



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)  
Rhannon 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 1<sup>st</sup> December 2017. The charity was registered with the Charity Commission on 26<sup>th</sup> February 2018 and began operating as of 1<sup>st</sup> 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
	4 Online meetings by Zoom and Google Meet
	2 outdoor meetings at Llain Las
Sept	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 3<sup>rd</sup> 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 7<sup>th</sup> 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

### **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 31<sup>st</sup> 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: 5<sup>th</sup> 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
<b>Receipts</b>					
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
<b>Donations and Legacies</b>					
Gifts and Donations Income		587	0	587	477
Membership donations		360	0	360	506
Total Gifts and Donations Income		947	0	947	983
<b>Grants</b>					
Total Donations and Legacies		0	19,270	19,270	19,127
		947	19,270	20,217	20,110
<b>Other Trading Activities</b>					
		809	19,270	809	224
Total Receipts	2	2,271	19,270	21,541	21,740
<b>Payments</b>					
Charitable Activities					
Accommodation 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
<b>Support costs</b>					
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
<b>Net Receipts</b>					
		-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:

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

### 3. Support Costs

No trustees received any remuneration during the year.

Governance Costs were:

AGM	£350
Insurance costs	£188
Professional fees	<u>£ 50</u>
<b>Total</b>	<b>£588</b>

HR Costs were	£358
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<b>Total Support Costs</b>	<b>£947</b>
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#### 4. Related Party Transactions

There were no related party transactions during the year.

#### 5. Salaries

Net Salary	£ 11,199
NI and Tax	£ 471
<b>Total Salaries</b>	<b>£ 11,670</b>

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