



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:	<b>HSBC</b> 41 High Street Haverfordwest Pembrokeshire SA61 2BU	<b>NatWest</b> 33 Stepney Street Llanelli Carmarthenshire SA15 3UX
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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 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 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 31<sup>st</sup> 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
<b>Receipts</b>					
Charitable Activities income					
Equipment loan income		142	0	142	42
Trip fees		1080	0	1080	474
<b>Total Charitable Activities income</b>		<b>1222</b>	<b>0</b>	<b>1222</b>	<b>516</b>
Donations and Legacies					
Gifts and Donations Income		1649	523	2172	587
Membership donations		240	0	240	360
<b>Total Gifts and Donations Income</b>		<b>1889</b>	<b>523</b>	<b>2412</b>	<b>947</b>
Grants		2986	24693	27679	19270
<b>Total Donations and Legacies</b>		<b>4875</b>	<b>25216</b>	<b>30091</b>	<b>20217</b>
Other trading activities		0	0	0	808
<b>Total Receipts</b>	<b>2</b>	<b>6097</b>	<b>25216</b>	<b>31313</b>	<b>21541</b>
<b>Payments</b>					
Charitable Activities					
Accommodation 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
<b>Total Activity costs</b>		<b>581</b>	<b>6441</b>	<b>7023</b>	<b>3862</b>
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
<b>Total Charitable Activities</b>		<b>1900</b>	<b>27832</b>	<b>29732</b>	<b>21374</b>
<b>Total Expenses</b>	<b>2</b>	<b>1900</b>	<b>27832</b>	<b>29732</b>	<b>21374</b>
<b>Net Funds</b>	<b>2</b>	<b>4198</b>	<b>-2617</b>	<b>1581</b>	<b>167</b>
<b>B/F Funds Previous Year End</b>	<b>2</b>	<b>3634</b>	<b>5271</b>	<b>8905</b>	<b>8738</b>
<b>C/F Funds Current Year End</b>	<b>2</b>	<b>7832</b>	<b>2654</b>	<b>10486</b>	<b>8905</b>

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

Signed on behalf of the trustees

Rhiannon M Griffiths

Position

Chairperson

Date

30/05/2022

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## 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
<b>Total restricted funds</b>	<b>5,271</b>	<b>25,216</b>	<b>27,832</b>	<b>2,654</b>

### 3. Support Costs

No trustees received any remuneration during the year.

Governance Costs were:

AGM	£150
Insurance costs	£189
Professional fees	<u>£ 17</u>
<b>Total</b>	<b>£356</b>