

REGISTERED COMPANY NUMBER: 06632452 (England and Wales)
REGISTERED CHARITY NUMBER: 1145249

**Report of the Trustees and
Financial Statements for the Year Ended 31 December 2016
for
BRITISH SIGN LANGUAGE BROADCASTING TRUST**

HW Fisher & Company
Chartered Accountants and Registered Auditors
11-15 William Road
London
NW1 3ER

BRITISH SIGN LANGUAGE BROADCASTING TRUST

Contents of the Financial Statements for the Year Ended 31 December 2016

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BRITISH SIGN LANGUAGE BROADCASTING TRUST

Report of the Trustees for the Year Ended 31 December 2016

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 December 2016. 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 objects of the charity are "the promotion of social inclusion among the deaf community who are socially excluded from society, or parts of society, as a result of being deaf by encouraging, supporting and developing the provision of broadcasting of sign-presented content (in any media) for the members of the deaf community".

Public benefit

The audience for BSLBT programmes is the Deaf community whose first and preferred language is British Sign Language. English is at best a second language, and indeed written and spoken language is not part of Deaf people's natural experience or culture. This means that subtitling on television is often a challenge - and real access to, and understanding of, many programmes may be limited.

BSLBT aims to address the social exclusion of Deaf people. It is the sole provider of television programmes made specifically for the Sign Language community. As well as providing vital information in their native language, here Deaf people can also see themselves and their lives reflected, and their experiences and culture shared and acknowledged through their preferred language. Deaf children and young deaf people at last have role models to identify with, while a geographically fragmented deaf population is brought together and validated as a community. In addition, the programmes provide visibility of the Deaf community to the mainstream world.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2).

Aims of the charity

The aims of the charity are:

- To engage with the Deaf community to find out their views on what programmes and other content they wish to see
- To provide a wide range of television programmes made in British Sign Language by Deaf people for Deaf people
- To make it as easy as possible to find and watch BSL Zone content on television and online

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Main objectives for the year

The BSLBT Business Plan sets out objectives in seven areas:

- Audience engagement
- Content Distribution (the BSL Zone on television)
- Website, including the BSL Zone online
- Finance & Resources
- External Relations
- Governance

Audience Engagement:

- The main tools for measuring television audiences cannot provide accurate data on audience numbers for the BSL Zone, but the data that is available indicates that in 2016 on the Community
- Channel 146,000 people watched a BSL Zone programme for at least three minutes, down from 198,000 in 2015. The Community Channel does not support subtitling on its programmes so the channel is still not a destination for Deaf people. See Table 1 below.
- The figures for Film Four, with only one slot per week, tend to be much stronger: 271,000 watched BSL Zone programming for at least three minutes, showing a slight drop on 2015.

| Channel | BSL Zone slots per week | Three-minute reach in 2016 | Three-minute reach in 2015 |
|-------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Community Channel | 3 | 146,000 | 198,000 |
| Film4 | 1 | 271,000 | 315,000 |

Table 1: Viewing figures for BSL Zone programmes in 2015 and 2016

- Data for viewing programmes online is taken from the video-hosting platform, vzaar. In 2016 there were 917,343 page viewings and 227,022 certified page plays of BSL Zone content. (vzaar changed their methodology for producing analytics during 2016 and so no comparisons are given for 2015.)
- Viewers can give feedback in writing, or in BSL using a video feedback tool embedded on every programme page. A short explanatory video in BSL was published in 2016 to encourage more feedback on programmes.
- By the end of 2016 more than 2,771 (2015: 2,567) people and organisations had signed up to receive a weekly email newsletter. For people who don't use the internet, the Trust also continues to send out a quarterly mail-out of postcards giving details of forthcoming programmes on television.
- BSLBT continued to be well represented at larger events such as Deaffest in Wolverhampton in May, the BDA Congress in Torquay in July, and the Deaf50+ at Lowestoft, Norfolk in October.
- The Trust welcomed Jen Dodds as Web Editor during 2016. With increased effort and more regular postings, the number of 'likes' of the BSL Zone Facebook grew sharply again from 7,859 at the end of 2015 to 12,662 on 31st December 2016, and there were 1,313,228 views of BSL Zone videos on Facebook over the course of 2016.
- A modest amount of money (£10K) was spent 'boosting' programme by sending posts to the 'friends' of those people who already 'like' the BSL Zone on Facebook.
- There was also a significant rise in BSL Zone Twitter followers from around 3,000 to more than 5,000.

Content:

- Eighteen programmes were commissioned or acquired in 2016 (18: 2015) from nine different companies, as Table 2 below shows. As well as the main programme, a 30-second promo and a five-minute Behind-the-Scenes film were also contracted for all programmes.

BRITISH SIGN LANGUAGE BROADCASTING TRUST

Report of the Trustees for the Year Ended 31 December 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

| Programme title | No. of Progs | Genre | Production company | Company location |
|---------------------------------|--------------|-------------------|----------------------------|----------------------|
| <i>Found in Love</i> | 1 | Factual | Juggle Productions | Harrogate, Yorkshire |
| <i>Found in the UK</i> | 1 | Factual | Juggle Productions | Harrogate, Yorkshire |
| <i>Close Up</i> | 5 | Factual | Becoming Visible | Newcastle-upon-Tyne |
| <i>Deaf Victorians</i> | 1 | Factual: history | Deaf Heritage & Next Shoot | London |
| <i>Signs of an Affair</i> | 1 | Drama | Mutt & Jeff Productions | London |
| <i>Up for it?</i> | 5 | Children's | Flashing Lights Media | London |
| <i>Twelve Days of Christmas</i> | 1 | Drama | Blue Marlin | London |
| <i>Lost Spaces</i> | 1 | Factual/community | VS1 Productions | Bristol |
| <i>Father Cyril</i> | 1 | Acquisition | Mind the Gap Films for RTE | Ireland |
| <i>Germany: Safe Refuge</i> | 1 | Acquisition | Point du Jour | France |
| TOTAL | 18 | | | |

Table 2: Programmes commissioned/acquired in 2016

- All these programmes, as well as all other BSL Zone content, is available at all times at www.bslzone.co.uk.
- Table 3 below shows the number of views recorded for programmes broadcast and published in 2016 for the first time on the BSL Zone online, the video player which hosts all BSLBT content. Some programmes commissioned in 2016 will not be published/broadcast until 2017.

| PROGRAMME TITLE | Viewings | Genre | Publication date |
|---|----------|----------------------|------------------|
| <i>Battle for BSL</i> | 18,363 | Factual | 7/1/2016 |
| <i>Small World 3</i> | 25,931 | Sit com | 28/1/2016 |
| <i>Cheers for BSL</i> | 5,481 | Parliamentary report | 4/2/2016 |
| <i>Small World 4</i> | 20,617 | Sit com | 25/2/2016 |
| <i>Small World 5</i> | 17,733 | Sit com | 31/3/2016 |
| <i>Secret Lab 3: The Respiratory System</i> | 4,037 | Education | 21/4/2016 |
| <i>Secret Lab 3: The Periodic Table</i> | 2,516 | Education | 21/4/2016 |
| <i>Secret Lab 3: Humans & the Environment</i> | 1,701 | Education | 5/5/2016 |
| <i>Secret Lab 3: Genetics</i> | 2,631 | Education | 5/5/2016 |
| <i>Secret Lab 3: Crude Oil</i> | 2,434 | Education | 19/5/2016 |
| <i>Secret Lab 3: Acids, Alkalis and Salts</i> | 985 | Education | 19/5/2016 |
| <i>I've unplugged</i> | 7,504 | Acquisition | 16/6/2016 |
| <i>Close Up: Gerry Hughes 1</i> | 6,883 | Factual | 7/7/2016 |
| <i>Close Up: Gerry Hughes 2</i> | 4,347 | Factual | 14/7/2016 |
| <i>Close Up: Nadia Nadarajah</i> | 5,203 | Factual | 21/7/2016 |
| <i>Close Up: June Smith</i> | 7,354 | Factual | 28/7/2016 |
| <i>Close Up: Peter McDonough</i> | 5,181 | Factual | 4/8/2016 |
| <i>Found in the UK</i> | 9,691 | Factual | 1/9/2016 |
| <i>Found in love</i> | 10,698 | Factual | 13/10/2016 |
| <i>Father Cyril</i> | 826 | Acquisition | 10/11/2016 |
| <i>Lost Spaces</i> | 3,150 | Factual | 24/11/2016 |
| <i>Germany: safe refuge</i> | 976 | Acquisition | 8/12/2016 |

Table 3: Online viewing figures for programmes published for the first time in 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

- Although submissions to festivals were lower in 2016 due to other priorities, programmes commissioned in previous years continued to be shown at festivals around the world. Table 4 below shows some notable performances in 2016:

| Programme title | Genre | Award | Festival |
|---|------------|---|---|
| <i>Close Up</i> | Factual | Nominated for Best Presenter | Royal Television Society North East, UK |
| <i>Found</i> | Factual | Award of Merit, Documentary Short | Accolade Global Film Competition |
| <i>Punk Chef Kids' Challenge, episode 1</i> | Drama | Nominated for Best Children's programme | Broadcast Awards, UK |
| <i>Supersonic</i> | Drama | Best Short Film | Providence Children's Film Festival, USA |
| | | Best Action/Thriller film | Seattle Deaf Film Festival, USA |
| | | Best of Festival award (Shorts) | Superfest International Disability Festival, USA |
| <i>Zoom: If I don't lose, I'll lose</i> | Short film | Best Short Comedy Screenplay award | Alliance for Women in Media Southern California and Genii Awards, USA |
| <i>Zoom: The Big Decisions</i> | Factual | Best short film | LA Disability Film Festival, USA |
| <i>Zoom: Double Discrimination</i> | Short film | Disability Justice Award | Superfest International Film Festival, USA |

Table 4: Film Festival performance for BSL Zone programmes in 2016

Distribution:

- The BSL Zone maintained its four 30-minute weekly slots on two Freeview channels: three on the Community Channel and one on Film4 as Table 5 shows.

| Channel | Day | Time slot |
|-------------------|----------|-----------|
| Community Channel | Tuesday | 1400 |
| Community Channel | Thursday | 1930 |
| Community Channel | Saturday | 0730 |
| Film4 | Monday | 0800 |

Table 5: Broadcast slots for the BSL Zone

- Work started on the BSL Zone app in 2016 and it is scheduled to launch in spring 2017. The app will offer live streaming of programmes and, importantly, a 28-day download feature so that people can watch BSL Zone content without needing to be connected to the internet.

Website:

- The Trust receives statistics and analytics data on its website from two sources: Google Analytics and vzaar, the video player which hosts all video content on the BSL Zone online. Unfortunately the two sets of data sometimes offer a contradictory picture.
- However, the total data usage for BSL programmes on vzaar is available and shows the considerable growth in consumption of BSL Zone content over the years 2014-2016 as Table 6 below demonstrates. In 2015 the total data consumption was 22.85 terrabytes, and in 2016 the total data consumption was 72.97 terrabytes.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

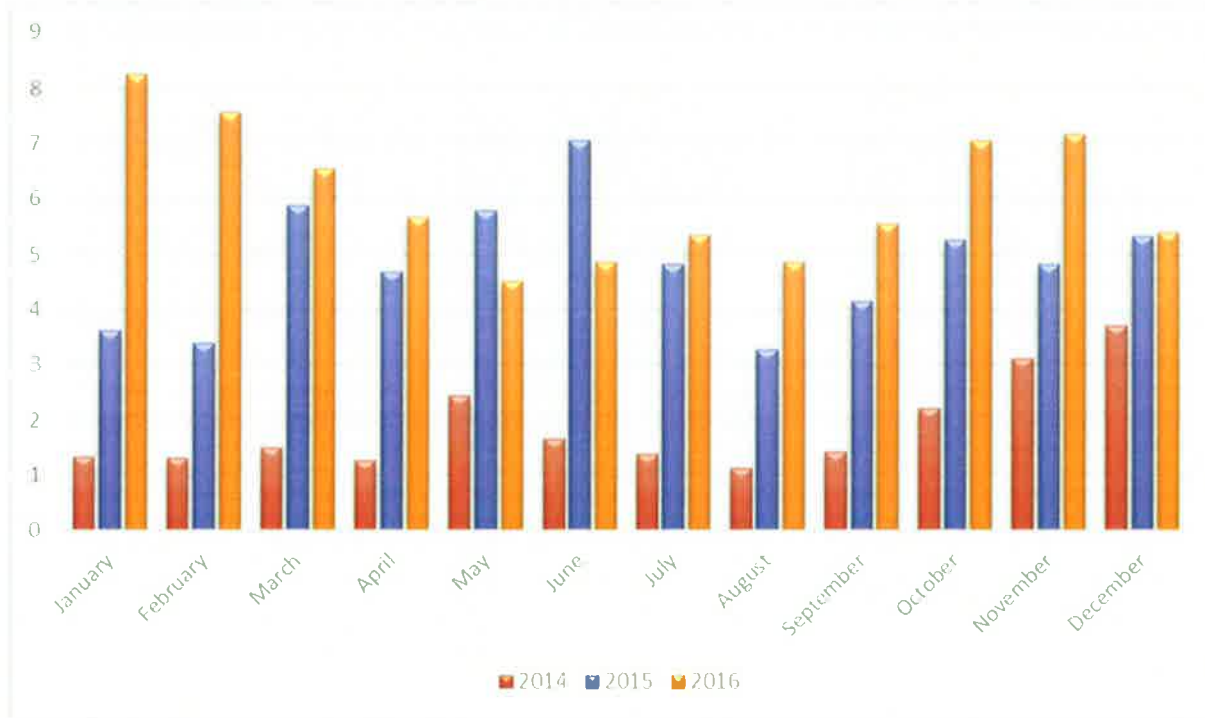


Table 6: Terrabyte usage 2014-2016

- The 10 programmes for which there were most viewings online are given in Table 7 below:

| Programme title | Viewings | Genre | Publication date |
|------------------------------------|-----------------|--------------|-------------------------|
| <i>Small World 3</i> | 25,931 | Sit com | Jan 2016 |
| <i>History of Deaf Education 1</i> | 24,428 | Factual | Mar 2012 |
| <i>Small World 1</i> | 23,925 | Sitcom | Dec 2014 |
| <i>Small World 4</i> | 20,617 | Sitcom | Feb 2016 |
| <i>Battle for BSL</i> | 18,363 | Factual | Jan 2016 |
| <i>Zoom Focus: The End</i> | 18,032 | Drama | June 2011 |
| <i>Small World 5</i> | 17,733 | Sit com | Mar 2016 |
| <i>Small World 2</i> | 17,368 | Sit com | Dec 2015 |
| <i>Found in Love</i> | 10,698 | Factual | Oct 2016 |
| <i>Found</i> | 10,064 | Factual | June 2015 |

Table 7: Most watched BSL Zone programmes online in 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

- Web clips are made to promote and support BSL programmes and this short-form content is used increasingly on Facebook to engage with the audience. The top ten clips are shown in table 8 below.

| Type of web clip | Programme | Viewings |
|-------------------------|----------------------------------|-----------------|
| Behind the Scenes | <i>Small World</i> | 52,638 |
| Promo | <i>History of Deaf Education</i> | 17,202 |
| Promo | <i>Small World 4</i> | 13,240 |
| Promo | <i>Small World 3</i> | 13,197 |
| Promo | <i>Small World pilot</i> | 11,988 |
| Promo | <i>Battle for BSL</i> | 10,909 |
| Behind the Scenes | <i>Battle for BSL</i> | 9,618 |
| Promo | <i>Small World 2</i> | 8,959 |
| Behind the Scenes | <i>Secret Lab 3</i> | 7,776 |
| Promo | <i>Zoom Focus: Confession</i> | 5,312 |
| Behind the Scenes | <i>Zoom Focus: Confession</i> | 5,311 |

Table 8: Most watched BSL Zone web-only clips in 2016

Finance and resources:

- The Trust recruited a Head of Content in June 2016. Kerena Marchant has an impressive CV in Deaf and mainstream television programme making, having worked at the BBC for more than 20 years. She is a fluent BSL user and brings a wealth of experience of many different production genres. Specialist freelancers continue to carry out specific projects and to be BSLBT's Executive Producers on selected programme commissions.
- After eight years the Trust decided to establish a permanent base and has rented a small office near Old St in London. Having a 'home' is benefiting the staff team's communications, and programme makers and other visitors have a consistent destination for meetings with BSLBT.
- BSLBT now owns all rights in all programmes that the Trust has commissioned: there are a few third-party rights still to resolve but the number is not material.
- In preparation for the BSL Zone app, the Trust undertook a major project to upgrade its programme archive and to move to a different video player, Wistia. Three of the key benefits of this are:
 - There is a subtitling feature which viewers can toggle on and off at any point during a programme. Previously, two different versions of the programme needed to be available, (one with and one without subtitles) and the viewer needed to choose at the start which to watch.
 - The programmes are now available in HD
 - Improved data and analytics. As stated elsewhere in this report programme statistics have been inconsistent and difficult to interpret.

BRITISH SIGN LANGUAGE BROADCASTING TRUST

Report of the Trustees for the Year Ended 31 December 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

External relations:

- The Trust held a meeting with its broadcaster subscribers in early December 2016, hosted by Sky, to report to them on the activities and progress of the Trust. Individual meetings were also held with several broadcasters at their convenience: ukTV, Discovery Networks Europe, Disney and Viacom.

Governance:

- BSLBT's Memorandum & Articles require a rotation in trustees, with any trustee being limited to serving a maximum of two three-year terms. In 2016 Marianne Matthews and Rubbena Aurangzeb-Tariq joined Board which is now at full strength.

Finally, the Board would like to thank the programme-makers, participants in programmes and all BSL Zone viewers - as well as the dedicated staff team -- for their continuing support. And they also wish to thank the broadcaster subscribers, who created BSLBT in partnership with the Deaf Community, for their continuing support.

FINANCIAL REVIEW

Principal funding sources

BSLBT was set up in 2008 as an alternative way for independent broadcasters to meet their regulatory duty to provide programming in British Sign Language (BSL). Independent broadcasters with between 0.5% and 1% of audience share can choose either to source and broadcast programmes presented in sign language themselves or to contribute to BSLBT to make programmes in sign language for the Deaf audience.

In May 2015 Ofcom published the outcome of its Review of Signing Arrangements for Relevant TV channels, asking whether the amount of signed programming on low audience channels should be increased, and if channels that choose to pay alternative contributions should increase the amount they pay over time. They concluded that the amount of signing on low audience channels should increase over time and that channels choosing to pay alternative contributions should increase the amount they pay over time. Ofcom's full statement can be found at:

<https://www.ofcom.org.uk/consultations-and-statements/category-2/review-signing-arrangements-tv>.

This meant that the BSLBT subscription level for 2016 rose to £24,500 per channel to take account of inflation since 2009, and from 2017 onwards there will be further increases to match the equivalent rises in the amount of signed programming per channel.

Sixty-six channels from 14 broadcasters contributed £24,500 per qualifying channel to BSLBT in 2016, providing an income of £1,617,000. See Table 9 below. In addition, £90,000 was made available from the 2015 surplus to fund more programmes and the audience research.

| Broadcaster | Number of channels contributing |
|--------------|---------------------------------|
| Sky | 26 |
| UKTV | 10 |
| Channel 5 | 4 |
| Discovery | 4 |
| Nickelodeon | 4 |
| Channel 4 | 3 |
| Disney | 3 |
| MTV Networks | 3 |
| BT | 2 |
| ITV | 2 |
| Paramount | 2 |
| The Box | 1 |
| Fox | 1 |
| NBCUniversal | 1 |
| TOTAL | 66 |

Table 9: Broadcasters contributing to BSLBT in 2016

BRITISH SIGN LANGUAGE BROADCASTING TRUST

Report of the Trustees for the Year Ended 31 December 2016

FINANCIAL REVIEW

Principal funding sources

The board's strategy is to allocate a minimum of 70% of annual spend to programming and distribution, with approximately 10% for audience engagement and no more than 15% to management and governance. In 2016, spend on content and distribution was 60% (74% in 2015), management and governance costs remained at 10% and audience engagement dipped from 9% to 6.5%.

Development for two short series (Small World and Deaf Funny) took place in 2016 but production needed to be delayed into 2017 and so funds not spent on these projects (£440K) has been transferred into a designated Programme Fund.

Investment policy and objectives

The Finance & Audit committee seeks to maximise the return on cash held during the year with the need to protect absolutely the capital. The current policy and practice is that the reserve, and any cash sums available for shorter terms due to high balances at certain times of year, will be invested with the best interest rates available from the charity's bank.

Reserves policy

The trustees have examined the charity's requirements for unrestricted reserves in the light of the main risks to the organisation. Having taken into consideration the facts that subscribing broadcasters pay in advance, overheads are low and the charity now has a sizeable library of programming to call on, the board has decided that the charity should maintain unrestricted non-designated reserves of at least £200,000. At the end of 2016 the unrestricted general reserve was £234,523. The Board will review the Reserves Policy in 2017.

Principal risks and uncertainties

The Risk Register is reviewed regularly by the Finance & Audit Committee. The top risks in 2016 were:

- Potential loss of audience if there is not enough new material to broadcast
- Shortage of enough good programme tenders to meet commissioning objectives
- Increased subscription levels lead broadcasters to consider other options than BSLBT

There are plans in place to mitigate all key risks. For example, the Trust has made sure it is available to its broadcaster subscribers and organises at least one update meeting with them all each year. From 2017 the Trustees Report and Accounts will be adapted into an accessible and visual form online and in print.

FUTURE PLANS

The Board at its Awayday in October 2016 began a strategic review of its business plan with the aim of building on previous successes to take the organisation on to a new phase as it reaches its 10th anniversary in 2018, and to address any significant issues and risks. Four key areas were identified: Communications, Content, Distribution, and Management & Governance. Each of these areas has been the subject of a board debate and the final business plan will be discussed and agreed at the 2017 Awayday in May.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity constitutes a company limited by guarantee as defined by the Companies Act 2006 and is governed by its Memorandum and Articles of Association.

The British Sign Language Broadcasting Trust (BSLBT) was set up in 2008 as an alternative way for independent broadcasters to meet their regulatory duty to provide programming in British Sign Language (BSL). For more information: <http://stakeholders.ofcom.org.uk/consultations/signing/statement/plain/>.

BSLBT was initially established as a private company, with a Board of Directors drawn in equal numbers from the broadcasting world and from the Deaf community. In January 2012 it achieved charitable status, retaining the commitment to an equal mix of Deaf and hearing trustees.

Recruitment and appointment of new trustees

The Nominations Committee, a sub-committee of the Trustee Board of BSLBT, ensures that the Board and its sub-committees have the right balance of skills and ability to enable BSLBT to carry out its work effectively. It takes delegated responsibility for recommending all new trustees to the Board and re-appointment of Trustees retiring by rotation and eligible for re-appointment.

The Trustee Role description and all vacancies are published on the BSLBT website (www.bslzone.co.uk) in both BSL and English and interviews are also conducted in both languages. The Board agreed in 2016 to add a Person Specification to the role description, and that before any recruitment process the full Board should discuss the vacancy and any priorities that the Nominations Committee should incorporate into the process.

BRITISH SIGN LANGUAGE BROADCASTING TRUST

Report of the Trustees for the Year Ended 31 December 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure and how decisions are made

The Board consists of four Deaf and four hearing people, plus the Executive Chair. The Trustees have four Board meetings per year plus an annual Strategic Awayday. The Board delegates the day-to-day running of the charity to the staff. At its annual Awayday it reviews aspects of the strategic business plan and considers annual objectives, and then monitors progress through quarterly reports at Board meetings.

The Board maintains closer scrutiny of four key areas through its committees:

- Finance & Audit Committee
- Nominations Committee
- Remuneration Committee
 - o Remuneration for senior management (the Executive Chair, the Head of Production & Distribution, and the Head of Content), is considered annually by the Committee with regard to comparators in the charity and broadcast sectors. These salaries have only risen annually by RPI since 2012.
- Commissioning Panel
 - o The Board agreed to disband the Commissioning Panel once the Head of Content was recruited.

The Executive Chair continued to lead the organisation, working with the staff team - the Head of Production & Distribution, the Head of Content, the Programme Manager and the Web Editor.

Induction and training of new trustees

It is the charity's policy to provide appropriate induction and training for all trustees to enable them to contribute effectively to the governance of the organisation. They are also made aware of their statutory obligations as trustees and provided with opportunities for further training as they deem necessary.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
06632452 (England and Wales)

Registered Charity number
1145249

Registered office
153 -155 London Road
Hemel Hempstead
Hertfordshire
HP3 9SQ

Trustees

| | |
|----------------------|---------------------|
| R Griffiths | |
| Ms L Richards | - resigned 11.1.17 |
| Ms L Cutress | |
| J Harvey | |
| K Kent | |
| S Hesselberg | - resigned 1.1.16 |
| Ms J Hipson | |
| J Wilson | |
| Ms M Matthews | - appointed 15.6.16 |
| Ms R Aurangzeb-Tariq | - appointed 7.9.16 |

Auditors

HW Fisher & Company
Chartered Accountants and Registered Auditors
11-15 William Road
London
NW1 3ER

BRITISH SIGN LANGUAGE BROADCASTING TRUST

Report of the Trustees for the Year Ended 31 December 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Advisers

Knox Cropper
Chartered Accountants
153-155 London Road
Hemel Hempstead
Herts.
HP3 9SQ

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of British Sign Language Broadcasting Trust 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, HW Fisher & Company., will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 12 June 2017 and signed on its behalf by:



R Griffiths - Trustee

Report of the Independent Auditors to the Members of British Sign Language Broadcasting Trust

We have audited the financial statements of British Sign Language Broadcasting Trust for the year ended 31 December 2016 on pages thirteen to twenty one. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page eleven, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit, the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the accounts, and the Trustees' Report has been prepared in accordance with applicable legal requirements.

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Trustees' Report.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

HW Fisher & Company

Andrew Rich (Senior Statutory Auditor)
for and on behalf of HW Fisher & Company
Chartered Accountants and Registered Auditors
11-15 William Road
London
NW1 3ER

7/8/17

BRITISH SIGN LANGUAGE BROADCASTING TRUST**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 December 2016**

| | | 2016 | 2015 |
|--------------------------------------|-------|-------------------------|------------------|
| | | Unrestricted | Total funds |
| | | funds | |
| | | £ | £ |
| INCOME AND ENDOWMENTS FROM | Notes | | |
| Charitable activities | | | |
| Broadcasting of sign-presented media | 3 | 1,661,076 | 1,273,008 |
| Investment income | 2 | <u>2,679</u> | <u>1,045</u> |
| Total | | 1,663,755 | 1,274,053 |
| | | | |
| EXPENDITURE ON | | | |
| Charitable activities | 4 | | |
| Broadcasting of sign-presented media | | <u>1,286,311</u> | <u>1,184,793</u> |
| NET INCOME | | 377,444 | 89,260 |
| | | | |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | | <u>297,079</u> | <u>207,819</u> |
| | | | |
| TOTAL FUNDS CARRIED FORWARD | | <u>674,523</u> | <u>297,079</u> |

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

BRITISH SIGN LANGUAGE BROADCASTING TRUST**Balance Sheet
At 31 December 2016**

| | | 2016 | 2015 |
|--|-------|-----------------------|--------------------|
| | | Unrestricted | Total funds |
| | | funds | |
| | | £ | £ |
| FIXED ASSETS | Notes | | |
| Tangible assets | 9 | 832 | 1,249 |
| CURRENT ASSETS | | | |
| Debtors | 10 | 792,281 | 336,127 |
| Cash at bank | | <u>2,135,559</u> | <u>1,941,026</u> |
| | | 2,927,840 | 2,277,153 |
| CREDITORS | | | |
| Amounts falling due within one year | 11 | <u>(2,254,149)</u> | <u>(1,981,323)</u> |
| NET CURRENT ASSETS | | <u>673,691</u> | <u>295,830</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>674,523</u> | 297,079 |
| NET ASSETS | | <u>674,523</u> | <u>297,079</u> |
| FUNDS | 12 | | |
| Unrestricted funds | | <u>674,523</u> | <u>297,079</u> |
| TOTAL FUNDS | | <u>674,523</u> | <u>297,079</u> |

The financial statements were approved by the Board of Trustees on 12 June 2017 and were signed on its behalf by:



R Griffiths -Trustee

BRITISH SIGN LANGUAGE BROADCASTING TRUST**Cash Flow Statement
for the Year Ended 31 December 2016**

| | Notes | 2016 £ | 2015 £ |
|---|-------|------------------|------------------|
| Cash flows from operating activities: | | | |
| Cash generated from operations | 1 | <u>191,854</u> | <u>1,388,445</u> |
| Net cash provided by (used in) operating activities | | <u>191,854</u> | <u>1,388,445</u> |
| Cash flows from investing activities: | | | |
| Purchase of tangible fixed assets | | - | (1,666) |
| Interest received | | <u>2,679</u> | <u>1,045</u> |
| Net cash provided by (used in) investing activities | | <u>2,679</u> | <u>(621)</u> |
| Change in cash and cash equivalents in the reporting period | | <u>194,533</u> | <u>1,387,824</u> |
| Cash and cash equivalents at the beginning of the reporting period | | <u>1,941,026</u> | <u>553,202</u> |
| Cash and cash equivalents at the end of the reporting period | | <u>2,135,559</u> | <u>1,941,026</u> |

The notes form part of these financial statements

BRITISH SIGN LANGUAGE BROADCASTING TRUST

**Notes to the Cash Flow Statement
for the Year Ended 31 December 2016**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 2016 | 2015 |
|---|-----------------------|------------------|
| | £ | £ |
| Net income for the reporting period (as per the statement of financial activities) | 377,444 | 89,260 |
| Adjustments for: | | |
| Depreciation charges | 417 | 417 |
| Interest received | (2,679) | (1,045) |
| (Increase)/decrease in debtors | (456,154) | 753,825 |
| Increase in creditors | <u>272,826</u> | <u>545,988</u> |
| Net cash provided by (used in) operating activities | <u>191,854</u> | <u>1,388,445</u> |

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.

Following a review of forecasts and projections, the trustees are satisfied that the charity will continue operations for the foreseeable future and hence the accounts have been drawn up on a going concern basis.

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.

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.

Computer equipment - 25% on cost

Taxation

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

Fund accounting

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

Designated funds are those set aside by the Trustees from unrestricted funds to meet future projects.

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.

Financial instruments

The charity only has basic financial instruments. Accordingly, debtors, creditors and cash at bank are initially recognised at transaction value and subsequently measured at settlement value. Cash at bank includes cash and highly liquid investments with a maturity date of three months or less.

2. INVESTMENT INCOME

| | 2016 | 2015 |
|--------------------------|--------------|--------------|
| | £ | £ |
| Deposit account interest | <u>2,679</u> | <u>1,045</u> |

BRITISH SIGN LANGUAGE BROADCASTING TRUST

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2016**

3. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2016 £ | 2015 £ |
|-----------------------|--------------------------------------|------------------|------------------|
| Channel contributions | Broadcasting of sign-presented media | 1,617,000 | 1,220,000 |
| Access to Work income | Broadcasting of sign-presented media | 41,355 | 39,739 |
| Other income | Broadcasting of sign-presented media | 2,721 | 13,269 |
| | | <u>1,661,076</u> | <u>1,273,008</u> |

4. CHARITABLE ACTIVITIES COSTS

| | Direct costs £ | Support costs (See note 5) £ | Totals £ |
|--------------------------------------|-------------------|------------------------------------|------------------|
| Broadcasting of sign-presented media | <u>1,126,444</u> | <u>159,867</u> | <u>1,286,311</u> |

5. SUPPORT COSTS

| | Management £ | Finance £ | Governance costs £ | Totals £ |
|--------------------------------------|-----------------|--------------|--------------------------|----------------|
| Broadcasting of sign-presented media | <u>149,861</u> | <u>417</u> | <u>9,589</u> | <u>159,867</u> |

Support costs, included in the above, are as follows:

Management

| | 2016 Broadcasting of sign- presented media £ | 2015 Total activities £ |
|---------------------------------|---|-------------------------------|
| Trustees' salaries | 55,796 | 55,134 |
| Trustees' social security | 6,579 | 6,494 |
| Trustees' pension contributions | 1,645 | 1,626 |
| Insurance | 1,186 | 2,098 |
| Telephone | 1,255 | 1,226 |
| Postage and stationery | 2,999 | 1,930 |
| Sundries | 724 | - |
| Travelling and subsistence | 1,402 | 1,005 |
| Computer and IT support costs | 6,841 | 2,818 |
| Room hire and rental costs | 36,229 | 11,866 |
| Staff training | 10,523 | 3,981 |
| Interpreters | 3,720 | 8,851 |
| Legal and professional fees | 5,767 | 4,031 |
| Accountancy | 14,710 | 13,970 |
| Bank charges | 485 | 356 |
| | <u>149,861</u> | <u>115,386</u> |

BRITISH SIGN LANGUAGE BROADCASTING TRUST

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2016**

5. SUPPORT COSTS - continued

Finance

| | 2016 | 2015 |
|---------------------------------------|--|-----------------------|
| | Broadcasting of sign- presented media £ | Total activities £ |
| Depreciation of tangible fixed assets | <u>417</u> | <u>417</u> |

Governance costs

| | 2016 | 2015 |
|----------------------------|--|-----------------------|
| | Broadcasting of sign- presented media £ | Total activities £ |
| Trustees' expenses | 2,799 | 2,445 |
| Auditors' remuneration | 4,790 | 4,990 |
| Accountancy and legal fees | <u>2,000</u> | <u>2,000</u> |
| | <u>9,589</u> | <u>9,435</u> |

6. NET INCOME/(EXPENDITURE)

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

| | 2016 | 2015 |
|-----------------------------|--------------|------------|
| | £ | £ |
| Auditors' remuneration | 4,790 | 4,990 |
| Depreciation - owned assets | <u>417</u> | <u>417</u> |

7. TRUSTEES' REMUNERATION AND BENEFITS

| | 2016 | 2015 |
|---------------------------------|----------------------|---------------|
| | £ | £ |
| Trustees' salaries | 55,796 | 55,134 |
| Trustees' social security | 6,579 | 6,494 |
| Trustees' pension contributions | <u>1,645</u> | <u>1,626</u> |
| | <u>64,020</u> | <u>63,254</u> |

Trustee remuneration relates to administration services provided by R. Griffiths, as permitted by the charity's Articles of Association. None of the trustees receive remuneration in respect of the performance of their duties as trustees.

Trustees' expenses

| | 2016 | 2015 |
|--------------------|--------------|--------------|
| | £ | £ |
| Trustees' expenses | <u>2,799</u> | <u>2,445</u> |

The number of trustees in receipt of expenses was 6 (2015: 6)

BRITISH SIGN LANGUAGE BROADCASTING TRUST

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2016**

8. STAFF COSTS

| | 2016 | 2015 |
|-----------------------|-----------------------|----------------|
| | £ | £ |
| Wages and salaries | 173,044 | 180,945 |
| Social security costs | 16,408 | 17,599 |
| Other pension costs | 4,770 | 5,157 |
| | <u>194,222</u> | <u>203,701</u> |

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

| | 2016 | 2015 |
|-------------------------|-----------------|----------|
| Production and outreach | 4 | 3 |
| Administration | 1 | 1 |
| | <u>5</u> | <u>4</u> |

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

Remuneration paid to senior management amounted to £111,029 (2015: £109,712).

9. TANGIBLE FIXED ASSETS

| | Computer equipment £ |
|--|-------------------------------------|
| COST | |
| At 1 January 2016 and 31 December 2016 | <u>1,666</u> |
| DEPRECIATION | |
| At 1 January 2016 | 417 |
| Charge for year | <u>417</u> |
| At 31 December 2016 | <u>834</u> |
| NET BOOK VALUE | |
| At 31 December 2016 | <u>832</u> |
| At 31 December 2015 | <u>1,249</u> |

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2016 | 2015 |
|---------------|-----------------------|----------------|
| | £ | £ |
| Trade debtors | 774,600 | 323,400 |
| Other debtors | 5,925 | 5,545 |
| Prepayments | 11,756 | 7,182 |
| | <u>792,281</u> | <u>336,127</u> |

BRITISH SIGN LANGUAGE BROADCASTING TRUST

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2016**

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2016 | 2015 |
|---------------------------------|------------------|------------------|
| | £ | £ |
| Trade creditors | 50,567 | 70,578 |
| Social security and other taxes | 6,521 | 5,387 |
| VAT | 293,835 | 281,618 |
| Other creditors | 2,926 | - |
| Deferred income | 1,895,600 | 1,617,000 |
| Accrued expenses | 4,700 | 6,740 |
| | <u>2,254,149</u> | <u>1,981,323</u> |

Deferred income represents channel contributions invoiced in advance for the subsequent year.

12. MOVEMENT IN FUNDS

| | At 1.1.16 | Net movement | Transfers | At 31.12.16 |
|---------------------------|----------------|----------------|---------------|----------------|
| | £ | in funds | between funds | £ |
| | | £ | £ | |
| Unrestricted funds | | | | |
| General fund | 297,079 | 377,444 | (440,000) | 234,523 |
| Programme fund | - | - | 440,000 | 440,000 |
| | <u>297,079</u> | <u>377,444</u> | - | <u>674,523</u> |
| TOTAL FUNDS | <u>297,079</u> | <u>377,444</u> | <u>-</u> | <u>674,523</u> |

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

| | Incoming | Resources | Movement in |
|---------------------------|------------------|--------------------|----------------|
| | resources | expended | funds |
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 1,663,755 | (1,286,311) | 377,444 |
| | <u>1,663,755</u> | <u>(1,286,311)</u> | <u>377,444</u> |
| TOTAL FUNDS | <u>1,663,755</u> | <u>(1,286,311)</u> | <u>377,444</u> |

Designated funds

Programme fund - represents funds assigned by the Trustees for the production of ongoing programmes.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2016.

14. MEMBERS

British Sign Language Broadcasting Trust is incorporated as a company limited by guarantee, having no share capital. Its members are the directors of the company. In accordance with the Memorandum and Articles of Association, every member is liable to contribute a sum of £1 in the event of the company being wound up.