# HUDDERSFIELD AND DISTRICT SOCIETY FOR THE DEAF TRUSTEES' REPORT AND UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

#### **LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees** A Borthwick

R Taylor T Holroyd M Sunter A Gudger

SecretaryA TaylorCharity number224530

Principal address 53a Trinity Street

Huddersfield West Yorkshire HD1 4DN

Accountants Simpson Wood Limited

Bank Chambers Market Street Huddersfield HD1 2EW

Bankers Barclays Bank plc

17 Market Place Huddersfield HD1 2AB

Solicitors Eaton Smith LLP

14 High Street Huddersfield HD1 2HA

Investment advisors Barclays Wealth

Ground Floor East Tay House 300 Bath Street Glasgow

G2 4LH

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#### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31 MARCH 2016

The trustees present their report and accounts for the year ended 31 March 2016.

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 1993 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### Structure, governance and management

The organisation was established when rules and regulations were adopted on 15 January 1913 (since amended 27 May 1919, 21 October 1971, 18 September 1984 and 5 August 1998), and became a registered charity on 1 October 1963.

Six weeks prior to the Annual General Meeting a nomination form is placed on the notice board in the Centre for members to nominate people for various posts. At that meeting the officers are then elected. The trustees during the year were:-

M Hartley (Resigned 3 July 2015)

L Williams (Resigned 18 November 2015)

A Borthwick

A Taylor (Resigned 3 July 2015)
J Lamb (Resigned 3 July 2015)

R Taylor

T Holroyd

A Cartwright (Resigned 3 July 2015)

M Sunter

A Gudger (Appointed 3 July 2015)

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 those risks.

#### Objectives and activities

The Charity's aims are to provide support, financial, social, educational and practical help to the members of the deaf and hearing-impaired community of South Kirklees area.

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

There have been many improvements happening around the Deaf Centre. We have made some important changes which will benefit us in the long term. We have added hand dryers in our toilets, which was supported by a grant, the reason we decided to do this is that it is a lot more hygienic than paper towels or hand towels also they are in fact more cost effective too. Another cost effective measure we have taken is changing the lightings in the toilets, they are now activated by motion sensor which means the lights will be turned off when not in use, this reduces the electrical waste, especially during social evenings or events and this helps us to reduce our bills. We did experience some teething issues with timing and sensitivity of the sensors at the beginning but hopefully we have ironed them out by now.

We have updated our CCTV system this year, for two key reasons, firstly the old recording system was not recording long term, it was recording only up to 24-30 hours before being overlapped, this was unacceptable. We have upgraded the system with a better storage to give us long term recordings to look back if necessary. We also felt that we did not cover the deaf centre enough to protect the building and also the people who use the building, staff, committee, members and visitors. We have added four new CCTV cameras. We do not wish anyone to feel that their privacy is being invaded by the increase in security, please be assured that recording will not be viewed by anyone other than the trustees and staff, and for investigation reasons only.

We have upgraded our internet connection, this is ongoing at the moment but we have switched to fibre optic broadband offering us 5 times as much speed than before (50mb). This will benefit our members who are given privilege to our Wi-Fi connection as a paid member. Unfortunately, the signal across the building is currently weak but we already have plans in place to boost the signal as soon as we can - we can only ask our members for their patience while we upgrade the Wi-Fi signal.

Most of our members will be aware that we have already begun to use our new suite which includes a kitchen, we have been using this room for various things such as courses, events, etc. The room is complete apart from one little job, to tile flooring and wall, we hope to complete that in the next few weeks. As result of the new room, we have already begun to dismantle the old kitchen slowly. Eventually it will be used as a storage room for the time being.

We also have finally cleared out the outbuilding of the rubbish that has been rotting in there. Now we have useful storage space there and the outbuilding is also now protected with two solid locks, previously there were no locks at all, it is our intention to keep the outbuilding free from any rubbish in the future. While on the matter of rubbish, we have recently begun recycling our cans, we are now crushing the cans with our new crusher and they will be taken to a metal merchant in exchange for some little money. We feel we have nothing to lose from doing this and it is also positive to be recycling too as our council refuses to provide us with a recyclable bin.

We experienced some issues with unauthorised parking on our car park space so we have taken the measure this year to improve the management of the car parking. We have new signages in place recently and any unauthorised parking will be issued with a penalty notice. We ask our members to ensure that they only park here when they are at the deaf centre, and to display the new car parking permit, please ask us for a copy. Failure to display the permit or if you are present at the deaf centre will put you at risk of being issued with a penalty notice. The new car parking permit will include the car registration, this has to match the vehicle it is being displayed in, otherwise the permit will not be accepted. The first permit will be free of charge to members, in case of lost or damaged permit, or needing to update the vehicle registration details, a replacement permit will be chargeable. We will assign only one free permit per member, please contact us if you have more than one vehicle.

We have re-structured the trustees board by slightly trimming down the number of people on the Trustees board. Meetings are now regularly held every month instead of every three months. This has helped us to keep up to date and to sort things out when necessary. However, we are missing a Secretary post, it has been two years and we hope we will have someone come forward.

Membership fees have increased, mainly because of the rise of cost of living have gone up, also most importantly to keep the running cost of the Deaf Centre. We are still continuing having members renewing theirs annually but also we are gaining new members.

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

A number of activities have taken place in the year which are summarised below:

The Social Club have been working very hard, in the past few years we usually have at least two events in a month but we felt this was a bit too much for our volunteers and members and we decided to reduce this to around once a month. This also goes for social evenings on a Friday, only for the first week of each month we are closed. Main reason for this is because we have limited number of volunteers, Unfortunately, in the past year, the commitments from some of our new volunteers after out last AGM were not reliable. We feel it is very important that we have a healthy balance for both our committed volunteers and our members. The first Friday of each month gives everyone their opportunities to do other things outside of the deaf centre.

However the positive news is that we still maintain a profit this year but not as much as last year. We have made a profit of £1,759.68 on events only. We have had one or two events cancelled, mainly due to lack of interest in attendance. We have already future events booked in up to December this year.

As for the challenge fundraising, we have once again completed the Santa Dash and sponsor walk. Although we raised about £300 and £200 from the events respectively, we were still disappointed that we have had only three people actively raising money from both events, and all these three people were one of our committed volunteers. We are disappointed not to have had any support from our members to ensure that we can raise even more money to help us to keep improving our deaf centre. These monies could go towards many different ways, improving our facilities, maybe even allow us to reduce our membership fees. We would like to see how we can improve this and involve our members more. If you have any suggestions how to fundraise then please use our suggestion box downstairs.

The Community Cafe Project and BSL classes are going on progressively very well. We have continued with our BSL courses and we are pleased to have expanded this by providing Level 2 for the first time. Recently Level 1 has been completed and we are please to say that every student has passed all of their exams. Level 2 is still ongoing and they have begun to take exams recently, we have every confidence in all of the students to pass their exams too and we would wish all of our students the best in the future and put their BSL to wonderful use. We have already started taking bookings for our courses this September, we will also be able to provide deaf awareness courses, if you know of anyone who might be interested in any of our courses, then please let us know, we can provide more information for them.

The Hard of Hearing Fellowship meet at the centre once a month.

The drama group have worked very hard over the last year. Everyone has enjoyed themselves. It has helped build confidence, having fun while learning skills.

Pip was the project co-ordinator his role has changed to general manager.

Ali has resigned from the role of vice chairperson of the social club but will be the vice chairperson of the trustees.

#### Achievements and performance

#### Financial review

A full report on the financial position is given by the treasurer at each executive committee meeting.

The trustees do not have a formal reserves policy but maintain sufficient funds to meet the day to day running costs of the charity.

The treasurer continues to report at the executive committee meetings that income has to be increased to maintain the Centre.

# TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

There was a deficit of net movement in funds of £13,058 compared with a surplus of £26,104 last year. This includes a project grant of £6,000 and the loss on investments which amounts to £2,647 and is caused by the decrease in the value of shares, less some dividends received in the year. Income has decreased to £36,988 compared with £66,740 which is mainly due to the project grant received . Expenditure has increased to £47,399 compared with £41,970 last year.

#### Plans for the future

The Centre still has potential for more use and the aim of the Management Committee this year is to try and encourage members to share their views and ideas more, in order that the Centre may try to accommodate their needs

The Centre is continuing to take bookings for BSL classes.

We would like to thank trustees for their hard work in the last 12 months for putting a lot of their time and effort into it, we would also like to thank members for their support but would like to see more support from them. Ideally we would like to add some volunteers as they have been a few who have stepped down recently. All the changes and improvements this year is because of "us" being well organised, having good hard working trustees, have a Deaf Centre to be proud of, having a building Deaf people want to come to, attracting more new members from Huddersfield and other areas, when all others are closing down. Lets go into another year positive and continue to make changes and improve "our" Deaf Centre here in Huddersfield.

On behalf of the board of trustees

#### **M** Sunter

Chairman

Dated: 28 June 2016

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP:
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

		Unrestricted	Restricted	Total	Total
		funds	funds	2016	2015
	Notes	£	£	£	£
Incoming resources from generated funds					
Donations and legacies	2	3,413	200	3,613	2,909
Activities for generating funds	_	-	1,007	1,007	220
Investment income	3	481		481	954
		3,894	1,207	5,101	4,083
Incoming resources from charitable activities	4	31,887	-	31,887	62,657
Total incoming resources		35,781	1,207	36,988	66,740
Resources expended	5				
Charitable activities					
Provision of social club facilities		3,791	18,333	22,124	14,127
Support costs		14,730	3,091	17,821	16,756
Courses		6,259		6,259	5,295
Total charitable expenditure		24,780	21,424	46,204	36,178
Governance costs		1,195	-	1,195	5,792
Total resources expended		25,975	21,424	47,399	41,970
Gross transfers between funds			-		100
Net incoming/(outgoing) resources		9,806	(20,217)	(10,411)	24,870
Other recognised gains and losses					
(Losses)/gains on investment assets		(2,647)	-	(2,647)	1,234
Net movement in funds		7,159	(20,217)	(13,058)	26,104
Fund balances at 1 April 2015		259,850	39,037	298,887	272,783
Fund balances at 31 March 2016		267,009	18,820	285,829	298,887

BALANCE SHEET

AS AT 31 MARCH 2016

		201	6	201	5
	Notes	£	£	£	£
Fixed assets					
Tangible assets	9		212,384		199,480
Investments	10		47,141		49,319
			259,525		248,799
Current assets					
Stocks		1,070		1,169	
Debtors	11	77		45	
Cash at bank and in hand		27,779		51,936	
		28,926		53,150	
Creditors: amounts falling due within	40	(0.000)		(0.000)	
one year	12	(2,622)		(3,062)	
Net current assets			26,304		50,088
Total assets less current liabilities			285,829		298,887
Income funds					
Restricted funds			18,820		39,037
Unrestricted funds					
Unrestricted income funds		264,177		254,371	
Revaluation reserve		2,832		5,479	
			267,009		259,850
			205 020		200 007
			285,829		298,887

The accounts were approved by the Trustees on 28 June 2016

M Sunter

Chairman

#### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2016

#### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention modified to include the revaluation of certain fixed assets.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

#### 1.2 Incoming resources

Donated services and facilities are included at the value to the charity where this can be quantified.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Investment income is included when receivable.

#### 1.3 Resources expended

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the reporting fees and costs linked to the strategic management of the charity.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. No depreciation is charged on the long leasehold property because the leases have approximately 900 years to run, and the book value is less than the estimated market value. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Equipment 20% on written down value Fixtures and Fittings 20% on written down value Audio Equipment 20% on written down value

#### 1.5 Investments

Fixed asset investments are stated at market value.

#### 1.6 Stock

Stock is valued at the lower of cost and net realisable value.

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

#### 1 Accounting policies

(Continued)

#### 1.7 Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### 2 Donations and legacies

	Unrestricted funds £	Restricted funds	Total 2016 £	Total 2015 £
Donations and gifts Legacies receivable	2,413 1,000	200 -	2,613 1,000	2,909
	3,413	200	3,613	2,909

During the year a donation of £200 was received for CCTV equipment.

A legacy of £1000 was received from the Estate of the late Ella Battye.

#### 3 Investment income

	2016	2015
	£	£
Income from listed investments	469	944
Interest receivable	12	10
	481	954

#### 4 Incoming resources from charitable activities

	2016	2015
	£	£
Grants receivable	6,000	39,595
Social club facilities	13,266	15,607
Courses	12,621	7,455
	<del></del>	
	31,887	62,657

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

4	Incoming resources from charitable activi	ties			(Continued)
	Included within income relating to Social club	facilities are the follow	ing grants		
	Bar takings			7,319	9,139
	Room hire			570	40
	Car parking fees			1,638	1,200
	Subscriptions			927	1,038
	Social club contribution			2,812	4,190
				13,266	15,607
5	Total resources expended	Q. 55	0.11		<del>-</del>
		Staff	Other	Total	Total
		costs £	costs £	2016 £	2015 £
		L	L	2	2
	Charitable activities				
	Provision of social club facilities				
	Activities undertaken directly	18,333	3,791	22,124	14,127
	Support costs				
	Activities undertaken directly	4,420	13,401	17,821	16,756
	Courses				
	Activities undertaken directly	-	6,259	6,259	5,295
		22,753	23,451	46,204	36,178
	Governance costs		1,195	1,195	5,792
		22,753	24,646	47,399	41,970

Governance costs include payments to the independent examiner of £927 (2015: £957)

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

Activities undertaken directly		
	2016	2015
	£	£
Other costs relating to Provision of social club facilities comprise:		
Opening bar stock	1,169	1,170
Purchases	3,617	5,903
Closing bar stock	(1,070)	(1,169
Television licence	75	113
	3,791	6,017
Other costs relating to Support costs comprise:		
Cleaning and wages	996	108
Sundry expenses	1,306	986
Postage and stationery	769	740
Advertising	-	35
Telephone	503	507
Rates and water	586	736
Ground rent and insurance	1,578	1,575
Light and heat	1,653	2,380
Repairs	762	1,754
Depreciation	1,002	927
Interpreter's Fees	1,155	606
Depreciation - restricted fund	2,825	1,587
Room hire	(200)	
Repairs and renewals	466	82
	13,401	12,023

#### 7 Trustees

During the year Mr P Borthwick, the husband of Mrs A Borthwick (a trustee), received remuneration of £18,333 (2015 - £12,869).

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

8	Employees					
	Number of employees					
	The average monthly number of em	ployees during t	the year was:		2016	2015
					Number	Number
					3	3
	Employment costs				2016 £	2015 £
	Wages and salaries				22,753	17,678
9	Tangible fixed assets	Lama	Earlinmont	Fixtures	Audio	Total
		Leasehold Property	Equipment	Fixtures and Fittings	Audio Equipment	Total
	Cost	£	£	£	£	£
	At 1 April 2015	215,216	24,619	13,940	6,808	260,583
	Additions	-	5,040		-	16,731
	At 31 March 2016	215,216	29,659	25,631	6,808	277,314
	Depreciation					
	At 1 April 2015	26,120	19,559	8,616	6,808	61,103
	Charge for the year		1,577	2,250	<del>-</del>	3,827
	At 31 March 2016	26,120	21,136	10,866	6,808	64,930
	Net book value					
	At 31 March 2016	189,096	8,523	14,765		212,384
	At 31 March 2015	189,096	5,060	5,324	-	199,480
10	Fixed asset investments					£
	Market value et 1 April 2015					
	Market value at 1 April 2015 Acquisitions at cost					49,319 469
	Change in value in the year					(2,647

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

10	Fixed asset investments		(Continued)
	Historical cost: At 31 March 2016		43,235
	At 31 March 2015		43,235
11	Debtors	2016 £	2015 £
	Prepayments and accrued income	77	45 ———
12	Creditors: amounts falling due within one year	2016	2015
		£	£
	Taxes and social security costs Other creditors	1,375 -	288 1,381
	Accruals	1,247	1,393
		2,622	3,062

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

13	Analysis of net assets between funds			
.0	Analysis of net assets between funds	Unrestricted funds	Restricted funds	Total
		£	£	£
	Fund balances at 31 March 2016 are represented by:			
	Tangible fixed assets	195,122	17,262	212,384
	Investments	47,141	-	47,141
	Current assets	27,368	1,558	28,926
	Creditors: amounts falling due within one year	(2,622)	-	(2,622)
		267,009	18,820	285,829
	Unrealised gains included above:			
	On investments	2,832	-	2,832
		2,832	-	2,832
		<del></del>	<del></del>	<u></u>
	Reconciliation of movements in unrealised gains			
	Unrealised gains at 1 April 2015	5,479	-	5,479
	Net gains on revaluations in year	(2,647)	-	(2,647)
	Unrealised gains at 31 March 2016	2,832		2,832