



## Trustees' Annual Report for the period

From **22/02/2023**                      **Period start date**  
To    **31/12/2023**                      **Period end date**

**Charity name: Association of British Sign Language Teachers and Assessors (ABSLTA)**

**Charity registration number: 1292957**

### Objectives and Activities

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The Association of British Sign Language Teachers and Assessors (ABSLTA) was established in 1989 with the purpose of supporting and enhancing the professional development of British Sign Language (BSL) teachers and assessors throughout the UK. ABSLTA aims to improve the quality of BSL education by providing professional development opportunities, networking, and community support for its members. The charity's work is focused on advancing the education of BSL by empowering Deaf BSL teachers and assessors and promoting the growth of BSL education across the UK. To further support these goals, a new website was launched in October 2023 to provide improved access to resources, information, and member services.   |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | In line with its charitable purposes, ABSLTA provides a range of activities aimed at supporting BSL education and its practitioners. These include offering professional development resources and opportunities for Deaf BSL teachers and assessors, providing a platform for networking and community building through initiatives such as the ABSLTA Facebook page and private group, and delivering guidance and support to members and the wider public. A key part of the charity's work is its monthly Continuing Professional Development (CPD) sessions, known as BSL Chat, which provide regular opportunities for members to enhance their skills and knowledge. In October 2023, ABSLTA launched a newly revamped website to further expand access to resources, facilitate member engagement, and support the |

|  |           |  |
|--|-----------|--|
|  |           | development of BSL education. The accounts highlight the use of donations and membership fees to fund these activities, including CPD sessions, conferences, and the development of educational resources.   |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees of ABSLTA confirm that they have had regard to the Charity Commission's guidance on public benefit when carrying out the charity's activities. In all its work, ABSLTA strives to ensure that its support for BSL teachers and assessors contributes to the advancement of BSL education for the public benefit. The launch of the new website in October 2023 further enhances the charity's ability to promote greater inclusion and access to education for Deaf individuals and those learning BSL. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  | SORP reference |   |
|--|----------------|---|
| Policy on grant making   | Para 1.38      | As a newly registered charity (February 22nd), ABSLTA has not yet established a formal grant-making policy. This may be reviewed and developed in the future as the charity grows.  |
| Policy on social investment including program related investment | Para 1.38      | ABSLTA does not currently engage in social investment or programme-related investment activities, and therefore no policy exists at this time. This will be considered as part of future strategic discussions.   |
| Contribution made by volunteers                                  | Para 1.38      | Volunteers play a vital role in ABSLTA's operations. The charity relies on the efforts of its committee members and other volunteers who contribute their time and expertise in supporting BSL teachers and assessors. In addition, all trustees are volunteers and cover their own travel, accommodation, and other expenses when supporting ABSLTA activities across the UK. These contributions include managing events, delivering monthly CPD sessions, and providing member support, all of which are key to the success of ABSLTA. |
| Other  |                | Since ABSLTA was newly registered on February 22nd, formal policies are still in development. The charity will continue to evolve its governance and policies in line with its growth and strategic priorities.   |

## Achievements and Performance

|  | SORP reference |  |
|--|----------------|--|
|--|----------------|--|

|  |                  |  |
|--|------------------|--|
| <p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> | <p>Para 1.20</p> | <p>ABSLTA has achieved significant milestones that positively impact its beneficiaries: BSL teachers and assessors, Deaf communities, and BSL learners.</p> <ol style="list-style-type: none"> <li>1. Professional Development: The launch of CPD sessions, including the BSL Teachers' Lounge and BSL TeachHub, has provided BSL teachers with enhanced skills and valuable resources, leading to improved teaching quality.</li> <li>2. Website Revamp: The revamped website has made resources and information more accessible, facilitating better support for BSL teachers and fostering community engagement.</li> <li>3. Increased Membership: Membership growth has exceeded 100, indicating strong demand for ABSLTA's services and a growing network of support for BSL education.</li> </ol> <p>Impact: These achievements have improved BSL education, enhancing communication and learning opportunities for Deaf communities and promoting inclusivity and cultural awareness among BSL learners. Overall, ABSLTA's work raises the standard of BSL education in the UK, contributing to greater social inclusion and awareness of Deaf culture.</p> |
|--|------------------|--|

**Additional information (optional)**

You may choose to include further statements where relevant about:

|   |                  |  |
|---|------------------|--|
| <p>Achievements against objectives set</p>                          | <p>Para 1.41</p> | <p>In our first year (2023-2024), ABSLTA achieved key objectives, including the successful review and update of our constitution, establishment of a governance sub-committee, and clarification of trustee roles. We added 25 new members through targeted outreach and launched a redesigned website that enhances user engagement. Additionally, we replaced BSL Chat with the BSL Teachers' Lounge and BSL TeachHub, successfully running bi-monthly sessions.</p> |
| <p>Performance of fundraising activities against objectives set</p> | <p>Para 1.41</p> | <p>We initiated fundraising efforts by selling old BSL books, which raised money for the new website. Public donations also contributed to our funding. However, the fundraising sub-committee has not yet been activated, and no formal grant applications have been submitted. We recognise the need to prioritise these efforts moving forward.</p>   |
| <p>Investment performance against objectives</p>                    | <p>Para 1.41</p> | <p>As we are still in the initial stages of development, specific investment performance metrics have not yet been established.</p>  |

|       |  |   |
|-------|--|---|
| Other |  | Overall, ABSLTA has laid a solid foundation for growth and engagement, aligning with our strategic objectives and preparing for future initiatives. |
|-------|--|---|

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | At the end of the financial period, ABSLTA's bank balance was £2,448.21. Total expenditures for 2023 amounted to £7,113.32. Significant expenses included the revamp of our website, Charity Commission fees, two laptops, and consultation fees for preparations related to the Charity Commission submission. We also incurred costs for attending a conference in London aligned with our objectives, as well as fees for Zoom, Google Workspace, and website domain hosting. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Currently, ABSLTA has no reserve funds. We recognise the importance of holding reserves and aim to implement a reserve policy in our 2024 year plan. Reserves will be essential for ensuring financial stability and covering unexpected expenses in the future.   |
| Amount of reserves held  | Para 1.22 | As of now, ABSLTA holds zero reserves.   |
| Reasons for holding zero reserves  | Para 1.22 | The absence of reserves is primarily due to significant investments in critical areas, such as the website revamp and the purchase of essential equipment like laptops. These expenditures are vital for advancing our charity's objectives and operational capabilities.  |
| Details of fund materially in deficit  | Para 1.24 | There are currently no funds that are materially in deficit.   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | At this time, there are no uncertainties regarding ABSLTA's ability to continue as a going concern.  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | ABSLTA's principal sources of funds include membership fees, fundraising activities such as the sale of old BSL books, and public donations. These sources help support our operations and initiatives, including the recent website revamp and ongoing professional development programmes for our members. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | Currently, ABSLTA does not have a formal investment policy. Our focus is primarily on utilising funds for operational needs and projects that directly support our mission. As we develop our financial strategy, we will consider the potential for social investment that aligns with our objectives.      |
| A description of the principal risks facing the charity                         | Para 1.46 | The principal risks facing ABSLTA include financial sustainability, reliance on membership fees and donations, and potential changes in regulations affecting the charity sector. Additionally, as we expand our offerings and activities, there is a risk   |

|       |  |   |
|-------|--|---|
|       |  | associated with managing resources effectively to ensure the success of our programmes. |
| Other |  | No additional information to report at this time.                                       |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document (trust deed, royal charter)  | Para 1.25 | ABSLTA operates under a constitution that serves as its governing document, outlining the purpose, structure, and operational guidelines of the charity.   |
| How is the charity constituted? (e.g unincorporated association, CIO)   | Para 1.25 | ABSLTA is constituted as an unincorporated association, which allows us to operate as a charity while maintaining flexibility in our governance and decision-making processes.   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are selected through a nomination and election process as outlined in our constitution. Members of ABSLTA have the opportunity to nominate candidates for trustee positions, and the elected members vote during the annual general meeting (AGM). This ensures that the board of trustees is representative of the membership and accountable to them. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | ABSLTA has established an induction programme for new trustees, which includes an overview of the charity's mission, governance structure, and operational procedures. New trustees receive training on their roles and responsibilities, as well as information about relevant legal and regulatory requirements. Ongoing training opportunities are provided to ensure all trustees remain informed about best practices in charity governance. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | ABSLTA operates with a flat organisational structure, facilitating open communication and collaboration among trustees and members. We engage with a wider network of organisations and stakeholders in the BSL community, including educational institutions, advocacy groups, and professional bodies, to promote the advancement of BSL education and support our members.   |
| Relationship with any related parties   | Para 1.51 | ABSLTA has established collaborative relationships with various organisations in the Deaf and BSL community. These partnerships are aimed at sharing resources, knowledge, and best practices to enhance the overall impact of our work. We maintain transparency in these relationships to ensure they align with our charitable objectives.   |
| Other   |           | No additional information to report at this time.   |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Association of British Sign Language Teachers and Assessors (ABSLTA) |
| Other name the charity uses | ABSLTA   |
| Registered charity number   | 1202057  |
| Charity's principal address | Crown House,<br>27 Old Gloucester Street,<br>London,<br>WC1N 3AX     |
|                             |  |





## Funds held as custodian trustees on behalf of others

|   |  |
|---|--|
| Description of the assets held in this capacity   | The charity does not hold any funds or assets as custodian trustees on behalf of other charities or organisations. |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable.  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable.  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

### Reason for non-disclosure of key personnel details

We do not disclose specific personal details about our key personnel, including trustees, to protect their privacy. However, we ensure that any potential conflicts of interest are managed in accordance with our governance policies, especially when trustees hold positions in other organisations.

### Other optional information

We are committed to transparency and accountability in our operations. While we may not disclose certain personal information, we provide relevant information about our governance structure and decision-making processes in our annual reports and communications.

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|  |  |                    |               |
|--|--|--------------------|---------------|
|  | <b>Signature(s)</b>                        | <i>Emma Iliffe</i> | <i>J Kidd</i> |
|  | <b>Full name(s)</b>                        | Emma Iliffe        | Judith Kidd   |
|  | <b>Position (eg Secretary, Chair, etc)</b> | Chair              | Treasurer     |
|  | <b>Date</b>                                | 22/09/2024         |               |



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Association British Sign Language Teachers & Assessors

1202057

## Receipts and payments accounts

**CC16a**

For the period  
from

22/2/2023

To

31/12/2023

### Section A Receipts and payments

|  | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|--|--------------------|------------------|------------------|------------------|------------------|
|  | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                 |                    |                  |                  |                  |                  |
| Merchandise Sale                                   | 11                 | -                | -                | 11               | -                |
| Donations  | 300                | -                | -                | 300              | -                |
| Membership Fees                                    | 3,180              | -                | -                | 3,180            | -                |
| Workshop Fees                                      | 420                | -                | -                | 420              | -                |
| Donation of funds from ABSLTA (non charity)        | 5,650              | -                | -                | 5,650            | -                |
|  | -                  | -                | -                | -                | -                |
|  | -                  | -                | -                | -                | -                |
|  | -                  | -                | -                | -                | -                |
| <b>Sub total (Gross income for AR)</b>             | <b>9,561</b>       | <b>-</b>         | <b>-</b>         | <b>9,561</b>     | <b>-</b>         |
| <b>A2 Asset and investment sales, (see table).</b> |                    |                  |                  |                  |                  |
|  | -                  | -                | -                | -                | -                |
|  | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                   | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>                              | <b>9,561</b>       | <b>-</b>         | <b>-</b>         | <b>9,561</b>     | <b>-</b>         |
| <b>A3 Payments</b>                                 |                    |                  |                  |                  |                  |
| AGM, Meeting and Workshop Costs                    | 540                | -                | -                | 540              | -                |
| Audit Fees   | 120                | -                | -                | 120              | -                |

|                                      |              |          |          |              |          |
|--------------------------------------|--------------|----------|----------|--------------|----------|
| Subscription Fees for Zoom and Vimeo | 218          | -        | -        | 218          | -        |
| Committee Member Expenses            | 289          | -        | -        | 289          | -        |
| Web Hosting Fees (GoDaddy)           | 57           | -        | -        | 57           | -        |
| Prize for Christmas Quiz             | 10           |          |          | 10           |          |
| Domain Name Registration             | 8            | -        | -        | 8            | -        |
| Laptops                              | 1,088        |          |          | 1,088        |          |
| BSL Conference Costs                 | 200          |          |          | 200          |          |
| New Website Development Costs        | 4,000        | -        | -        | 4,000        | -        |
| Exhibition Display Materials         | 88           | -        | -        | 88           | -        |
| Consultancy Fees                     | 495          | -        | -        | 495          | -        |
| <b>Sub total</b>                     | <b>7,113</b> | <b>-</b> | <b>-</b> | <b>7,113</b> | <b>-</b> |

|   |          |          |          |          |  |
|---|----------|----------|----------|----------|--|
| <b>A4 Asset and investment purchases, (see table)</b> |          |          |          |          |  |
|   | -        | -        | -        | -        |  |
|   | -        | -        | -        | -        |  |
| <b>Sub total</b>                                      | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |  |

|                       |              |          |          |              |          |
|-----------------------|--------------|----------|----------|--------------|----------|
| <b>Total payments</b> | <b>7,113</b> | <b>-</b> | <b>-</b> | <b>7,113</b> | <b>-</b> |
|-----------------------|--------------|----------|----------|--------------|----------|

|                                    |              |          |          |              |          |
|------------------------------------|--------------|----------|----------|--------------|----------|
| <b>Net of receipts/(payments)</b>  | <b>2,448</b> | <b>-</b> | <b>-</b> | <b>2,448</b> | <b>-</b> |
| <b>A5 Transfers between funds</b>  | <b>-</b>     | <b>-</b> | <b>-</b> | <b>-</b>     | <b>-</b> |
| <b>A6 Cash funds last year end</b> |              |          |          |              |          |
| <b>Cash funds this year end</b>    | <b>2,448</b> | <b>-</b> | <b>-</b> | <b>2,448</b> | <b>-</b> |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details      | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Bank Account | 2,448                              | -                                | -                               |
|                      |              | -                                  | -                                | -                               |
|                      |              | -                                  | -                                | -                               |

|   |              |          |          |
|---|--------------|----------|----------|
| <b>Total cash funds</b>                                 | <b>2,448</b> | <b>-</b> | <b>-</b> |
| (agree balances with receipts and payments account (s)) | OK           | OK       | OK       |

|                           |                         |                        |
|---------------------------|-------------------------|------------------------|
| <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Endowment funds</b> |
| to nearest £              | to nearest £            | to nearest £           |

**B2 Other monetary assets**

| Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------|------------------------------------|----------------------------------|---------------------------------|
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |

**B3 Investment assets**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

**B4 Assets retained for the charity's own use**

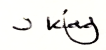

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|-----------------------------|-----------------|--------------------------|
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |
|         |                             | -               | -                        |

|  |  |   |   |
|--|--|---|---|
|  |  | - | - |
|  |  | - | - |
|  |  | - | - |

**B5 Liabilities**

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---------|---------------------------------|-----------------------|---------------------|
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature   | Print Name  | Date of approval |
|---|-------------|------------------|
|  | Judith Kidd | 28/10/2024       |
|  | Emma Iliffe | 28/10/2024       |