there are currently 100 people on our review list who are eligible for home visit/hearing aid repairs. Reviews are every 6 months.

During these home visits:
186 Retubings were undertaken,
58 people received replacement batteries,
107 people received maintenance advice,
99 received usage advice, and
34 people were referred onwards.

During the year 80 individuals were given business support to improve accessibility. 131 people attended group meetings or training events were advice was given. 33 individuals carried out a self-assessment using the assessment tool devised by the charity with 100% of these identifying steps to improve. 26 individuals have informed the club of actual steps subsequently taken.

An independent evaluation of our services was commissioned at the start of 2023 and the report is expected to be available in May 2023.

Finance Report

The National Lottery Community Fund continued to be our primary source of funds during 2022-23 but this grant will cease as of May 2023. This grant supported our Co-ordinator and Deaf Community – Support Workers, hard of hearing clubs, hearing aid repair scheme, business liaison service and the home visit service. The funding enabled us to significantly extend our services and support even more deaf, and hard of hearing, people.

CRONFA GYMUNEDOL COMMUNITY FUND

The Yapp Charitable Trust awarded £3,000 per annum for the 3-year period November 2021 – September 24, to cover our general running costs (excluding equipment or new activities). The Barchester Charitable Foundation gave £1,100 for transport costs in 2022-23.

We are very grateful to the Foyle Foundation for a grant of £4,000 and to the Garfield Weston Foundation for a £3,000 donation both of which contributed to our core costs in different ways.

In December 2022 we were awarded £2,500 from South Hook LNG towards the costs of the Home Visit service. We are particularly thankful for this funding which allows us to support those unable to come to our community activities due to health issues or caring duties. The feedback from our clients is that it is a highly valued service. We continue to seek additional funding to supplement this grant and have already been successful in being put forward for the Tesco Bags of Help funding through Groundwork UK. Voting in stores began on 1st April 2023.

In April 2023 the Millennium Stadium Charitable Trust awarded the club £2,500 towards the costs of trips to be undertaken in 2023-24. This is the third time the charity has received funding from this trust, and we are extremely grateful to them for their support.

Risk Management and Reserves

The trustees have agreed a finance policy and procedures. Insurance is in place and is reviewed against any new activities. DBS checks are held for all volunteers working with children or vulnerable adults. Safeguarding training has been undertaken. PPE equipment was purchased, and issued to staff, in response to Covid-19 and specific risk assessment were done in relation to Covid-19 during the pandemic.

Due to the increasing number of clients, and the decision to continue a mix of online and face to face activities, the trustees agreed to designate £3,632 from unrestricted funds to cover the current shortfall in our expected salary costs for 2023-24. This amount is therefore not included in our calculation of free reserves.

The trustees feel that, given the funding now secured, reserves of 2-4 months running costs should be retained as free reserves. This will ensure that, were unexpected expenditure to occur, or donations to reduce due to the difficult economic climate at present, services could be maintained whilst alternative sources of funding are secured. This level of reserves equates to £5,878 to £11,756. As of 31 March 2023, £4,279 was held in unrestricted funds, which is slightly below this target range. The trustees are considering ways in which to increase this by encouraging donations and increasing trading income. This policy will be reviewed annually.

Independent examiner's report to the trustees of Sign and Share Club

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023.

Responsibilities and Basis of Report

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

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

Independent examiner's statement

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

- the accounting records were not kept in accordance with section 130
- of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

Name: Mr P L Jenkins
Address: 1 St Petrox Close, Pembroke, Pembrokeshire, SA71 5QW

Date: 26th May 2023

Sign and Share Club
Statement of Financial Activities
April 2022 - March 2023

	Notes	Restricted Funds	Unrestricted Funds	Total Apr 2022 - Mar 2023	Total Apr 2021 - Mar 2022
Receipts					
Charitable Activities income					
Equipment loan income		0	139	**139**	142
Fee income		0	3,182	**3,182**	1,080
Total Charitable Activities income		**0**	**3,321**	**3,321**	**1,222**
Donations and Legacies					
Gifts and Donations Income		2,000	1,568	**3,568**	2,412
Grants	2	30,872	3,000	**33,872**	27,679
Total Donations and Legacies		**32,872**	**4,568**	**37,440**	30,091
Fund Raising Events		0	97	**97**	0
Total Receipts	2	**32,872**	**7,986**	**40,858**	31,313
Payments					
Charitable Activities					
Business Liaison	1	1,200	0	**1,200**	
Drop in pilot	1	0	485	**485**	
Hard of Hearing Clubs	1	3,019	0	**3,019**	
Home Visits	1	7,568	7,422	**14,990**	
Online events	1	983	0	**983**	
Trips and events	1	14,590	0	**14,590**	
Total Charitable Activities		**27,360**	**7,908**	**35,268**	29,732
Total Payments	2	**27,360**	**7,908**	**35,268**	29,732
Net Receipts		5,512	78	**5,590**	1,581
B/F Funds Previous Year End	2	2,654	7,832	**10,486**	8,905
C/F Funds Current Year End	2	**8,166**	**7,911**	**16,077**	10,486

Sign and Share Club Accounts Year Ending 31 March 2023
Statement of Assets and Liabilities

	Total	
	As of Mar 31, 2023	As of Mar 31, 2022
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
HSBC account (closed)	0	8,111
NatWest Account	16,027	2,325
Petty Cash floats	49	11
Total Cash at bank and in hand	**16,077**	**10,446**
Current Assets		
Undeposited Funds	0	40
Total Current Assets	**0**	**40**
Net current assets	**16,077**	**10,486**
Creditors: amounts falling due within one year		
Trade Creditors		
Accounts Payable	0	0
Total Trade Creditors	**0**	**0**
Current Liabilities		
Payroll Liabilities		
HMRC	0	0
Pension	0	0
Total Payroll Liabilities	**0**	**0**
VAT Liability	0	0
Total Current Liabilities	**0**	**0**
Total Creditors: amounts falling due within one year	**0**	**0**
Net current assets (liabilities)	**16,077**	**10,486**
Total assets less current liabilities	**16,077**	**10,486**
Total net assets (liabilities)	**16,077**	**10,486**
Breakdown of Funds		
Unrestricted - Designated	3,632	2,997
Unrestricted - Reserves	4,279	4,835
Restricted	8,166	2,654
Total Capital and Reserves	**16,077**	**10,486**

Signed on behalf of the trustees

Rhiannon M Griffiths

Position Chair

Date 2/06/2023

Sign and Share Club Accounts Year Ending 31 March 2023

Notes to the Accounts

1. Accounting Policies

The accounts have been prepared under the receipts and payments convention and in accordance with:

- Charities SORP
- Applicable accounting standards and
- The Charities Act 1993.

The principal accounting policies adopted in the preparation of the accounts are as follows:

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund. Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds.

This year the activity costs have been analysed on a full cost basis by project. Timesheets and travel claims were analysed over the entire year and all direct costs, including these costs, were allocated to the appropriate project. Indirect costs (such as rent, administrative time, insurance etc.,) were then apportioned on the basis of direct staff time. The % apportionment was as follows:

Home visits	52%
Trips/events	29%
Business liaison	4%
Drop-in	2%
HOH Clubs	10%
Online events	3%
	100%

2. Fund Movements

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose.

Restricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Transfers	Balance
Access to Work	0	0	749	0	**(749)**
Barchester Charitable Foundation	0	1,100	1,100	0	**0**
Foyle Foundation	0	4,000	4,000	0	**0**
Groundwork UK (Tesco)	17	0	17	0	**0**
Mason Provincial Lodge	516	0	516	0	
Miscellaneous small grants and donations	0	5,000	0	0	**5,000**
National Lottery – Community Fund	0	17,272	15,756	0	**1,516**
South Hook LNG	0	2,500	170	0	**2,330**
Yapp Foundation	2,121	3,000	5,052	0	**69**
Total Restricted Funds	**2,654**	**32,872**	**27,360**	**0**	**8,166**

Unrestricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Transfers	Balance
Designated Funds	2,997	455	2,896	3,531	**3,632**
Unrestricted - Reserves	4,835	7,531	5,012	(3,531)	**4,279**
Total Unrestricted Funds	**7,832**	**7,986**	**7,908**	**0**	**7,911**

During 2022-23 the funding set aside to cover a shortfall in salary costs was largely utilised. Good management of the unrestricted funds in the year mean that the trustees are again able to designate from reserves to cover the predicted current shortfall in salary costs in 2023-24. Specific funding bids are also being submitted for this shortfall in the hope that reserves will not need to be utilised.

3. Support Costs

No trustees received any remuneration during the year.

Governance Costs were:

AGM	£112
Committee	£105
Insurance costs	£191
Professional fees	£ 50
Total	**£458**

HR Costs were	£420
Total Support Costs	**£878**

4. Related Party Transactions

There were no related party transactions during the year.

5. Salaries

Net Salary	£ 18,350
NI and Tax	£ 593
Total Salaries	**£ 18,943**

A Co-ordinator works 18 hours per week. 2 Deaf Community – Support Workers (DC-SW) work 11.5 hours per week between them. Additionally, one DC-SW is on a zero-hour contract to support home visits on an ad-hoc basis.

Sign and Share Club offer a Smart Pension to all staff.

6. Debtors

There were no debtors at the year end.

7. Creditors

There were no creditors at the year end.

SIGN AND SHARE CLUB

England & Wales - Charity number 1177316

Accounts

Sign & Share Club

Accounts Year Ending 31 March 2022

Sign and Share Club Accounts Year Ending 31 March 2022
Registered Charity Number 1177316
Trustees Annual Report

Administrative Details:

Banks:	**HSBC** 41 High Street Haverfordwest Pembrokeshire SA61 2BU	**NatWest** 33 Stepney Street Llanelli Carmarthenshire SA15 3UX
Registered address:	17 Milton Meadows Milton, Nr Tenby Pembrokeshire SA70 8PL	
Trustees:	Rhiannon Griffiths (Chair) Hannah Norman (Deaf BSL representative) Beth Hughes (Parent of deaf child rep) Violet John (HOH Representative)	
HMRC registration:	EW02952	

Deaf Community - Support Workers during the year were Ceri Phillips, Samantha Dowler, Sarah Hope (resigned 31/5/2021) and Shirley David

The Sign and Share Club was set up as a Charitable Incorporated Organisation and a constitution was adopted on 1st December 2017. The charity was registered with the Charity Commission on 26th February 2018 and began operating as of 1st April 2018.

Initial funding was from the Sign and Share Club unincorporated organisation (which ceased operation on 31 March 2018).

The objects of the charity are "To relieve the needs of deaf people by the provision of arts, sports, social activities, information, advocacy, training and support, and in such ways as the trustees may from time to time determine"

Trustees are elected by the members and meet on a bimonthly basis. Trustees must be re-elected at the Annual General Meeting. DBS checks are undertaken for all volunteers involved with children or vulnerable adults and were updated/reviewed during the year.

There are currently 7 volunteers, including the trustees.

The Sign and Share Club is a member of Pembrokeshire Association of Voluntary Services and uses an office at their address 36-38 High St, Haverfordwest SA61 2DA.

We have worked in co-operation with several agencies and organisations during the year.
In particular:

- Pembrokeshire Association of Voluntary Services
- RNID (formerly Action on Hearing Loss)
- Pembrokeshire County Council
- Audiology Department, Hywel Dda University Health Board
- Catherine Scott, Sensory Lead Advisor Teacher for Pembrokeshire County Council
- POINT/British Red Cross - referrals

The main activities of the club undertaken for public benefit were:

69 different people have attended these activities during the year (which is an increase from 49 in 2020-21). Of these 13 were Deaf, 35 were hard of hearing or deafened and 3 were deafblind, 9 were family members (parents or siblings of a d/Deaf person), and 9 were volunteers or carers.

Staff also carried out:

- 247 home visits
- 222 re-tubings, and
- 122 battery replacements

Advice was given to 195 people on maintaining their hearing aid and 206 people were advised on using their hearing aid. 59 referrals were made to GPs, audiology, and other organisations

During the year a Consultation Day was held at which the future needs/desires of our members were discussed, and a report has been compiled from this. A major finding was that d/Deaf people wish to have a drop-in venue where they could meet informally on a more regular basis and where other agencies could come to discuss their services with individuals. Consideration is being given to piloting this in 2023.

Finance Report

The National Lottery Community Fund continues to be our primary source of funding. This grant supports our Deaf Community – Support Workers, our hard of hearing clubs, our hearing aid repair scheme and home visit services. The funding has already enabled us to significantly extend our services and support even more deaf, and hard of hearing, people.

We are also extremely grateful to the Yapp Charitable Trust for the award of £3,000 per annum for the next 3 years, from November 2021, to cover our general running costs (excluding equipment or new activities).

We would also like to thank those donors who have allowed us to purchase laptops and accessories for our Deaf Community – Support Workers to use on home visits and at our club meetings. Specifically, £1,895 from the Provincial Grand Lodge of West Wales, £200 from the Castlemartin Lodge of Freemasons and £500 from the Port of Milford Haven.

Risk Management and Reserves

The trustees have agreed a finance policy and procedures. Insurance is in place and is reviewed against any new activities. DBS checks are held for all volunteers working with children or vulnerable adults. Safeguarding training has been undertaken. PPE equipment was purchased, and issued to staff, in response to Covid-19 and specific risk assessment were done in relation to Covid-19 during the pandemic.

Due to the increasing number of clients, and the decision to continue a mix of online and face to face activities, the trustees agreed to designate £2,977 from unrestricted funds to cover the shortfall in our expected salary costs for 2022-23. This amount is therefore not included in our calculation of free reserves.

The trustees feel that, given the funding now secured, reserves of 2-4 months running costs should be retained as free reserves. This will ensure that, were unexpected expenditure to occur, or donations to reduce due to the difficult economic climate at present, services could be maintained whilst alternative sources of funding are secured. This level of reserves equates to £4,955 to £9,911. As of 31 March 2022, £4,835 was held in unrestricted funds, which is slightly below this target range. The trustees are considering

ways in which to increase this by encouraging donations and increasing trading income. This policy will be reviewed annually.

Independent examiner's report to the trustees of Sign and Share Club

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2022.

Responsibilities and Basis of Report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130
- of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Name: Mr P L Jenkins
Address: 1 St Petrox Close, Pembroke, Pembrokeshire, SA71 5QW

Date: 14/05/2022

Statement of Financial Activities
Year Ending 31st March 2022

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 31st March 2022	Total Funds 31st March 2021
Receipts					
Charitable Activities income					
Equipment loan income		142	0	**142**	42
Trip fees		1080	0	**1080**	474
Total Charitable Activities income		1222	0	**1222**	516
Donations and Legacies					
Gifts and Donations Income		1649	523	**2172**	587
Membership donations		240	0	**240**	360
Total Gifts and Donations Income		1889	523	**2412**	947
Grants		2986	24693	**27679**	19270
Total Donations and Legacies		4875	25216	**30091**	20217
Other trading activities		0	0	**0**	808
Total Receipts	2	**6097**	**25216**	**31313**	21541
Payments					
Charitable Activities					
Accomodation and Utilities		0	750	**750**	924
Activity costs					
Language services		0	1660	**1660**	1242
Travel/transport		303	2433	**2736**	1269
Trips and Events		168	2288	**2456**	1090
Volunteer expenses		6	60	**66**	0
Website and promotional costs		104	0	**104**	261
Total Activity costs		581	6441	**7023**	3862
Administration costs		204	884	**1088**	594
Capital Costs - Equipment		407	2079	**2485**	8
Covid-19 costs		100	323	**423**	2208
Marketing and Communications		151	0	**151**	38
Pension		0	104	**104**	0
Professional Costs and Evaluation Costs		44	2002	**2046**	115
Raising Funds		38	0	**38**	7
Recruitment		0	0	**0**	560
Salaries	5	0	14627	**14627**	11670
Support costs	3	356	323	**679**	948
Training		18	300	**318**	440
Total Charitable Activities		**1900**	**27832**	**29732**	21374
Total Expenses	2	**1900**	**27832**	**29732**	21374
Net Funds	2	4198	-2617	**1581**	167
B/F Funds Previous Year End	2	3634	5271	**8905**	8738
C/F Funds Current Year End	2	**7832**	**2654**	**10486**	8905

Sign and Share Club Accounts Year Ending 31 March 2022
Statement of Assets and Liabilities

	Total	
	As of Mar 31, 2022	As of Mar 31, 2021 (PY)
Cash at bank and in hand		
HSBC account	8111	8753
NatWest Account	2325	
Petty Cash floats	11	152
Total Cash at bank and in hand	**10446**	**8905**
Current Assets		
Undeposited Funds	40	0
Total Current Assets	**40**	**0**
Net current assets	**10486**	**8905**
Creditors: amounts falling due within one year	**0**	**0**
Net current assets (liabilities)	**10486**	**8905**
Total assets less current liabilities	**10486**	**8905**
Total net assets	**10486**	**8905**
Breakdown of Funds		
Restricted Funds	2654	5271
Designated Funds	2997	0
Unrestricted Funds held as Reserves	4835	3634
Total Funds	**10486**	**8905**

Signed on behalf of the trustees

Rhiannon M Griffiths

Position Chairperson.

Date 30/05/2022

Sign and Share Club Accounts Year Ending 31 March 2022

Notes to the Accounts

1. Accounting Policies

The accounts have been prepared under the receipts and payments convention and in accordance with:

- Charities SORP
- Applicable accounting standards and
- The Charities Act 1993.

The principal accounting policies adopted in the preparation of the accounts are as follows:

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund. Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds

2. Restricted Income

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose.

Restricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Balance
Castlemartin Lodge	**0**	200	200	**0**
Milford Haven Port Authority	**0**	500	500	**0**
Millennium Stadium Charitable Trust	**0**	2,500	2,500	**0**
Miscellaneous	**0**	323	323	**0**
National Lottery Community Fund	**5,271**	15,798	21,069	**0**
Provincial Lodge	**0**	1,895	1,379	**516**
Tesco – Bags of Help Scheme	**0**	1,000	983	**17**
Yapp Foundation	**0**	3,000	879	**2,121**
Total restricted funds	**5,271**	**25,216**	**27,832**	**2,654**

3. Support Costs

No trustees received any remuneration during the year.

Governance Costs were:

AGM	£150
Insurance costs	£189
Professional fees	£ 17
Total	**£356**

SIGN AND SHARE CLUB

England & Wales - Charity number 1177316

Accounts

Sign & Share Club

Accounts Year Ending 31 March 2021

Sign and Share Club Accounts Year Ending 31 March 2021
Registered Charity Number 1177316
Trustees Annual Report

Administrative Details:

Bank:	HSBC 41 High Street Haverfordwest Pembrokeshire SA61 2BU
Registered address:	17 Milton Meadows Milton, Nr Tenby Pembrokeshire SA70 8PL
Trustees:	Sian Davies Nia Jones (Secretary) Rhiannon Griffiths (HOH representative) Hannah Norman (Deaf BSL representative) Beth Hughes (Vice Secretary/Parent of deaf child rep) Linda Rawlinson (Chairperson)
HMRC registration:	EW02952

Deaf Community - Support Workers Samantha Dowler, Sarah Hope, Ceri Phillips and Shirley David

The Sign and Share Club was set up as a Charitable Incorporated Organisation and a constitution was adopted on 1st December 2017. The charity was registered with the Charity Commission on 26th February 2018 and began operating as of 1st April 2018.

Initial funding was from the Sign and Share Club unincorporated organisation (which ceased operation on 31 March 2018).

The objects of the charity are "To relieve the needs of deaf people by the provision of arts, sports, social activities, information, advocacy, training and support, and in such ways as the trustees may from time to time determine"

Trustees are elected by the members and meet on a bimonthly basis. Trustees must be re-elected at the Annual General Meeting. DBS checks are undertaken for all volunteers involved with children or vulnerable adults and were updated/reviewed during the year.

There are currently 11 volunteers, including the trustees.

The Sign and Share Club is a member of Pembrokeshire Association of Voluntary Services and uses an office at their address 36-38 High St, Haverfordwest SA61 2DA.

We have worked in co-operation with several agencies and organisations during the year.
In particular:

- Pembrokeshire Association of Voluntary Services (Provision of fundraising information and advice)
- RNID (formerly Action on Hearing Loss) - information and advice for members
- Pembrokeshire County Council
- Audiology Department, Hywel Dda University Health Board
- Catherine Scott, Sensory Lead Advisor Teacher for Pembrokeshire County Council
- POINT/British Red Cross - referrals

The main activities of the club undertaken for public benefit were:

- Provision of social events in order to enable deaf people to meet others and thereby reduce loneliness and isolation including 2 Hard of Hearing Clubs (in Fishguard and Pembroke)
- Provision of information and signposting in order to improve deaf people's access to services and support available in the community
- Encouraging the use of British Sign Language in order that Deaf people (who use BSL as their primary language) can communicate and interact with more people in the community.

Chairladies Report

My first year as Chairwoman is over and what a year it's been. We took on all the hearing aid repairs in the county, when the hospital and repair clinics closed because of CV19, and had referrals coming in from everywhere. The staff and volunteers are doing an amazing job covering all these literally all over Pembrokeshire. Also having to deal with all the extra emails, phone calls and form filling this involved.
The last year has been a very difficult time for everyone. Meeting face to face had to stop. However we have kept in close contact with everyone by online meetings, phone calls, letters, online activities, and speakers with interpreters so fully accessible to all members, even had an afternoon tea at home!! Members zoom Meetings have been weekly. Committee meetings every two months to discuss finances and how best to continue to support all the members through these difficult and unprecedented times. This will be our second on-line AGM.

Repairs continue to be done all over the county whilst adhering to safe distance guidelines. We were delighted to welcome Ceri Phillips to the staff and that Sam Dowling has re-joined the team. Shirley, as ever, is working very hard for the groups. Making sure they run smoothly, wages are paid, bills dealt with on time, sending dozens of emails and letters, attending zoom meetings. She has also been applying for grants to keep the existing clubs running and making all the necessary arrangements to open more clubs as soon we are able too.

With restrictions slowly easing we hope to begin meeting face to face soon all be it outdoors. So staff have been working endlessly to find suitable venues and places of interest we can all enjoy whilst adhering to all safe distance guidance. Something we can all look forward to. We don't know for sure when this will be so until then know that we are all doing our very best to keep this wonderful and much needed service going and thinking of you all. Stay safe.

Linda Rawlinson

Activities and Performance

During the year, 66 events and activities were held as follows:

April	Meetings were cancelled due to Covid-19
May	6 Online meetings by Zoom and FaceBook
June	6 Online meetings by Zoom and FaceBook
July	7 Online meetings by Zoom
August	5 Online meetings by Zoom
Sept	4 Online meetings by Zoom and Google Meet 2 outdoor meetings at Llain Las Manor Wildlife Park trip
Oct	5 Online meetings by Zoom and Google Meet
Nov	7 Online meetings by Zoom, including the AGM, and Google Meet
Dec	Christmas Dinner (held in two sittings) 6 Online meetings by Zoom and Google Meet
January	5 Online meetings by Zoom and Google Meet
February	5 Online meetings by Zoom and Google Meet
March	6 Online meetings by Zoom and Google Meet

Topics covered at our online meetings have included

- Covid-19
- Coping strategies during lockdown
- Mental health
- Tinnitus
- Craft activities e.g. Christmas wreaths, Christmas cards and Easter cards
- Bingo sessions

Online Tea Party

49 different people attended these activities during the year (which is comparable with 50 in 2019-20). Of these 33 were d/Deaf and 16 were siblings, parents, carers, other family members, and professionals. There was an average attendance of 5 per online Hard of Hearing event and 12 in our main meetings, which was

good considering many of our members do not have access to the internet or find online meetings difficult to attend. It was encouraging to have 18 new people involved in the meetings during the year despite the problems with the pandemic. Our trip to Manor Wildlife Park, when the lockdown was lifted, was fully booked (Covid-19 rules only permitted 30 people), although on the day one person did not attend.

The Sign and Share Club FaceBook group continues to prove popular. The Deaf Community - Support Workers, Volunteer Communication Support Worker and Trustees regularly post items of interest and information about upcoming events for the club. There are now 143 people on our FaceBook closed group and 195 people on our register. We have 57 paid up members.

During the Covid-19 outbreak regular interpreted Government announcements were posted on our FaceBook page from a range of sources including the BDA, RNID (previously Action on Hearing Loss) and Royal Association for the Deaf. We maintained contact with our service users by telephone, Zoom, WhatsApp, Skype, text and letters, on a regular basis, during the lockdowns. We continued to provide hearing aid repairs throughout the pandemic with our staff being vaccinated as key workers in relation to this role. During this period the need for this service rose dramatically.

The National Lottery Community Fund has allowed us to set up hard of hearing clubs, to provide hearing aid repair service and equipment loan service, and to undertake home visits. During the 3rd year of this project (which runs from May 2020 – April 2021) we provided the following services to the end of March 2021:

158 hearing aid repairs/battery replacements to non-members and 29 to members
65 non-members and 8 members received advice on maintaining their hearing aids
59 non-members and 8 members received advice on better usage of their hearing aids (e.g. in connection with initial usage, and usage with loop systems and other equipment)
118 home visits were undertaken, and 18 new people joined the club
Information and support was given to 25 businesses across Pembrokeshire

All of these figures are significantly increased on the previous year. In particular our hearing aid repair service was in great demand due to audiology departments being closed during the lockdown periods.

Hard of Hearing Clubs

Due to Covid-19 we were unable to meet at our Hard of Hearing Clubs in Fishguard and Pembroke apart from 2 meetings at Llain Las, Fishguard, held outdoors during the summer period.

A plan to open a Hard of Hearing Club in Narberth on 7th April in the Queens Hall was cancelled due to the Covid-19 lockdown. We hope to start this once the lockdown is eased.

Finance Report

The National Lottery Community Fund continues to be our primary source of funding. This grant supports our Deaf Community – Support Workers, our hard of hearing clubs, our hearing aid repair scheme and home visit services. The funding has already enabled us to significantly extend our services and support more deaf and hard of hearing people.

We are also extremely grateful for £745 raised by Ceri Phillips from a head shave fundraising event!

Risk Management and Reserves

The trustees have agreed a finance policy and procedures. Insurance is in place and is reviewed against any new activities. DBS checks are held for all volunteers working with children or vulnerable adults. Several volunteers are first aid trained and safeguarding training has been undertaken. PPE equipment was purchased, and issued to staff, in response to Covid-19.

The trustees feel that, given the funding now secured for the next 2 years, reserves of 2-4 months running costs should be retained as free reserves. This will ensure that, were unexpected expenditure to occur, or donations to reduce due to the difficult economic climate at present, services could be maintained whilst alternative sources of funding are secured. This level of reserves equates to £3,562 to £7,125. As of 31 March 2021, £3,582 was held in unrestricted funds, which is just within this target range. The trustees are considering ways in which to increase this by encouraging donations and increasing trading income. This policy will be reviewed annually

CRONFA GYMUNEDOL COMMUNITY FUND

Independent examiner's report to the trustees of Sign and Share Club

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

Responsibilities and Basis of Report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130
- of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Name: Mr P L Jenkins
Address: 1 St Petrox Close, Pembroke, Pembrokeshire, SA71 5QW

Date: 5th May 2021

Sign and Share Club Accounts Year Ending 31 March 2021
Statement of Financial Activities

Sign and Share Club
Profit and Loss Comparison
April 2020 - March 2021

	Notes	Unrestricted Funds	Restricted Funds	31-Mar-21	31-Mar-20
Receipts					
Charitable Activities income					
Equipment loan income		42	0	**42**	0
Trip fees		474	0	**474**	1,406
Total Charitable Activities income		516	0	**516**	1,406
Donations and Legacies					
Gifts and Donations Income		587	0	**587**	477
Membership donations		360	0	**360**	506
Total Gifts and Donations Income		947	0	**947**	983
Grants		0	19,270	**19,270**	19,127
Total Donations and Legacies		947	19,270	**20,217**	20,110
Other Trading Activities		809	19,270	**809**	224
Total Receipts	2	**2,271**	**19,270**	**21,541**	**21,740**
Payments					
Charitable Activities					
Accomodation and Utilities		0	924	**924**	620
Activity costs					
Hard of Hearing Clubs		11	458	**470**	91
Training		0	440	**440**	264
Travel/transport		13	1,257	**1,269**	1,789
Trips and Events		620	0	**620**	1,803
Volunteer expenses		0	0	**0**	64
Website and promotional costs		10	251	**261**	95
Welsh and BSL translation		600	642	**1,242**	444
Total Activity costs		1,243	3,028	**4,302**	4,549
Administration costs		10	584	**594**	518
Equipment Costs		8	0	**8**	1,762
PPE Covid-19 costs		213	1,995	**2,208**	0
Marketing and Communications		38	0	**38**	23
Professional and legal costs		115	0	**115**	30
Raising Funds		7	0	**7**	16
Recruitment		0	560	**560**	0
Salaries	5	0	11,670	**11,670**	7,974
Support costs					
Governance		589	0	**589**	394
Human Resources		109	250	**359**	433
Total Support costs	3	697	250	**948**	827
Total Charitable Activities	2	**2,331**	**19,042**	**21,374**	**16,319**
Total Payments	2	2,331	**19,042**	**21,374**	16,319
Net Receipts		-60	228	**167**	5,422
B/F Funds 31 March 2020	2	3,642	5,044	**8,686**	3,264
C/ Funds 31 March 2021	2	**3,582**	**5,271**	**8,853**	**8,686**

Sign and Share Club Accounts Year Ending 31 March 2021
Statement of Assets and Liabilities

	Notes	As of Mar 31, 2021		As of Mar 31, 2020 (PY)	
Cash at bank and in hand					
HSBC account		£	8,753	£	8,519
Petty Cash floats					
Petty Cash - Sam Dowler		£	0	£	0
Petty Cash - Shirley		£	123	£	26
Sandra Petty Cash		£	0	£	55
Sarah Hope Petty Cash		£	29	£	25
Total Petty Cash floats		**£**	**152**	**£**	**106**
Total Cash at bank and in hand		**£**	**8,905**	**£**	**8,625**
Current Assets					
Undeposited Funds		£	0	£	61
Total Current Assets		**£**	**0**	**£**	**61**
Net current assets	**6**	**£**	**8,905**	**£**	**8,686**
Creditors: amounts falling due within one year					
Trade Creditors					
Accounts Payable		£	0	£	0
Total Trade Creditors		**£**	**0**	**£**	**0**
Current Liabilities					
Payroll Liabilities					
HMRC		£	52		
Total Payroll Liabilities		**£**	**52**	**£**	**0**
VAT Liability		£	0	£	0
Total Current Liabilities		**£**	**52**	**£**	**0**
Total Creditors: amounts falling due within one year	**7**	**£**	**52**	**£**	**0**
Net current assets (liabilities)		**£**	**8,853**	**£**	**8,686**
Total assets less current liabilities		**£**	**8,853**	**£**	**8,686**
Total net assets (liabilities)		**£**	**8,853**	**£**	**8,686**
Breakdown of Funds					
Unrestricted Funds	**2**	£	3,582	£	3,642
Restricted Funds	**2**	£	5,271	£	5,044
Total Funds	**2**	**£**	**8,853**	**£**	**8,686**

Signed on behalf of the trustees

_____

Position _____

Date _____

Sign and Share Club Accounts Year Ending 31 March 2020

Notes to the Accounts

1. Accounting Policies

The accounts have been prepared under the receipts and payments convention and in accordance with:

- Charities SORP
- Applicable accounting standards and
- The Charities Act 1993.

The principal accounting policies adopted in the preparation of the accounts are as follows:

Restricted funds are to be used for specified purposes as specified by the donor. Expenditure that meets these criteria is identified to the fund.

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds

2. Restricted Income

Restricted funds are received for a specific purpose within the objects of the charity and must be accounted for separately. All income has therefore been shown as restricted where the donor has stated that the income can only be used for a specified purpose or where it has been raised through an appeal for a specified purpose.

Restricted fund movements were as follows:

Fund	B/F Funds	Receipts	Payments	Balance
National Lottery Community Fund	**5,012**	19,270	19,011	**5,271**
Foyle Foundation	**31**	0	31	**0**
Greggs Foundation	**0**			
Total restricted funds	**5,044**	**19,270**	**19,042**	**5,271**

3. Support Costs

No trustees received any remuneration during the year.

Governance Costs were:

AGM	*£350*
Insurance costs	*£188*
Professional fees	*£ 50*
Total	**£588**

HR Costs were £358

Total Support Costs £947

4. Related Party Transactions

There were no related party transactions during the year.

5. Salaries

Net Salary	£ 11,199
NI and Tax	£ 471
Total Salaries	**£ 11,670**

A team of Deaf Community – Support Workers covers the county, all of whom are part-time.

Sign and Share Club offer a Smart Pension to all staff.

6. Debtors

There were no debtors at the year end

7. Creditors

Creditors at year end amounted to £52