

Institute of British Sign Language
(A company limited by guarantee)

Report and Financial Statements
For the period ended 31 July 2016

Charity number 1163674
Company number 6201561



Institute of British Sign Language
(A company limited by guarantee)

Financial Statements

For the period 22 September 2015 to 31 July 2016

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Report of the Management Committee for the period ended 31 July 2016

The Management Committee presents its directors' report and audited financial statements for the period ended 31 July 2016.

Reference and Administrative Information

Charity Name: Institute of British Sign Language

Charity registration number: 1163674

Company registration number: 6201561

Registered Office and
operational address: Empire Court, 2nd Floor
30 Museum Street
Warrington
WA1 1HU

Management Committee

- Mary Humphries – Chair
- David Duller
- John A. Hay
- Jill Jones
- Richard Jones
- Allan Sharp
- Linda Day
- Peter Jackson
- Michelle Jones – Executive Director

Report of the trustees for the period ending 31 July 2016

The Trustees of the Institute of British Sign Language (IBSL) present their first annual charitable report and audited accounts for the period ended 31 July 2016 and confirm they comply with the requirements of the Charities Act 2011, our Memorandum and Articles and the Charities SORP (FRS 102).

Our Structure, Governance and Management

The Institute was originally set up as a Community Interest Company on 3 April 2007 and was converted into a charity limited by guarantee on 21 September 2015. It is governed by a new Memorandum and Articles of Association of the same date 21 September 2015.

A Board of Trustees administers the charity. It comprises of people with the necessary skills and experience to manage the work of the charity gained from educational, provider and user backgrounds and meets a minimum of three times a year.

An Executive Director is appointed by the trustees to manage the Charity's day to day operations.

In addition to the Board, which is responsible for making strategic decisions for the charity, there are two committees each with specific delegation of authority.

Audit Committee

This has responsibility for legal, finance and HR issues and includes keeping the governance of the Board under review.

Quality Committee

This has responsibility for the strategic development of quality assurance indicators regarding qualifications, moderation and verification of qualifications and overseeing the standards within assessment procedures. It also has responsibility for overseeing a complaints and appeals process. The Quality Committee includes the External Examiner & Verifier group which continues to provide quality control through annual standards meetings and train assessors to ensure that good practice is maintained in assessments and examinations.

Looking Ahead:

IBSL came to a decision in May 2016 to move out of their premises at 11-13 Wilson Patten Street, Warrington and have been in negotiation to relocate to nearby premises. These negotiations had not been finalised as of 31 July 2016, but it certainly looks like being an exciting time for IBSL if the relocation goes ahead.

Our Objectives and Activities.

The main object of the Institute for British Sign language is (as stated in its Memorandum and Articles of Association) **to advance the education of the general public in British Sign Language, in particular but not exclusively by the provision of accredited training schemes.**

IBSL champions the promotion of British Sign Language in all areas of learning and employment, in particular the training of teachers of BSL and sign language interpreters.

IBSL is a leading voice for:

- Influencing and challenging learning of BSL within a vocational context.
- Raising the profile of BSL in a wider context and promoting the benefits.
- Aiming for high standards in the use of BSL that meets the needs of all sectors of the population and providing support for education and language professionals.

We aim, through our accredited qualifications structure, to provide a first class learning opportunity to all those who wish to develop capabilities, competences and skills in all areas of sign language learning. Our objectives are set in the context of the broader goals we set for our stakeholders and through these stakeholders our learners.

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Our key objectives for the year included:

- Extending the options for Learners to achieve higher vocational standards and qualifications, for example, the design and provision of new interpreting diplomas.
- Enhancing and improving the assessment guidelines and standards for Learners.
- Developing our website to take into account improved technology and access to online learning.
- Increasing numbers of approved centres (stakeholders) delivering our qualifications.
- Increasing numbers of Learners accessing our qualifications.
- Playing our part in the life of our local community through our community access and service provision.

Review of Activities and Achievements

Centre and Learner numbers and fees

Our qualifications are delivered to Learners through our network of centres which showed a healthy increase over previous year's figures and there were 80 approved centres at the end of the financial year.

Learner numbers also showed a significant increase over the previous year which ended with 1277 registered learners.

Our fee increases in the past year were restricted to a small increase in line with the increased cost incurred through the performance of IBSL's regulatory activities.

Qualifications portfolio

The most important additions to our qualifications portfolio were the introduction of a new diploma at Level 6 in Sign Language Interpreting and a new Level 4 Education & Training Certificate to meet gaps in the provision of vocational qualifications. The latter certificate was validated through Qualifications Wales and is currently only available in Wales.

Looking Ahead

Increasing the spread of centres, especially in areas where IBSL is not strongly represented will continue to be a key priority for IBSL. There are too many areas in the UK, in particular parts of Yorkshire, East Anglia and south-west England where there are gaps in learner provision and IBSL will continue to market and promote the work of the charity in those areas hopefully with the resultant increase in centre and learner numbers.

IBSL continues to look at the implementation of new qualifications, especially in areas where there are gaps and which are needed to meet demand. One key area is in the development of Deafblind Qualifications and IBSL has been looking for partners to design and develop a Level 6 diploma in this field.

Resources, Training and Support

Achievements this year:

- IBSL have started the process of re-designing video-based resources, especially for the Receptive Skills assessments at all levels on a regional basis. The intention is to standardise the stories and questions.
- Other assessment procedures have also been refined and standardised, especially with written papers at higher levels.
- Work has commenced on streamlining Mark Sheets to make them more relevant to the standards that IBSL is looking for. Entry Level and Levels 1 & 2 have been completed in time for the Summer 2016 round of Annual Standard Meetings with Centre representatives.
- Much more support is being given to centres and centre staff through Skype and FaceTime dialogue.
- IBSL has begun to put together better online support through its website and a proposed new portal.
- Planning has commenced for an extended range of CPD activities.

Looking Ahead

2016-7 is looking like an exciting year for CPD development with a large selection of training courses planned around resources and online development to meet the needs of a wide range of BSL practitioners at varying stages in their careers. The fact that these will be delivered in our proposed new premises where a state of the art training facility is planned makes it something more to look forward to.

Achievements and Performance

IBSL have focused on five key priority areas during the 12 months covered by this report:

- More targeted development of assessment resources of a more consistent standard.
- Designing and implementing a better website together with an accessible centre-friendly portal.
- Implementing a new staffing structure and consolidating the position of IBSL in the qualifications field.
- Looking at ways of improving customer services, i.e. building up better support links with centres.
- Improving governance and financial management.

We have mentioned earlier the work that has been done on developing the consistency of standards in the assessment process but in addition, we have also worked hard with the regulatory authorities and the Skills Funding Agency to ensure that our qualifications continue to fit into national framework for funding and accreditation. To this end, IBSL has been helped through the efforts of two external consultants, Jim Proudfoot and Heather Venis, who have guided and assisted us through the intricacies of regulatory requirements.

The design and implementation of a new website with its centre-friendly portal has been a time-consuming process and is still ongoing as at 31 July 2016.

Due to the growth of the organisation, it was decided in January 2016 the time had come to implement a new staffing structure in order to consolidate our position as an awarding organisation, therefore new staff appointments were made including a Service Manager, Finance and HR Manager, Qualifications Officer and Examinations officers. The unpaid Chief Executive stayed on in his post until the end of July in order to mentor the new service manager and oversee the transition of part-time staff into new staffing roles.

‘Consolidating our position as an awarding organisation’ included taking our place as a member of the Federation of Awarding Bodies (FAB) and contributing to a review of the Interpreting National Occupational Standards with other interested organisations such as the National Register of Public Service Interpreters (NRPSI), the National Register of Communication Support Professionals for Deaf/Deafblind People (NRCPD), Scottish Association of Sign Language Interpreters (SASLI) and Signature.

Apart from continuing with our Annual Standards Meetings in various parts of the UK, IBSL has met with a large number of centres individually for both targeted training and/or support as a means of improving links with centres. Use of visual communication methods such as Skype and FaceTime with centres using Deaf staff has increased significantly and now account for a large part of our daily administrative and support work.

IBSL has implemented the annual issue of certificates to centres to enable them to demonstrate to their customers that the centre is a paid-up approved centre of IBSL. This has been greatly appreciated by many centres.

IBSL has looked at ways and means of improving governance through attending and developing training sessions, both for Trustees and for staff. Closer liaison has become a key factor of co-operation between IBSL's accountant and the Head of Finance/HR and senior staff. Improved governance has also come through IBSL's contract with an independent HR company who provide advice regarding recruitment and other staff issues, resulting in the development of a staff handbook.

Looking Ahead

The standardisation of resources through targeted development, the implementation of our new website and portal and the need to ensure proper staffing to meet the needs of the organisation and support our centres will all continue to occupy the attention of the Board of Trustees and managers throughout the next year. Also, issues of governance will need to be continually addressed.

Influence and Fundraising

Achievements this year

- IBSL worked in close collaboration with NRPSI, NRCPD, SASLI, Interpreter Now, Action Deafness, Chartered Institute of Linguists and Signature to go through potential changes in the National Occupational Standards for Interpreting with the consultants Instructus.
- IBSL has worked in partnership with Awarding First to work on funding issues with the Skills Funding Agency.
- We have made one successful bid for a grant with the Learn & Grow Foundation for £5000

Looking Ahead

Work on the Interpreting NOS is likely to continue for the foreseeable future. Improving the effectiveness of our information to centres on funding possibilities for the delivery of qualifications is also something that will occupy IBSL's attention during 2016-2017. There will be a more intensive fundraising campaign in the next year as IBSL attempts to build up reserves.

Financial Review

The financial statements show our charitable accounts including net incoming resources for only for part of the year ended 31 July 2016 (i.e. from 22 September 2015 to 31 July 2016). The last financial statement prior to these accounts was the last one due as a Community Interest Company, and ran from 1 May 2014 through to 21 September 2015, when we converted into a charity. In future, accounts will show the full year from 1 August to 31 July, these dates being chosen to fit in with academic year patterns.

The principal source of income has been in fees, whether for qualification approvals or for learner registrations and other fees linked with regulation of the qualifications and examinations. Unfortunately, IBSL does not qualify for any form of government or statutory funding to help with its core costs. The dependence on fees income is not without its hazards because income tends to peak only during certain months of the year, and the Charity as to watch its cash flow patterns.

Strenuous efforts are being made by the management of the Charity to maximise other sources of income, including grants, in order to manage better cash flow patterns and to build up reserves. Grant applications are being made to various sources but it has to be recognised that these grants will not pay for core expenditure requirements and is mostly only for project funding. Other sources of potential income being explored relate to training fees and possible charges for room hire.

Reserves Policy

The Trustees have examined the Charity's requirement for reserves in light of main risks to the organisation and have adopted the policy that unrestricted funds not committed and held by the Charity should cover closure costs, should they be necessary.

The Trustees consider that given the strength of the charity's balance sheet, the stable cash flow from established approved centres, the ongoing popularity of our qualifications, and the available banking facility that can be called upon if need arises, that there is no current need to build up a free reserve. However, this is something that the Board of Trustees is keen to look at in the coming year.

The Charitable Benefit

IBSL has provided a commitment to the Charity Commission that it will provide a charitable benefit to specific groups of learners who will receive free or reduced payments of fees for specific qualifications on offer, i.e. that the Charity will either waive payment of fees for the said qualifications or impose fee reductions.

This charitable benefit was applied to a group of 22 Learners in the North-East undertaking a qualification at Level 6 BSL Studies. In addition, IBSL waived External Examiner fees for this group as a charitable benefit as well. The majority of these Learners successfully completed the qualification. A further charitable benefit may be applied in respect of those few Learners from this group who still need to complete their qualification.

IBSL will review in the next year what charitable benefit, if any, will be applied to any other group of Learners depending on application and on circumstances.

Plans for the Future

IBSL champions the promotion of British Sign Language in all areas of learning and employment, in particular the training of teachers of BSL and sign language interpreters. We believe that EVERY person should be given the opportunity to experience the learning of a wonderful language. We also believe that EVERY Deaf person who uses British Sign Language as their principal means of communication should have access to fully trained and qualified sign language interpreters and that every Deafblind individual should have access to fully trained and qualified people who can provide them with the standard of quality care through assessments and use of preferred communication modes. To this end IBSL will continue to provide opportunities for our client base to access this learning and provide avenues through which suitable people may aspire to become sign language interpreters or supporters of deafblind people in order to serve the Deaf and/or Deafblind communities.

When the relocation from 11-13 Wilson Patten goes ahead, IBSL will be entering into a new era and will need to continue on its path to financial sustainability whilst still continuing to offer excellent value for money. This will mean that IBSL's financial management will become tighter and more effort will be made in securing revenue other than fees charged to its customers.

IBSL will continue to focus on the objectives carried out in the past year, viz:

- Extending the options for Learners to achieve higher vocational standards and qualifications.
- Enhancing and improving the assessment guidelines and standards for Learners, including further recruitment and training of external examiners and assessors.
- Ensuring that our website continues to take into account improved technology promote access to online learning.
- Setting targets in the numbers of approved centres delivering our qualifications and the Learner base.
- Playing our part in the life of our local community through our community access and service provision.

IBSL will add another objective to the above:

- Meeting the Charity's governance requirements by ensuring the running of an efficient and effective organisation, including where required the provision of governance training for Trustees.

One of IBSL's strengths is that it *listens* to its customer base and will continue to listen and respond as required.

Trustees Responsibilities in Relation to the Financial Statements:

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity and of its surplus or deficit for the financial period covering this Report. In doing so, the Trustees are required to:-

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent; and
3. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

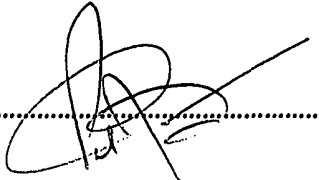
Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Indemnity

Article 6.4 of the Charity's Memorandum and Articles of Association requires the Charity to indemnify any Director (Trustee) or Auditor of the charity against any liability incurred in that capacity to the extent permitted under sections 232 to 234 of the Companies Act 2006.


Approved by the Board of Trustees on 20/3/17 and signed on its behalf by:


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Accountants

In the year to 31 July 2017 it is not envisaged that an audit will be required. Brenda Langley will be the independent examiner, for the period ending 31st July 2016. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small entities.

Approved by the Council of Management on 20/03/17 and signed on its behalf by



Chair

Council of Management

Date: 20/03/17

Empire Court, 30 Museum Street

Warrington

Cheshire

WA1 1HU

Report of the Independent examiner to the Trustees of Institute of British Sign Language

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the following requirements have not been adhered to:

(i) To keep accounting records in accordance with section 386 of the Companies Act 2006 and;

(ii) To prepare financial statements which accord with the accounting records and;

(iii) That the financial statements have been prepared in accordance with the methods and principles set out in the Statement of Recommended Practice - Accounting and Reporting by Charities or to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached.

Date:

Handley
External Examiner

Institute of British Sign Language

Statement of Financial Activities (including Income and Expenditure Account) for the period ended 31 July 2016.

	Notes	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources from generated funds:					
<i>Voluntary income</i>					
Donations and grants	2	750	7,000	7,750	
Less Deferred income		-	(1,526)	(1,526)	
Activities for generating funds					
Educational Services	3	157,856	-	157,856	
Total Incoming resources		158,606	5,474	164,080	133,643
Resources expended					
Costs of generating funds					
Charitable activities	4	124,646	3,480	128,126	
Governance costs	5	26,024	1,994	28,018	
Total resources expended		150,670	5,474	156,144	114,663
Net incoming resources	6	7,936	-	7,936	18,980
Other recognised gains/losses		-	-	-	(4,140)
Net movement in funds		7,936	-	7,936	14,840
Reconciliation of funds					
Total funds brought forward		37,585	-	37,585	22,745
Total funds carried forward		45,521	-	45,521	37,585

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Institute of British Sign Language - Balance Sheet as at 31 July 2016

		2016		2015
	Notes	£	£	£
Fixed Assets				
Tangible assets	8		4,860	862
Investments			-	
			<u>4,860</u>	<u>862</u>
Current Assets				
Stock		-	-	
Debtors	9	12,847		13,420
Cash at bank and in hand		42,980		42,758
		<u>55,827</u>		<u>56,178</u>
Creditors: amounts falling due within one year.	10	<u>(15,166)</u>		<u>(19,455)</u>
Net Current Assets			40,661	36,723
Net Assets	11		<u>45,521</u>	<u>37,585</u>
Unrestricted funds				
General funds	12	<u>45,521</u>		37,585
			45,521	
Restricted funds	12	-	-	
Total Funds			<u>45,521</u>	<u>37,585</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the management committee on 20 March 2017 and signed on its behalf by:

M. Jones

Michelle Jones

Executive Directive

Institute of British Sign Language

Notes forming part of the Financial Statements for the period ended 31 July 2016

1. Accounting Policies

The financial statements have been prepared under the historical cost convention as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in 2005.

(a) Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives, at the discretion of the trustees.

Restricted funds can only be used for particularly restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particularly restricted purposes.

(b) Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

(c) Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. When costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

(d) Tangible fixed assets

Depreciation is provided at the following annual rates.

Furniture and Equipment 25% reducing balance

2. Donations and grants	Unrestricted	Restricted	2016 Total
	£	£	£
Grants	-	5,474	5,474
Donations	750	-	750
	750	5,474	6,224

3. Educational Services	Unrestricted	Restricted	2016 Total
	£	£	£
Learner registrations	114,442	-	114,442
Annual centre fees	16,007	-	16,007
Examiner fees	13,614	-	13,614
Training fees	6,420	-	6,420
Other trading incomes	7,373	-	7,373
	157,856	-	157,856

Institute of British Sign Language
Notes to the accounts (continued)

4. Total Resources Expended

	Unrestricted	Restricted	2016 Total	2015
	£	£	£	£
Costs directly allocated to activities				
Examiners	14,650	-	14,650	
Resource development	5,682	3,480	9,162	
Subscriptions	555	-	555	
Certifications	468	-	468	
Training	3,102	-	3,102	
Volunteer expenses	1,471	-	1,471	
Support costs allocated to activities				
Office salaries	65,249	-	65,249	
Rent and utilities	16,663	-	16,663	
Travel	13,401	-	13,401	
Marketing	1,797	-	1,797	
Interpreters	809	-	809	
Bad debts	799	-	799	
Total resources expended	124,646	3,480	128,126	

	2016 £	2015 £
Salaries and wages	64,653	50,406
Social security costs	596	-
Total	65,249	50,406

5. Governance

	Unrestricted	Restricted	2016 Total
	£	£	£
Professional Fees	15,763	-	15,763
Depreciation	1,279	-	1,279
Insurance	1,047	-	1,047
Computer Expenses	1,457	1,994	3,451
Office Costs	5,726	-	5,726
Consultancy	659	-	659
Repairs	93	-	93
	26,024	1,994	28,018

Institute of British Sign Language
Notes to the accounts (continued)

6. Net Incoming Resources

This is stated after charging:	2016	2015
	£	£
Depreciation	1,279	1,720

7. Trustee Remuneration & Related Party Transactions

There were no trustees' remuneration or other benefits for the period ending 31st July 2016. However, travel expenses were paid to trustees attending management committee meetings held during the period.

8. Tangible Fixed Assets

	Furniture & Equipment £
Cost	
At 22 September 2015	-
Additions	6,139
At 31 July 2016	6,139
Accumulated Depreciation	
At 22 September 2015	-
Charge for the period	1,279
At 31 July 2016	1,279
Net book value	
At 31 July 2016	4,860

9. Debtors

	2016 £
Trade Debtors	9,709
Other debtors and prepayments	3,138
Total	12,847

Institute of British Sign Language
Notes to the accounts (continued)

10. Creditors: Amounts Falling Due within One Year.

	2016 £
Trade creditors	13
Taxation and social security	2,028
Deferred income	1,526
Other creditors and accruals	11,599
Total	15,166

11. Analysis of Net Assets Between Funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	4,860	-	-	4,860
Investments	-	-	-	-
Current assets	54,301	-	1,526	55,827
Current liabilities	(13,640)	-	(1,526)	(15,166)
Net assets at 31 July 2016	45,521	-	-	45,521

12. Movements in Funds

	At 22 September 2015 £	Incoming Resources (inc. gains) £	Outgoing Resources £	At 31 July 2016 £
Restricted Funds				
Total restricted funds	-	5,474	(5,474)	-
General Funds	37,585	158,606	(150,670)	45,521
Total funds	37,585	164,080	(156,144)	45,521

Purposes of Restricted Funds

Restricted funds are subjected to restrictions on their expenditure, imposed by the donor and for the period ended 31 July 2016, were received to develop education resources and materials.

Restricted funds unspent

Unspent funds at the period end are deferred to the following year.