

**REGISTERED CHARITY NO. 221220**

**THE SWANSEA CENTRE FOR DEAF PEOPLE**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

# **THE SWANSEA CENTRE FOR DEAF PEOPLE**

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## **THE SWANSEA CENTRE FOR DEAF PEOPLE**

### **OFFICERS AND PROFESSIONAL ADVISERS**

<b>CHARITY NUMBER</b>	221220
<b>PRINCIPAL OFFICE</b>	Langdon House, Langdon Road SA1 Swansea Waterfront Swansea SA1 8QY
<b>TRUSTEES</b>	Timothy N Douglas-Jones Paul J Hodges Peter J Powe John D S Jeremy Jayne Kelly (Resigned June 2016) Cathie Robins-Talbot June Talbot Paul Lewis
<b>INDEPENDENT EXAMINER</b>	Bevan & Buckland Chartered Accountants Langdon House, Langdon Road SA1 Swansea Waterfront Swansea SA1 8QY

### **APPOINTMENT OF TRUSTEES**

The Swansea Centre for Deaf People is constituted by Trust Deed.

New trustees are appointed by the Board of Management and ratified at Annual General Meeting.

## **THE SWANSEA CENTRE FOR DEAF PEOPLE**

### **REPORT OF THE BOARD OF TRUSTEES**

#### **FOR THE YEAR ENDED 31 DECEMBER 2016**

The trustees have pleasure in presenting their annual report together with financial statements for the year ended 31 December 2016.

The financial statements have been prepared on a receipts and payments basis and in accordance with the charity's governing document, applicable law and the requirements of 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<sup>st</sup> January 2015).

#### **REGISTERED NAME**

The name of the charity registered at the Charities Registry is The Swansea Centre for Deaf People.

#### **PRINCIPAL ACTIVITY**

The aim of the charity is to provide a religious, welfare and social centre for deaf people.

#### **ORGANISATIONAL STRUCTURE**

The charity is managed by a management committee that meets on an approximately six weekly basis and the day to day management has been carried out by a part time Building Development and Project Manager. The social structure is managed by the deaf members.

#### **REVIEW OF ACTIVITIES**

The trustees are very pleased to report the continuing success & improvement of the Centre. The umbrella charity SCDP has facilitated an increasing number of projects, which have materialised as a result of the provision of the facilities themselves combined with huge enthusiasm, vision and hard work emanating from our dedicated staff and those volunteers running the satellite organisations which flourish under our banner namely Swansea Sports and Social, Talking Hands, Tiddlers Young at Heart.

For a number of years continuing progress has been made, founded upon the good works of the years leading up to 2017.

During the past year the number of people visiting the Centres and benefiting from their facilities has continued to increase, on this occasion dramatically.

Pentre Hafod School has retained the general purpose room downstairs for use as a special class for a further year and have been delighted with the results of isolating the pupils from the main stream. We hope that they will renew the lease into the future although their own dedicated classroom on the school campus is rapidly becoming a reality. In this current location the pupils seem happy and are thriving.

## **THE SWANSEA CENTRE FOR DEAF PEOPLE**

### **REPORT OF THE BOARD OF TRUSTEES**

**FOR THE YEAR ENDED 31 DECEMBER 2016**

#### **REVIEW OF ACTIVITIES CONTINUED**

British Sign Language courses have proved even more popular and have been a great success. They have continued to generate interest and income. The roll has increased from 70 people in 2015 to 130 participating in the classes this year. Generally speaking external funding is not currently available this year and it is hoped that one day the BSL courses will become self-funding. Talking Hands have, however, come to an accommodation with Santander who are believed to be looking favourably at becoming sponsors by paying the deposits for the courses for parents of deaf members.

BSL classes are both a tremendous fillip for the community and a sound source of additional income. The current target is to run 8 separate courses from Level 1 (GCSE) through Level 2 (GCSE Grades C to A) to Level 3 (GCSE A\*)

We have just started a new Play and "Baby Sign" Group (0-4yrs) group on Thursday mornings with the blessing of Pentre Hafod School. It is run by the parents and is extremely beneficial.

By fund raising activities Talking Hands have raised the funds to cover 100% of the costs of BSL courses for children from 8yrs up to 17 (classes commencing 04-03-2017)

A theatre group is in negotiation with our manager to run plays upstairs in the gym/theatre and to do a drama workshop. We are actively promoting our own theatre group now that a stage has been created in the gym

Our Lottery funding for two part-time staff members expired during the 2016 financial year. We still hope to re-apply, but Lotto funding for the proposed rear extension must take precedence.

Talking Hands used its own initiative to become a charity after being in existence for 15yrs in order further to develop the group for children and families. Talking Hands acknowledge the huge contribution made by the "parent" charity SCDP, which provides the premises, heating, lighting, offices, WiFi and security etc. necessary to enable the continuance of their excellent work, and they readily acknowledge that they would never have been in this advantageous position without SCDP. This year Talking Hands have achieved the prestigious accolade of being nominated the South Wales Evening Post **Charity of The Year** and have been delighted to receive a SWEP cheque for £6,634.35. This publicity has already resulted in new enquiries. many parents of deaf children had been unaware of our existence.

**THE SWANSEA CENTRE FOR DEAF PEOPLE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

**REVIEW OF ACTIVITIES CONTINUED**

Hopefully SWEP will continue to keep us in the public eye. Other referrals come from the website, BSL class attendees and advertising.

Talking Hands and Tiddlers have proved to be of immeasurable assistance to parents.

The trustees have successfully obtained planning consent for an extension to the rear of the building. This will be much less expensive than the last proposal, and we hope very much to interest the Big Lottery in injecting matched funding. Peter Bryant who was instrumental in obtaining funding for our staff salaries for a three year period is being asked to assist us in this application.

The café, kitchen, class room, new and upgraded WC facilities, bar area, gymnasium, and stage have all been used successfully throughout the year. The Gym has several pieces of equipment, for the more physical including bikes, running machines, cross trainers and vibra-plates. **Parents are urged to supervise children carefully and responsibly.**

Our four laptops and 3 PC's have proved their worth for BSL classes in the office and by volunteers. Members are very welcome to use either our machines (responsibly!) or their own tablets (an increasing trend).

Improvements to the Centre and Mary Twill continue year on year thanks to our two very dedicated staff, who remain with us even after the expiration of Lotto funding for their salaries and the assistance of an excellent core of volunteers. We hope that the number of volunteers will increase please!

The lift for disabled people (many deaf people have more than one disability) and the new sloping fire escape, continue to be of great assistance in making the whole building user friendly. The solar panels are making a significant financial return and a contribution to carbon neutrality. Retired hearing and deaf people continue to use the café for a regular get together. This generates a modest but regular injection of cash into central funds.

# **THE SWANSEA CENTRE FOR DEAF PEOPLE**

## **REPORT OF THE BOARD OF TRUSTEES**

### **FOR THE YEAR ENDED 31 DECEMBER 2016 – CONTINUED**

The Camp Site in Mary Twill Lane, The Bequest of Admiral Vivian, continues to be improved. Income has been generated by letting storage/parking to Redrow and to two neighbours who have a camper van and a speed boat. Redrow and the camper van have departed. The speed boat may be on its way. The new memorial garden is almost completed. The new shelter has been used for educational and nursery garden purposes.

We are hoping that camping will be better subscribed in the Summer, now that the camping area has been terraced, and the facilities have all been upgraded.

The field centre/classroom, generously donated by Redrow, is already being used to enhance the versatility of the site and has contributed to the income this last year. Volunteers have been working there this year and have helped clear and maintain the site.

#### **RISK MANAGEMENT**

The trustees consider risk management on a regular basis and consider the need for:

The establishment of systems and procedures to mitigate those risks identified; and  
The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise

#### **FINANCIAL REVIEW**

The total receipts of £56,787 (2015 £58,935), were spent on direct charitable expenditure totalling £43,639 (2015 £34,776), fund raising expenses £2,434 (2015 £2,441), publicity expenses £2,434 (2015 £2,441), support and administration £3,909 (2015 £3,632) and the purchase of fixed assets of £5,460 (2015 £15,525).

This resulted in a net excess of payments over receipts of £1,089 compared to an excess of receipts over payments of £120 in 2015.

The general fund covers the receipts and payments of the charity in carrying out its role in respect of its objects.

Restricted funds represent unspent monies received from The Big Lottery.  
All assets are held to achieve the objects of the charity.

**THE SWANSEA CENTRE FOR DEAF PEOPLE**  
**REPORT OF THE BOARD OF TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2016 – CONTINUED**

**RESERVES POLICY**

The trustees consider it prudent to maintain the reserves of the charity at a minimum of three months normal expenditure to ensure that unforeseen events will not prevent the charity continuing its activities. At the end of 2016 the charity's reserves represented by its monetary assets were substantially in excess of this objective.

**PUBLIC BENEFIT**

The charity provides a religious, welfare and social centre for deaf people.

**TRUSTEES**

The Trustees who held office during the year were as follows:

Timothy N Douglas Jones (Chair)	Catherine Robins-Talbot
Paul J Hodges	Paul Lewis
Peter J Powe	Ms June Talbot
John D S Jeremy	
Ms Jayne Kelly	

No trustee has any financial interest in the charity.

The charity is governed by its charitable rules and is restricted to carrying out activities within its charitable objectives.

By order of the Board:



T N DOUGLAS-JONES

DATE

24-06-17

**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF  
THE SWANSEA CENTRE FOR DEAF PEOPLE**

I report on the accounts for the year ended 31 December 2016 set out on pages eight to eleven.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

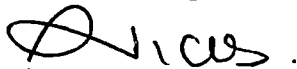
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Alison Vickers  
Institute of Chartered Accountants in England and Wales  
Bevan & Buckland  
Langdon House  
Langdon Road  
SA1 Swansea Waterfront  
Swansea  
SA1 8QY

# THE SWANSEA CENTRE FOR DEAF PEOPLE

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2016

	£	£	2016 £	2015 £
	Unrestricted	Restricted	Total	
<b>GRANTS AND DONATIONS RECEIVED</b>				
Donations	2,295	-	2,295	2,757
Membership fees	165	-	165	195
Legacies	5,000	-	5,000	-
Tax repayment: Gift aid	25	-	25	-
Big Lottery Grant	-	6,898	6,898	27,410
<b>Total grants and donations</b>	<u>7,485</u>	<u>6,898</u>	<u>14,383</u>	<u>30,362</u>
<b>OTHER INCOME RECEIPTS</b>				
Investment Income	4,963	-	4,963	4,678
Deposit Account Interest	2,865	-	2,865	3,244
FTT receipts	3,057	-	3,057	324
Cafe Takings	3,224	-	3,224	2,882
Sign Language Courses	12,519	-	12,519	5,770
Rent Received	15,776	-	15,776	11,675
Raffle receipts	-	-	-	-
<b>Total other income</b>	<u>42,404</u>	<u>-</u>	<u>42,404</u>	<u>28,573</u>
<b>TOTAL RECEIPTS</b>	<b>49,889</b>	<b>6,898</b>	<b>56,787</b>	<b>58,935</b>
<b>LESS: PAYMENTS</b>				
Fundraising Expenses	1,414	1,020	2,434	2,441
Publicity Expenses	1,414	1,020	2,434	2,441
Support and Administration Expenses	2,889	1,020	3,909	3,632
Charitable Activity Expenses	<u>30,480</u>	<u>13,159</u>	<u>43,639</u>	<u>34,776</u>
	<u>36,197</u>	<u>16,219</u>	<u>52,416</u>	<u>43,290</u>
<b>NET EXCESS (DEFICIT) FOR THE YEAR</b>	<b>13,692</b>	<b>-9,321</b>	<b>4,371</b>	<b>15,645</b>
<b>PURCHASE OF FIXED ASSETS</b>				
Furniture and Equipment	-	-	-	2,428
Development and improvement of property	<u>5,460</u>	<u>-</u>	<u>5,460</u>	<u>13,097</u>
	<u>5,460</u>	<u>-</u>	<u>5,460</u>	<u>15,525</u>
<b>NET CASH FLOW</b>	<b>8,232</b>	<b>-9,321</b>	<b>-1,089</b>	<b>120</b>
Cash balances at 1 January 2016				
At bank and in hand	338,080	7,698	345,778	345,658
Transfer between funds	<u>-1,623</u>	<u>1,623</u>	<u>-</u>	<u>-</u>
Cash balances at 31 December 2016				
At bank and in hand	<u>344,689</u>	<u>-</u>	<u>344,689</u>	<u>345,778</u>

**THE SWANSEA CENTRE FOR DEAF PEOPLE**  
**SCHEDULE TO RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

	Unrestricted £	Restricted £	2016 £	2015 £
<b>FUNDRAISING EXPENSES</b>				
Staff Salaries	1,357	1,020	2,377	2,317
Travel expenses	20	-	20	19
Raffle costs	-	-	-	-
Stationery postage and telephone	37	-	37	97
Web Site	-	-	-	8
	<u>1,414</u>	<u>1,020</u>	<u>2,434</u>	<u>2,441</u>
<b>PUBLICITY EXPENSES</b>				
Staff Salaries	1,357	1,020	2,377	2,317
Travel expenses	20	-	20	19
Stationery postage and telephone	37	-	37	97
Web Site	-	-	-	8
	<u>1,414</u>	<u>1,020</u>	<u>2,434</u>	<u>2,441</u>
<b>SUPPORT AND ADMINISTRATION EXPENSES</b>				
Staff Salaries	1,357	1,020	2,377	2,317
Rates	94	-	94	93
Repairs and maintenance	482	-	482	357
Computer expenses	55	-	55	83
Light, Heat and Water	406	-	406	371
Stationery postage and telephone	37	-	37	97
Insurances	200	-	200	196
Travel expenses	40	-	40	38
Cleaning	97	-	97	66
Miscellaneous	121	-	121	14
	<u>2,889</u>	<u>1,020</u>	<u>3,909</u>	<u>3,632</u>
<b>CHARITABLE ACTIVITY EXPENSES</b>				
Staff Salaries	9,498	7,142	16,640	16,219
Rates	849	-	849	840
Repairs and maintenance	4,337	-	4,337	3,213
Cafe Costs	1,229	-	1,229	1,197
Computer Expenses	496	-	496	745
Light, Heat and Water	3,658	-	3,658	3,338
Stationery postage and telephone	257	-	257	681
Insurances	1,800	-	1,800	1,765
Sponsorship and Social Events	-	-	-	-
Signing Interpreter	756	-	756	1,023
Travel expenses	323	-	323	302
Sign Language Courses	6,025	6,017	12,042	4,664
Cleaning	877	-	877	594
Miscellaneous	200	-	200	20
TV licence	145	-	145	145
Subscriptions	30	-	30	30
	<u>30,480</u>	<u>13,159</u>	<u>43,639</u>	<u>34,776</u>

**THE SWANSEA CENTRE FOR DEAF PEOPLE**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 DECEMBER 2016**

**MONETARY ASSETS**

	<b>Unrestricted    Restricted</b>		<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Bank and Cash Balances</b>				
Bank Current Account – Lloyds Bank	6,971		6,971	8,033
Bank Current Account – Virgin Money	323,976	-	323,976	321,165
Bank Deposit Account – Lloyds Bank	688	-	688	4,225
Charities Official Investment Fund				
Deposit Account	12,228	-	12,228	12,176
Cash	<u>826</u>	<u>-</u>	<u>826</u>	<u>179</u>
	<u>344,689</u>	<u>-</u>	<u>344,689</u>	<u>345,778</u>

<b>Debtors and Prepayments</b>	<b>£</b>	<b>£</b>
Debtors: Rent	-	740
FIT	-	1,400
BSL courses	3,105	200
Prepayments: Insurance	<u>1,222</u>	<u>1,161</u>

**Liabilities**

Accruals: Gas and electricity	336	319
Water	140	360
Creditors:		
BSL Course costs	-	600

**THE SWANSEA CENTRE FOR DEAF PEOPLE**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 DECEMBER 2016**

**NON-MONETARY ASSETS**

		<b>2016</b>	<b>2015</b>
<b>Investments at Cost</b>			
		£	£
Old Mutual Income Fund	2239 units	5,997	5,997
Barclays	4500 25p shares	4,680	4,680
Royal Dutch Shell	1090 Class B ord	4,203	4,203
Prudential	1250 5p shares	2,588	2,588
M & G Securities	1130 Charifund Income	5,346	5,346
Marks & Spencer	1457 ord 25p shares	6,709	6,709
Murray International	1300 ord 25p shares	5,242	5,242
BT Group	595 5p Ord	<u>1,505</u>	<u>1,505</u>
		<u>36,270</u>	<u>36,270</u>

The market value of these investments at 31 December 2016 was £114,871 (31 December 2015 £100,783).

**Fixed Assets**

**Furniture and equipment**

Furniture and Equipment Cost Estimated	11,140	11,140
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**Land and buildings used by the charity**

The Charity's land and buildings at Hafod, Swansea were purchased in 2007 for £131,184 including associated costs.

The charity owns a field at Mary Twill Lane, Caswell, Swansea. It is not practical to value this property.

 Trustee

24-06-17 Date