



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 10 th August 2022) Maria Guichard (Treasurer - co-opted 10 th 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 where 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.



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

				Total	
	Notes	Restricted Funds	Unrestricted Funds	Apr 2022 - Mar 2023	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	<u>32,872</u>	<u>7,986</u>	<u>40,858</u>	<u>31,313</u>
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		<u>27,360</u>	<u>7,908</u>	<u>35,268</u>	<u>29,732</u>
Total Payments	2	<u>27,360</u>	<u>7,908</u>	<u>35,268</u>	<u>29,732</u>
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

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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

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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.

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	<u>£ 50</u>
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.