



Infosound

Registered charity: in England and Wales (no. 1142082) and in Scotland (no. SC039929)

Trustees' Annual Report and Accounts for the year ended 31 December 2019

Current trustees

Mr Andrew Hindell
Ms Lesley Arnold
Mrs Vivienne Davies

Other trustees during the year

None

Contact address

PO Box 20, Rottingdean, Brighton, England BN2 7XX

Charity Staffing

Infosound employs two part-time staff - a Managing Editor and an Administrator.

The balance of the Managing Editor's working week, which comprises overseeing all editorial policy, audio production and day-to-day running of the charity, is carried out on a voluntary basis. The Administrator, who's job includes some fundraising and publicity as well as minute-taking and other administrative tasks, also contributes her time as necessary.

Infosound has retained its small number of volunteers, who help in a variety of practical ways, including fundraising, publicity, audio work and advising, as appropriate.

All of the charity's trustees are appointed, or reappointed, by the members at Infosound's Annual General Meeting, which is held in May of each year (in April, as from 2020) or, if necessary, at a Trustees' meeting convened for that purpose.

Governing document

The Association is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

Charitable purposes

The charity's purposes, as recorded in our constitution, are to serve the needs of any person resident in the United Kingdom who is blind (severely sight-impaired) or partially-sighted (sight-impaired) or labouring under some temporary or permanent incapacity or disability which makes reading print material inaccessible to them, by the provision of information in audio and other accessible formats.

Activities and achievements

2019 has been a very good year for Infosound in terms of its service development and delivery. By the end of the year, the structure of how we research, gather, record, produce and distribute public service information for, and to, blind and partially-sighted people had been put in place. In particular, the expansion to our bespoke presence on Amazon and Google smart speakers as well as easier-to-use access over any telephone should put Infosound's free and impartial information within the reach of many more vision-impaired listeners using commonly-available and comparatively-inexpensive mainstream devices. Further development work continued into 2020, but all work was paid-for in 2019.

We also streamlined our editorial production, improving the breadth of the vision-impairment-related subjects we cover and the giving a fairer geographic spread across Great Britain for the more locally-based events we also mention.

Infosound continued to make its nationally-relevant content freely available to the UK's talking newspapers and magazines as well as community and hospital radio stations; and our audio material appears to continue to be well-used by these third parties.

From an information provision perspective, we feel Infosound is now well structured and accurately targeted to meet the needs of vision-impaired people; of course, improvement can always be made and should be sought, but no fundamental changes are felt to be necessary to the delivery structure. Instead attention must turn to better publicity for the service and, bearing in mind Infosound no longer has any regular and reliable income, fundraising becomes the priority with an eye to selective partnership working to scope the possibilities for securing a stable future for the charity beyond 2020.

Trustee remuneration and expenses

The trustees did not receive any remuneration or expenses during the year.

Financial review and reserves policy

Infosound's trustees had been aware for three years that at least one of our two main funders would no longer be able to continue its financial support beyond 2019. But, towards the end of the year, we also discovered that the other major donor would also be unable to offer us any financial support beyond March 2020. The trustees are extremely grateful to both British Wireless for the Blind Fund and to Thomas Pocklington Trust for their loyal support over several years.

In light of this significant down-turn in our future income, the charity will now start drawing-down the substantial reserves the trustees have put in place over the past three years, whilst also attempting to bolster Infosound's in-house fundraising capability. The charity will remain financially secure throughout 2020 and into the Spring of 2021 and will be able to maintain its fully range of information production and delivery to blind and partially-sighted people throughout this period.

The trustees remain aware of the disproportionately high level of volunteer effort that is underpinning the charity, but feel they must maintain current salary levels for the time being and restrict all but essential running cost expenditure in 2020, with most future delivery expenditure having been paid for in 2019.

One medium-term aim could be to "re-house" the Infosound information service within another vision-impairment charity to secure its future going forward, while maintaining its editorial integrity.

Approved by the Trustees and signed on their behalf



Mr A. Hindell (Chairman)

09/09/2020
date



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Receipts and Payments Account for the year ended 31 December 2019

	Accounting code ref. / Note	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2018	TOTAL FUNDS 2017
Receipts					
Donations received:					
Private individuals	d1	0	0	0	150
Charities and Trust Funds	d2	34,000	0	34,000	60,427
Corporate	d3	0	0	0	0
Other	d7	0	0	0	0
Gift Aid reclaimed from HMRC	d5	0	0	0	38
Interest from bank or building society	d6	38	0	38	29
Total Receipts		34,038	0	34,038	60,644
Payments					
Two employee salaries (net of PAYE & NI)	b1	30,362	0	30,362	28,774
Employee PAYE & NI payments to HMRC	b2	5,638	0	5,638	7,226
Employer NI payments to HMRC	b3	0	0	0	0
Administrative costs	a1 + a4	1,087	0	1,087	423
Insurance premiums	a3	220	0	220	220
Reimbursed actuality expenses to staff:					
Travel & accommodation	e1	86	0	86	320
Equipment purchases	e2	7	0	7	12
Other	e3	8	0	8	0
Actuality expenses paid on behalf of Infosound		0	0	0	0
Expenses paid direct by Infosound	e4	0	0	0	0
Trustees' Expenses		0	0	0	0
Office Costs: Telephone	o1	750	0	750	751
Internet	o2	1,111	0	1,111	1,102
Office Costs: Postage/courier	o3	328	0	328	325
Office Costs: Stationery & office materials	o4	0	0	0	38
Office Costs: Heat & light	o5	1,140	0	1,140	1,140
Office Costs: Furniture	o6	0	0	0	48
CD audio magazine production & distribution:					
udio media consumables (CD-Rs/printer ribbon)	p2	0	0	0	0
packaging		0	0	0	0
Audio distribution costs (phone & Internet)	p3	0	0	0	0
Office & technical equipment (& software):					
equipment	t1	35	0	35	5,559
software	t3	151	0	151	150
maintenance	t2	0	0	0	79
Bespoke technical research & development	t4	2,772	0	2,772	0
Total Payments		43,695	0	43,695	46,167
Surplus / (deficit) for year		(9,657)	0	(9,657)	14,477



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Statement of Balances as at 31 December 2019

		TOTAL FUNDS 2019	TOTAL FUNDS 2018
Bank and cash in hand			
<u>Operational Current & Savings Accounts</u>			
Opening balance - current account	(1st January)	401	5,254
Opening balance - savings account	(1st January)	78,485	59,156
		78,886	64,410
Surplus / (deficit) for year		(9,657)	14,477
Closing balance - current account	(31st December)	356	401
Closing balance - savings account	(31st December)	68,873	78,485
		69,229	78,886
Reserves			
General funds		68,841	78,498
Restricted Funds		388	388
Closing balances		69,229	78,886

Medical Insurance Scheme account

Infosound runs a private group medical insurance scheme, offered by medical insurers WPA, which is available to the charity's Trustees, staff and volunteer members who wish to join. It is run on a zero-balance basis with group members paying their individual premiums to Infosound, which in turn pays WPA for the group premium. In this way, there is no cost to the charity for running this scheme.

This scheme is run entirely separately from the charity's work and accounting and all funds are held in a separate bank account from the charity's operational current and savings accounts, with premiums being collected into, and paid out from, this account.

Opening Balance	0	0
Premiums for 01/02/2019 to 31/01/2020 paid into scheme by all members	9,305	8,739
Premium rebates to some scheme members for reduced cover	(3,106)	0
Premiums for 01/02/2019 to 31/01/2020 paid by members to WPA	(6,199)	(8,739)
Closing Balance	0	0

Approved by the Trustees and signed on their behalf

Mr A. Hindell
Chairman

09/09/2020
date



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Independent Examiner's Report to the Trustees of Infosound

I report on the accounts of the charity for the year ended 31 December 2019 which are set out on pages 3 to 4.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- (1) examine the accounts under section 145 of the Charities Act,
- (2) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- (3) to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

C.J. Watson T/A CTW Accountancy

Name:

CHRISTOPHER JOHN WATSON

Relevant Professional qualification/professional body:

*FELLOW OF ASSOCIATION OF
INTERNATIONAL ACCOUNTANTS*

Address:

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SALTDEAN BRIGHTON
EAST SUSSEX
BN2 8EQ*

Date:

18/3/2020