

Charity Registered No: 204626

TRUSTEES

CHAIR

Mr Darren Valentine

VICE CHAIR / ASSISTANT TREASURER

Mrs Alison Kevern

TREASURER

Mr Kevin Freeman

SECRETARY

Mr Andy Atkinson

OTHER TRUSTEES MEMBERS

Mrs Lynn Elson
Mr Mark Cunliffe

INDEPENDENT EXAMINER

A P Jopson, FCA
Tony Jopson & Co Ltd
Chartered Accountants
Peverell Corner
246 Peverell Park Road
Plymouth
PL3 4QG

BANKERS

Lloyds TSB
Raleigh Street
Derry's Cross
Plymouth
PL1 1EU

PLYMOUTH DEAF ASSOCIATION

TRUSTEES REPORT

The trustees of Plymouth Deaf Association ("PDA") present their annual report and the financial statements for the year ended 31 March 2017 "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of PDA.

OBJECTIVES OF PLYMOUTH DEAF ASSOCIATION, GOVERNANCE, PRINCIPAL ACTIVITIES AND ORGANISATION OF OUR WORK

Plymouth Deaf Association (Blake lodge Centre) is a registered charity, number 204626 that has been running since 1897 and managed by Trustees.

The Trustees manage the work of the PDA with sub-committees which have been set up to organise the Social Life of the PDA, to look after the building and finances, and to work with young people. In this way, more members are able to take an active part in managing the life and work of the Association.

We continue to provide a range of social activities for members, including regular bingo evenings, a club for older people, and the annual Christmas and Summer Fair. Other groups use our building and work in partnership with us to provide activities for deaf people, including Plymouth Deaf Children Society and the Deaf Church, offering worship in BSL.

Our vision is for 'Deaf people in Plymouth and the surrounding areas to have full access and equal opportunities compared to other members of society.'

Our core charity aims:

- Empower others to make a change
- Campaign for equality for deaf people
- To create a wide range of services

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS IN THE YEAR

During 2016-2017 we have continued to:

Network and build relationships with other organisation's both locally and nationally

Invest in developing policies and procedures in line with legal requirements

Create new funding systems for the following:

Building renovations – future secured by obtaining planning permission to build 10 deaf friendly flats within the Blake Lodge complex

Staffing costs

Drop-in Centre costs

- Invest finance in various projects to raise capital and awareness of the needs of deaf people.
- Deliver British sign language courses accredited by signature
- Manage the service closely by way of regular trustee meetings
- Made necessary building repairs to preserve the building

Community project achievement

- Professional Network development
- Open Day
- Continued effort to fundraise to develop community project

Don't forget our website: www.blakelodge.co.uk to get up to date news of special events

PLYMOUTH DEAF ASSOCIATION

ANNUAL AND FINANCIAL REVIEW

The Statement of Financial Activities shows a net deficit for year ended 31 March 2017 of £10,000. This is due largely to significant expenditure incurred on planning and architects fees towards the demolition of the fitness centre and the erection of 10 self contained flats on the Blake Lodge Site, although this development is crucial in securing the future of the association..

RESERVES

The reserves policy of the charity is to set aside monies for contingencies and redundancy. Also it has a building to maintain, which can be costly. Reserves are to total at least one year's running costs. This is a sum of around £36,000 on the basis of normal operating expenditure in the year ended 31 March 2017. Currently the charity holds reserves of £36,648 which is very close to the ideal figure.

TRUSTEES

Previously the PDA had a management committee who were elected every year at the AGM. However to give long term benefits and stability to the PDA, this was voted on, and agreed by the membership at the AGM to have Trustees. To provide stability, the existing management committee became Trustees. However in the future, other people who give help and assistance to the PDA, may be asked to become a Trustee.

RISK MANAGEMENT

The trustees actively review the major risks that the charity faces on a regular basis. They have examined the operational and business risks faced by the charity and confirm that they have established systems to mitigate significant risks.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to incorporated charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of the financial activities of the charity and of its financial position at the end of that year.

In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- 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 financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity and the group will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with relevant legislation. 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.

PLYMOUTH DEAF ASSOCIATION

INDEPENDENT EXAMINER

A resolution to appoint A P Jopson of Tony Jopson & Co Ltd as independent examiner of the company will be put to the Annual General Meeting.

By order of the Board



Mr Darren Valentine

Trustee
Date: 25/09/2017

PLYMOUTH DEAF ASSOCIATION

Independent Examiner's report to the Trustees of Plymouth Deaf Association

I report on the accounts for the year ended 31 March 2017, which are set out on pages 7-12 below.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. They 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 needed. 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 Commissioners under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

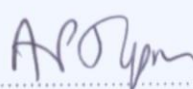
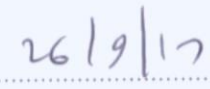
Independent Examiner's Statement

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 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.

 
.....
A P Jopson, FCA Date
(Fellow of the Institute of Chartered Accountants in England & Wales)
Tony Jopson & Co Ltd, Peverell Corner, 246 Peverell Park Road, Plymouth, PL3 4QG

Plymouth Deaf Association

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2017

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<i>Note</i>	<i>Unrestricted funds £</i>	<i>Restricted funds £</i>	<i>Total 2017 £</i>	<i>Total 2016 £</i>
INCOMING RESOURCES					
Incoming resources from generated funds					
Grants & donations	2	7,593	0	7,593	23,015
Rent	2	32,824	0	32,824	22,915
Other income	2	682	0	682	1,833
		<u>41,099</u>	<u>0</u>	<u>41,099</u>	<u>47,763</u>
Incoming resources from charitable activities					
Charitable activities	2	159	0	159	122
TOTAL INCOMING RESOURCES		<u>41,258</u>	<u>0</u>	<u>41,258</u>	<u>47,855</u>
RESOURCES EXPENDED					
Charitable activities	3	46,000	0	46,000	19,041
Governance costs	4	5,258	0	5,258	16,674
TOTAL RESOURCES EXPENDED		<u>51,258</u>	<u>0</u>	<u>51,258</u>	<u>35,715</u>
NET MOVEMENT IN FUNDS RESOURCES		(10,000)	0	(10,000)	12,170
BALANCES BROUGHT FORWARD AS AT 1 April		46,648	0	46,648	34,478
BALANCES CARRIED FORWARD		<u>36,648</u>	<u>0</u>	<u>36,648</u>	<u>46,648</u>

Plymouth Deaf Association

BALANCE SHEET

at 31 March

	Note	2017 £	2016 £
CURRENT ASSETS			
Stock		50	75
Prepayments	5	0	537
Bank current account		36,780	46,006
Bank reserve account		6	6
Social Fund (Petty Cash)		512	674
		<u>37,348</u>	<u>47,298</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Accruals	6	(700)	(650)
NET CURRENT ASSETS		<u>36,648</u>	<u>46,648</u>
NET ASSETS		<u>36,648</u>	<u>46,648</u>
FUNDS			
Opening balance		46,648	34,478
Surplus/(deficit) for year		(10,000)	12,170
TOTAL FUNDS		<u>36,648</u>	<u>46,648</u>

These accounts were approved by the Board of Trustees on



Mr Darren Valentine

Trustee

Date: 25/09/2017

NOTES TO THE ACCOUNTS
at 31 March 2017

1 ACCOUNTING POLICIES

Basis of preparation of accounts

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules. Accruals accounting has been applied. The accounts comply with the Charities Act 2011 and the Charity Commissions Statement of Recommended Practice (revised 2005), Accounting by Charities.

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that if it had been incorporated as a company under the Companies Act 2006 it would have qualified as a small company.

Incoming resources

Voluntary income and donations are included in incoming resources when they are received, except when the donors specify that they must be used in future accounting periods or donors conditions have not been fulfilled, then the income is deferred.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Expenditure, which is directly attributable to specific activities, has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

Management and administration costs

Expenditure for the management and administration of the Charity is separately identified and includes the costs of running the administration office.

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Taxation

Based on its status as a registered charity and the use of funds for charitable purposes, the organisation is exempt from corporation tax.

Plymouth Deaf Association

NOTES TO THE ACCOUNTS

at 31 March 2017

2 INCOMING RESOURCES

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total 2017 £</i>	<i>Total 2016 £</i>
Incoming resources from generated funds:				
Grants & Donations				
Lord Barnaby Foundation	0	0	0	10,566
Virginia House settlement	2,000	0	2,000	2,000
Crowd funding	0	0	0	2,389
Bar Fund transfer	0	0	0	5,000
Plymouth City Council	0	0	0	1,250
Sundry small grants	150	0	150	550
Action for Deafness	3,320	0	3,320	0
Donations	2,123	0	2,124	1,260
Total grants & donations	7,593	0	7,594	23,015
Rental income:				
Core fitness gym	4,765	0	4,765	5,833
Flats	11,720	0	11,720	12,433
Little Owls nursery	13,291	0	13,291	2,000
Hall Hire	3,048	0	3,048	2,649
Total rental income	32,824	0	32,824	22,915
Other income:				
HMRC refund	562	0	562	76
Little Owls bills contribution	0	0	0	1,599
Other	120	0	120	158
Total other income	682	0	682	1,833
Total income from generated funds	41,099	0	41,099	47,763
Incoming resources from other activities:				
Billiard meter	159	0	159	122
Income from other activities	159	0	159	122
Total income from charitable activities	159	0	159	122
Total incoming resources	41,258	0	41,258	47,885

Plymouth Deaf Association

NOTES TO THE ACCOUNTS at 31 March 2017

3 RESOURCES EXPENDED

Furtherance of objects

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total 2017 £</i>	<i>Total 2016 £</i>
Direct charitable activities:				
Gas	2,864	0	2,864	1,971
Water	911	0	911	689
Electricity	3,863	0	3,863	2,227
Telephone & internet	919	0	919	747
Insurance	865	0	865	4,540
Cleaning	12	0	12	0
Office & stationery	13	0	13	177
Refuse	296	0	296	1,150
TV licence	146	0	146	146
Property maintenance / DIY	5,376	0	5,376	2,405
CCTV lease	0	0	0	1,019
Interpreter	8,117	0	8,117	362
BSL (Tutor + expenditure)	0	0	0	3,155
Planning & Architectural Design	19,828	0	19,828	0
Social event expenses	66	0	66	305
Canteen	452	0	452	42
Sundry expenses	2,272	0	2,272	106
	46,000	0	46,000	19,041

4 MANAGEMENT AND ADMINISTRATION

Accountancy	700	0	700	650
Legal & Professional (lease on gym)	4,558	0	4,558	16,024
	5,258	0	5,258	16,674

Plymouth Deaf Association

NOTES TO THE ACCOUNTS at 31 March 2017

5 PREPAYMENTS

	2017 £	2016 £
Insurance	0	537
	<u>0</u>	<u>537</u>

6 CREDITORS: Amounts falling due within one year

	2017 £	2016 £
Accountancy	700	650
	<u>700</u>	<u>650</u>

7 LEASING COMMITMENTS

At 31 March the company had annual commitments under operating leases as detailed below:

	2017 £	2016 £
Operating leases which expire:		
Within one year	0	0
Within two to five years	1,019	2,037
After more than five years	0	0
	<u>1,019</u>	<u>2,037</u>