

**PORTSMOUTH DEAF ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# PORTSMOUTH DEAF ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Mr J Howl (Chairman)  
Mr D Jackson (Secretary)  
Miss G Perryman (Treasurer)  
Mrs L Jackson  
Mr A Miller  
Mr S Hawkins  
Mrs D Hawkins  
Mrs J Howl  
Mr D Palmer  
Mrs B Maynard

### Charity number

201907

### Principal address

279 Arundel Street  
Fratton  
Portsmouth  
Hampshire  
PO1 1LX

### Independent examiner

Timothy Millett FCA  
53 Kent Road  
Southsea  
Portsmouth  
Hampshire  
PO5 3HU

### Bankers

NatWest  
130 Commercial Road  
Portsmouth  
Hampshire  
PO1 1ES

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# PORTSMOUTH DEAF ASSOCIATION

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# PORTSMOUTH DEAF ASSOCIATION

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 MARCH 2021*

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The trustees present their annual report and financial statements for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102

#### **Objectives and activities**

The charity's objects are:

To promote the mental, moral and physical welfare of the deaf,  
To co-operate fully with national and local statutory bodies concerned with the welfare of the deaf,  
To compile and keep an accurate register,  
To assist in placing deaf persons in employment, and in the enlightenment of employers in trade board, insurance and other regulations,  
To consider vocational training for adolescent deaf,  
To arrange recreational activities,  
To provide for the spiritual needs of the deaf,  
To guard the deaf against exploitation,  
To raise funds, and  
To make the needs of the deaf better known in the community.

The policies adopted in furtherance of these objects have not changed during the year.

The trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have regard to the public benefit guidance published by the Charity Commission.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake to help and assist disabled people in the community by improving their lifestyles for the better.

#### **Achievements and performance**

The past year from April 2020 to March 2021 is relatively very quiet when compared to the previous years due to the Coronavirus pandemic which stopped any further usage at the Portsmouth Deaf Centre for the majority of the Centre users.

In spite of this,

1. I also wish to thank my fellow officers namely Ms Gina Perryman and Mr David Jackson for their sterling work in their respective roles of Treasurer and Secretary.
2. I also wish to thank David Palmer for his efforts to maintain the fire alarm checks in order to satisfy both fire regulations and for insurance purposes.
3. I also wish to thank both PDA members and PDCC Bar committee members for their efforts to reduce the cost of electricity during the pandemic.
4. I also wish to thank Gina Perryman for her efforts in obtaining the necessary hygiene requirements to be used at the Centre, dealing with the hall bookings, initiating improvement works at the Centre and setting up HIVE at the Centre in order to distribute food to the people who needed them.
5. I also wish to thank David Jackson, David Palmer and Stephen Hawkins for doing essential maintenance and improvement works at the Centre.

# PORTSMOUTH DEAF ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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However enquires are coming in to use our premises which has been stopped due to coronavirus but interest in using our premises remained which has successfully led to further hall booking commitments. Also many thanks to Gina for securing further grants from Portsmouth City Council as well as setting up a Blue Badge assessment centre within the Centre.

As per in my report for the previous year I wish to reiterate that the committee still have same objectives for improving the Deaf Centre and they comprise of the following :

1. Extend the current kitchen and fit out to commercial standards for training of vulnerable people in learning how to look after the kitchen and use it to prepare meals etc
2. Proposal of the installation of the dividing wall doors in the main hall in order to split into two for use by small groups of users thus creating income
3. Proposal to remove the stage in the main hall and create more storage units as well as providing a portable stage
4. Proposal to create offices on the first floor to rent out thus generating additional income

At the time of writing, the coronavirus is still with us and the PDA is still adhering to the Government guidelines for the premises which to date are not being used by the Deaf Club members. Once the "new normal way of life" returns we anticipate that further progress will be made by the PDA Committee as well as the Deaf Club members for the enjoyment of using the Deaf Centre by both Deaf Club members as well as users of the Deaf Centre.

In conclusion for the PDA Committee to continue to support both the Deaf Club members as well as the users of the Deaf Centre which in turn will continue to support PDA.

#### **Financial review**

The Association had a net surplus on operations for the year of £24,204 before transfers (2020: deficit of £11,621). At 31 March 2021 there were total unrestricted funds of £302,402 (2020: total unrestricted funds of £278,198).

Last year there was an unrealised gain of £130,107 on the valuation of the rented flat. There is a designated fund equivalent to the value of fixed assets.

#### **Reserves**

It is the policy of the charity that unrestricted free funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Trust's scheme authorises the trustees to make and hold investments using the general funds of the charity. The investments are held in accordance with the trustees powers.

#### **Risk**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

# PORTSMOUTH DEAF ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Structure, governance and management**

The charity was established by a charitable trust deed on 22 September 1966.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr J Howl (Chairman)  
Mr D Jackson (Secretary)  
Miss G Perryman (Treasurer)  
Mrs L Jackson  
Mr A Miller  
Mr S Hawkins  
Mrs D Hawkins  
Mrs J Howl  
Mr D Palmer  
Mrs B Maynard

The Trustees are elected/re-elected at every Annual General Meeting, normally held in September of each year, from a list of current memberships of the Association.

The Trustees and representatives from various centre users form an Executive Committee and meet once a month. The Executive Committee is responsible for ensuring the organisation carries out its objects and operates within its powers according to the constitution. This Executive Committee comprises both hearing and deaf persons who work closely with the Portsmouth Deaf Club which is constituted and run by the deaf community in Portsmouth.

The trustees' report was approved by the Board of Trustees.

.....  
**Mr J Howl (Chairman)**

Trustee

Dated: .....

# PORTSMOUTH DEAF ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF PORTSMOUTH DEAF ASSOCIATION

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I report to the trustees on my examination of the financial statements of Portsmouth Deaf Association (the charity) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.

**Timothy Millett FCA**

53 Kent Road  
Southsea  
Portsmouth  
Hampshire  
PO5 3HU

Dated: .....

# PORTSMOUTH DEAF ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted funds general	Unrestricted funds designated	Total	Unrestricted funds general	Unrestricted funds designated	Restricted funds	Total
	2021	2021	2021	2020	2020	2020	2020
	£	£	£	£	£	£	£
<b><u>Income and endowments from:</u></b>							
Donations and legacies	2						
Investments	3						
Other income	4						
	40,371	-	40,371	780	-	-	780
	11	-	11	52	-	-	52
	8,634	-	8,634	29,002	-	-	29,002
<b>Total income</b>							
	49,016	-	49,016	29,834	-	-	29,834
<b><u>Expenditure on:</u></b>							
Charitable activities for the Deaf Community and Operation of the Deaf Centre							
	5						
	24,812	-	24,812	41,455	-	-	41,455
Net gains/(losses) on investments	8						
	-	-	-	-	130,107	-	130,107
<b>Net incoming resources before transfers</b>							
	24,204	-	24,204	(11,621)	130,107	-	118,486



# PORTSMOUTH DEAF ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

<b>Net incoming resources before transfers</b>	<b>24,204</b>	-	24,204	(11,621)	130,107	-	118,486
Gross transfers between funds	847	(847)	-	3,901	1,099	(5,000)	-
<b>Net income for the year/ Net movement in funds</b>	<b>25,051</b>	(847)	24,204	(7,720)	131,206	(5,000)	118,486
Fund balances at 1 April 2020	62,747	215,451	278,198	70,467	84,245	5,000	159,712
<b>Fund balances at 31 March 2021</b>	<b>87,798</b>	214,604	302,402	62,747	215,451	-	278,198

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# PORTSMOUTH DEAF ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	9	64,604		65,451	
Investment properties		150,000		150,000	
		<u>214,604</u>		<u>215,451</u>	
<b>Current assets</b>					
Debtors	10	3,211		5,510	
Cash at bank and in hand		88,142		59,379	
		<u>91,353</u>		<u>64,889</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(3,555)</u>		<u>(2,142)</u>	
Net current assets			87,798		62,747
<b>Total assets less current liabilities</b>			<u>302,402</u>		<u>278,198</u>
<b>Income funds</b>					
Designated unrestricted funds		214,604		215,451	
General unrestricted funds		87,798		62,747	
		<u>302,402</u>		<u>278,198</u>	

The financial statements were approved by the Trustees on .....

.....  
Mr J Howl (Chairman)  
**Trustee**

.....  
Miss G Perryman (Treasurer)  
**Trustee**

# PORTSMOUTH DEAF ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### Charity information

Portsmouth Deaf Association is an unincorporated registered charity.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

The trustees have also considered the possible effects on the charity of the impact caused by Covid-19. Taking into account a period exceeding 12 months from the date of approval of these financial statements, the trustees have a reasonable expectation that the charity will continue to operate post lockdown.

For these reasons the charity will continue to adopt the going concern basis in the preparation of its Financial Statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

# PORTSMOUTH DEAF ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenses are included in the financial statements as they become due.

Expenses include VAT where applicable as the Charity cannot reclaim it.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	10%-20% reducing balance or 20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Freehold property is not depreciated. The building is well maintained and the residual value is such that any depreciation charge is not appropriate.

#### 1.7 Investment properties

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. The surplus or deficit on revaluation is recognised in profit or loss.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

#### 1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

# PORTSMOUTH DEAF ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are recognised at transaction price.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 1.11 Government Grants

Government grants, including amounts received under the local authority small business grants, and government support relating to subsidised rates, are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

### 2 Donations and legacies

	<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds general 2020 £</b>
Donations and gifts	14	780
Government grants & Covid-19 support	40,357	-
	<u>40,371</u>	<u>780</u>

# PORTSMOUTH DEAF ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 3 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	11	52

### 4 Other income

	2021 £	2020 £
Rental income	7,279	6,354
Room hire	1,350	22,502
Other income	5	146
	<u>8,634</u>	<u>29,002</u>

### 5 Charitable activities for the Deaf Community and Operation of the Deaf Centre

	2021 £	2020 £
Depreciation and impairment	4,308	6,132
Signing and interpretation	1	690
Repairs and renewals	3,132	16,505
Premises expenses	11,949	13,963
Telephone and travel	1,498	608
Independent examiners fees	936	960
Insurance	2,607	2,368
Sundry expenses	381	229
	<u>24,812</u>	<u>41,455</u>

### 6 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year (2020 - £nil).

# PORTSMOUTH DEAF ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 7 Employees

There were no employees during the year.

### 8 Net gains/(losses) on investments

	Total 2021 £	Unrestricted funds designated 2020 £
Revaluation of investment properties	-	130,107

### 9 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 1 April 2020	59,679	73,594	133,273
Additions	-	3,461	3,461
At 31 March 2021	59,679	77,055	136,734
<b>Depreciation and impairment</b>			
At 1 April 2020	-	67,822	67,822
Depreciation charged in the year	-	4,308	4,308
At 31 March 2021	-	72,130	72,130
<b>Carrying amount</b>			
At 31 March 2021	59,679	4,925	64,604
At 31 March 2020	59,679	5,772	65,451

No formal valuation has been carried out on the freehold property, although the trustees believe the value to be approximately £750,000. The investment element of the property has been valued by the trustees at £150,000 on the basis of the rental income stream.

# PORTSMOUTH DEAF ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 10 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Other debtors	1,533	2,975
Prepayments and accrued income	1,678	2,535
	<u>3,211</u>	<u>5,510</u>

### 11 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	<u>3,555</u>	<u>2,142</u>

### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2019 £	Transfers £	Balance at 1 April 2020 £	<b>Movement in funds</b> Incoming resources £	Balance at 31 March 2021 £
Veolia Environmental Trust	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>

Veolia Environmental Trust donated £25,000 towards the cost of new heating and entrance doors. The funds have now been fully utilised.

### 13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Transfers £	Revaluations, gains and losses £	Balance at 1 April 2020 £	Transfers £	Balance at 31 March 2021 £
Fixed Asset fund	84,245	(18,794)	-	65,451	(847)	64,604
Investment Property fund	-	19,893	130,107	150,000	-	150,000
	<u>84,245</u>	<u>1,099</u>	<u>130,107</u>	<u>215,451</u>	<u>(847)</u>	<u>214,604</u>

Funds equivalent to the value of the fixed assets have been transferred to a designated fund.



# PORTSMOUTH DEAF ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 14 Analysis of net assets between funds

	Unrestricted funds	Unrestricted Fund	Total	Unrestricted funds	Unrestricted Fund	Restricted Funds	Total
	2021	2021	2021	2020	2020	2020	2020
	£	£	£	£	£	£	£
Fund balances at 31 March 2021 are represented by:							
Tangible assets	3,432	61,172	64,604	-	65,451	-	65,451
Investment properties	-	150,000	150,000	-	150,000	-	150,000
Current assets/(liabilities)	87,798	-	87,798	62,747	-	-	62,747
	91,230	211,172	302,402	62,747	215,451	-	278,198

# **PORTSMOUTH DEAF ASSOCIATION**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** ***FOR THE YEAR ENDED 31 MARCH 2021***

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### **15 Related party transactions**

There were no disclosable related party transactions during the year (2020 - none).