

**REGISTERED COMPANY NUMBER: 06201561 (England and Wales)**

**REGISTERED CHARITY NUMBER: 1163674**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 July 2017  
for  
Institute of British Sign Language**

**Institute of British Sign Language  
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for the Year Ended 31 July 2017**

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**Institute of British Sign Language  
Report of the Trustees  
for the Year Ended 31 July 2017**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2017. The trustees have adopted the provisions 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 January 2015).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

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.

### **Public 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 will be applied to any other group of Learners depending on application and on circumstances.

**Institute of British Sign Language  
Report of the Trustees  
for the Year Ended 31 July 2017**

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

#### **Centre and Learner Statistics and Fees**

IBSL's qualifications are delivered to Learners through our network of Centres. For 2016-17 there were a total of 99 approved Centres, this shows another healthy increase over the previous year's figure of 80.

There was a slight decrease in Learner numbers over the previous year, which ended with 1584 registered learners.

IBSL's 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 the following:

- All qualification specifications from Entry level up to Level 6 BSL are now available in BSL format.

#### **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 continued development of Deafblind Qualifications.

## **RESOURCES, TRAINING AND SUPPORT**

### **Achievements this year:**

- IBSL continues 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.
- The continuation on other assessment procedures have also been refined and standardised, especially with written papers at higher levels.
- Work has been completed on streamlining Mark Sheets to make them more relevant to the standards that IBSL is looking for. Entry Level and Levels 1, 2, 3 and 4 have been completed in time for the Summer 2017 round of Annual Standard Meetings with Centre representatives.
- Much more support is being given to Centres and Centre staff through Skype and Face-Time dialogue.
- IBSL continues 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**

2017-8 is looking like an exciting year for CPD development with a 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.

## **ACHIEVEMENTS AND PERFORMANCE**

IBSL continue to focus 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 2017.

Prior to the retirement IBSL's Chief Executive Officer at the end of July 2016, the post of a new CEO was advertised, to which the existing Service Manager was successfully appointed. In Sept 2016 it was agreed to amend the title of CEO to Executive Director. The existing staff structure remains the same.

**Institute of British Sign Language  
Report of the Trustees  
for the Year Ended 31 July 2017**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

'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 (NRCPP), 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 Face-Time with Centres who have 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 provided 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 Executive Director throughout the next year. Also, issues of governance will need to be continually addressed.

**INFLUENCING AND FUNDRAISING**

**Achievements this year**

- IBSL worked in close collaboration with NRPSI, NRCPP, 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.
- IBSL has 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.

**Institute of British Sign Language  
Report of the Trustees  
for the Year Ended 31 July 2017**

**FINANCIAL REVIEW**

**Financial position**

The financial statements show our charitable accounts including net incoming resources for the year ended 31 July 2017. The accounts show the full term from 1 August 2016 to 31 July 2017, 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. IBSL applied for an Advanced Learner Fund for the Education sector on an annual basis, unfortunately, this is not applicable to private agencies. The dependence on fees income is not without its hazards because income tends to peak only during certain months of the year, so 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 current level of free reserves stands at £40,544.

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.

**FUTURE PLANS**

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 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 British Sign Language Interpreters and that every Deafblind individual should have access to fully trained and qualified Deafblind Communicator Guides.

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 Deafblind Communicator Guides in order to serve the Deaf and/or Deafblind communities.

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.

**Institute of British Sign Language  
Report of the Trustees  
for the Year Ended 31 July 2017**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

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

**Organisational structure**

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.

Following IBSL's first AGM in 2017, two Trustees stepped down and one had tendered his resignation so IBSL sought to advertise to recruit new Trustees to the Board. IBSL received five applications, of which four were interviewed and three were successfully appointed to the Board in June 2017.

An Executive Director is appointed by the Trustees to manage IBSL's day-to-day operations.

In addition to the Board, which is responsible for making strategic decisions for the charity, there is one committee with specific delegation of authority

**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 Examiners who continue to provide quality control through Annual Standards Meetings and train Assessors to ensure that good practice is maintained in assessments and examinations.

**Looking Ahead**

Following last year's report on IBSL's decision to relocate. In Sept 2016 IBSL successfully relocated to 2nd Floor, Empire Court, Museum Street, Warrington, WA1 1HU. The office comprises an open planned office and a state of the art training room, which is also used as a designated meeting room for Board meetings. A small kitchen is available which provides refreshments for staff and visitors.

With the appointment of three new Trustees to the Board in Jun 2017, the Charity will benefit from the diversity on the board, which will strengthen and steer IBSL through its next exciting stage of development.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

06201561 (England and Wales)

**Registered Charity number**

1163674

**Registered office**

2nd Floor, Empire Court  
30-40 Museum Street  
Warrington  
Cheshire  
WA1 1HU

**Institute of British Sign Language  
Report of the Trustees  
for the Year Ended 31 July 2017**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Ms L C Day	Company Director	
MR D A Duller	Lecturer	
Ms M Humphries	Company Director	
K Rowley		- appointed 1.8.17
A D Murray		- appointed 1.8.17
J G Brattan-Wilson		- appointed 1.8.17
G Jones-Leach		- resigned 15.5.17
R Jones		- resigned 10.5.17
A J Sharp		- appointed 3.4.17
		- resigned 15.5.17
J A Hay		- resigned 10.5.17

Mary Humphries stepped down as Chair at the end of January 2018, We would like to take this opportunity to thank her for all her hard work and commitment to this role.

On 7th February 2018, the following appointments were made.

Linda Day took over the role of Chair, Jeff Bratton-Wilson became vice-chair and Alan Murray became treasurer.

**Independent examiner**

Voisey & Co  
Chartered Accountants  
8 Winmarleigh Street  
Warrington  
Cheshire  
WA1 1JW

Michelle Jones - Executive Director

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Institute of British Sign Language for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 23 April 2018 and signed on its behalf by:

Ms L C Day - Trustee



**Independent Examiner's Report to the Trustees of  
Institute of British Sign Language**

**Independent examiner's report to the trustees of Institute of British Sign Language ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2017.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice
4. for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Lee Warburton  
Voisey & Co  
Chartered Accountants  
8 Winmarleigh Street  
Warrington  
Cheshire  
WA1 1JW

23 April 2018

**Institute of British Sign Language  
Statement of Financial Activities  
for the Year Ended 31 July 2017**

			Year Ended 31.7.17	Period 23.9.15 to 31.7.16
	Notes	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies		4,633	-	4,633
<b>Charitable activities</b>				
Educational services		205,543	3,855	209,398
<b>Total</b>		210,176	3,855	214,031
<b>EXPENDITURE ON</b>				
<b>Charitable activities</b>				
Educational services		207,925	3,855	211,780
<b>NET INCOME</b>		2,251	-	2,251
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>		45,521	-	45,521
<b>TOTAL FUNDS CARRIED FORWARD</b>		47,772	-	47,772
<b>CONTINUING OPERATIONS</b>				

All income and expenditure has arisen from continuing activities.

**Institute of British Sign Language**  
**Balance Sheet**  
**At 31 July 2017**

	Notes	Unrestricted fund £	Restricted funds £	31.7.17 Total funds £	31.7.16 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	7,228	-	7,228	4,860
<b>CURRENT ASSETS</b>					
Debtors	7	18,215	-	18,215	12,847
Cash at bank and in hand		<u>29,502</u>	<u>7,671</u>	<u>37,173</u>	<u>42,980</u>
		47,717	7,671	55,388	55,827
<b>CREDITORS</b>					
Amounts falling due within one year	8	(7,173)	(7,671)	(14,844)	(15,166)
<b>NET CURRENT ASSETS</b>		<u>40,544</u>	<u>-</u>	<u>40,544</u>	<u>40,661</u>
<b>TOTAL ASSETS LESS CURRENT</b>					
<b>LIABILITIES</b>		<u>47,772</u>	<u>-</u>	<u>47,772</u>	<u>45,521</u>
<b>NET ASSETS</b>		<u>47,772</u>	<u>-</u>	<u>47,772</u>	<u>45,521</u>
<b>FUNDS</b>	9				
Unrestricted funds				47,772	45,521
Restricted funds				-	-
<b>TOTAL FUNDS</b>				<u>47,772</u>	<u>45,521</u>

**Institute of British Sign Language**  
**Balance Sheet - continued**  
**At 31 July 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.
- (b)

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 23 April 2018 and were signed on its behalf by:

Ms L C Day -Trustee

**Institute of British Sign Language  
Notes to the Financial Statements  
for the Year Ended 31 July 2017**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from services provided is recognised when the service has been provided.

Donations, are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Institute of British Sign Language**  
**Notes to the Financial Statements - continued**  
**for the Year Ended 31 July 2017**

**1. ACCOUNTING POLICIES - continued**

**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 particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Employee benefits**

The costs of the short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the costs of stock or fixed assets. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**2. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	Year Ended	Period
	31.7.17	23.9.15 to
	£	£
Depreciation - owned assets	<u>3,048</u>	<u>1,279</u>

**Institute of British Sign Language**  
**Notes to the Financial Statements - continued**  
**for the Year Ended 31 July 2017**

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2017 nor for the period ended 31 July 2016.

**Trustees' expenses**

	Year Ended 31.7.17 £	Period 23.9.15 to 31.7.16 £
Trustees' expenses	<u>831</u>	<u>-</u>

**4. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	Year Ended 31.7.17	Period 23.9.15 to 31.7.16
	<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	750	-	750
<b>Charitable activities</b>			
Educational services	<u>157,856</u>	<u>5,474</u>	<u>163,330</u>
<b>Total</b>	158,606	5,474	164,080
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Educational services	<u>150,670</u>	<u>5,474</u>	<u>156,144</u>
<b>Total</b>	<u>150,670</u>	<u>5,474</u>	<u>156,144</u>
<b>NET INCOME</b>	7,936	-	7,936
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>37,585</u>	<u>-</u>	<u>37,585</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>45,521</u>	<u>-</u>	<u>45,521</u>

**Institute of British Sign Language**  
**Notes to the Financial Statements - continued**  
**for the Year Ended 31 July 2017**

**6. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 August 2016	6,139	-	6,139
Additions	<u>3,497</u>	<u>1,919</u>	<u>5,416</u>
At 31 July 2017	<u>9,636</u>	<u>1,919</u>	<u>11,555</u>
<b>DEPRECIATION</b>			
At 1 August 2016	1,279	-	1,279
Charge for year	<u>2,409</u>	<u>639</u>	<u>3,048</u>
At 31 July 2017	<u>3,688</u>	<u>639</u>	<u>4,327</u>
<b>NET BOOK VALUE</b>			
At 31 July 2017	<u>5,948</u>	<u>1,280</u>	<u>7,228</u>
At 31 July 2016	<u>4,860</u>	<u>-</u>	<u>4,860</u>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.7.17 £	31.7.16 £
Trade debtors	12,615	9,709
Prepayments and accrued income	<u>5,600</u>	<u>3,138</u>
	<u>18,215</u>	<u>12,847</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.7.17 £	31.7.16 £
Trade creditors	2,299	13
Social security and other taxes	1,213	2,028
Accruals and deferred income	<u>11,332</u>	<u>13,125</u>
	<u>14,844</u>	<u>15,166</u>

Deferred income comprises grant income received in advance of the year to which it relates.

	31.07.17 £
Balance as at 1st August 2016	1,526
Amount released to income earned from charitable activities	(1,526)
Amount deferred in year	<u>7,671</u>
Balance as at 31st July 2017	<u>7,671</u>



**Institute of British Sign Language**  
**Notes to the Financial Statements - continued**  
**for the Year Ended 31 July 2017**

**9. MOVEMENT IN FUNDS**

	At 1.8.16 £	Net movement in funds £	At 31.7.17 £
<b>Unrestricted funds</b>			
General fund	45,521	2,251	47,772
<b>TOTAL FUNDS</b>	<u>45,521</u>	<u>2,251</u>	<u>47,772</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	210,176	(207,925)	2,251
<b>Restricted funds</b>			
Restricted fund	1,526	(1,526)	-
Awards for all	<u>2,329</u>	<u>(2,329)</u>	<u>-</u>
	3,855	(3,855)	-
<b>TOTAL FUNDS</b>	<u>214,031</u>	<u>(211,780)</u>	<u>2,251</u>

**Comparatives for movement in funds**

	At 23.9.15 £	Net movement in funds £	At 31.7.16 £
<b>Unrestricted Funds</b>			
General fund	37,585	7,936	<b>45,521</b>
<b>TOTAL FUNDS</b>	<u>37,585</u>	<u>7,936</u>	<u><b>45,521</b></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	158,606	(150,670)	7,936
<b>Restricted funds</b>			
Restricted fund	5,474	(5,474)	-
<b>TOTAL FUNDS</b>	<u>164,080</u>	<u>(156,144)</u>	<u><b>7,936</b></u>

**Institute of British Sign Language**  
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**for the Year Ended 31 July 2017**

**10. RELATED PARTY DISCLOSURES**

The following related party transactions were made in the year individually or by way of the trustees' business:-

	Sales	Purchases
	£	£
M Humphries	563	1,558
L C Day	626	4,200
D A Duller	175	1,092
P Jackson	555	3,607

**11. REMUNERATION OF KEY MANAGEMENT PERSONNEL**

The charity considers its key management personnel to comprise its trustees and executive director. The total employment benefits including employer pension contributions and employers national insurance of the key management personnel were £32,577. No employee had employee benefits in excess of £60,000.

**12. FIRST YEAR ADOPTION**

There is no requirement of a reconciliation of opening balances and net income/(expenditure) for the year as per the requirements of FRS 102 as no change has taken place.

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