



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 2016

Current trustees

Mr Andrew Hindell
Ms Lesley Arnold
Mrs Marian Myers
Mrs Vivienne Davies

Other trustees during the year

None

Contact address

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

Charity structure and recruitment and appointment of Trustees

Infosound's structure was unchanged during 2016. It continues to have four trustees and to employ its Managing Editor, who oversees all editorial policy, audio production and administration. He continued to carry out the charity's administration, to oversee fundraising and to carry out some other non-audio-related work on a voluntary basis. Infosound also has a small number of volunteers, who help in a variety of practical ways, including fundraising, publicity, audio work, administration 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 each year 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

Throughout 2016, a great deal of time and effort was put into looking at, and piloting, the best ways that Infosound can be delivering its information, in audio, to blind and partially-sighted people. Accessibility was always the main consideration, but the trustees were aware of the proportionately high costs of producing two audio CD services - one for the Greater London region and one for the rest of Great Britain. All decision-making was based on real-time testing of various delivery methods and was made against an uncertain future financial backdrop.

Roughly 2,000 vision-impaired people receive the two monthly CDs, whereas there are in access of 23,000 logged listens each month to the larger selection of audio features that are available online (directly or indirectly) via the charity's web site, a podcast, the two Sonata Internet audio players (administered by British Wireless for the Blind Fund) and via Twitter; and this figure does not take into account the articles that can be freely downloaded by talking newspapers, radio stations and other information providers from Infosound and distributed to their own listeners.

The trustees and Managing Editor also favoured the concept of blind and partially-sighted listeners being put in control of what they choose to hear and not having it "handed down" to them each month in the limited way the available space of an audio CD allows.

By the end of the year, Infosound's Trustees and Managing Editor felt the charity should strengthen these "on demand" ways of listening to audio, possibly also investigating ways of delivering information in audio via a standard, or mobile, phone as a "lower-tech", non-Internet-based option.

By the end of 2016, Infosound had learned that its major funder would be continuing to give financial support to Infosound for a further three years, but with a tapered level of funding. Knowing this, and therefore having the luxury of being able to forward plan, confirmed the trustees' wish to, in time, phase-out the more expensive, and more production time-consuming, CD delivery option, to investigate a telephone alternative to delivering information in audio and to bolster Infosound's existing online delivery methods.

Trustee remuneration and expenses

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

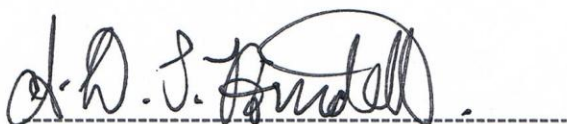
Financial review and reserves policy

As well as continuing its financial support throughout 2016, British Wireless for the Blind Fund (BWBF) also donated the professional services of a fundraiser for one day per week. This increased Infosound's income by £11,253 in 2016, mainly by applying to trust funds known to support the vision-impairment sector. Infosound also benefited from continued funding from Thomas Pocklington Trust (TPT), primarily for the Greater London service. The trustees remain extremely grateful to both charities for their support.

Overall income from all donations was therefore over £5,500 greater than for 2015. However, overall expenditure rose by over £8,900, due to the outsourcing the duplication and packaging of the monthly CD service (in an effort to the burgeoning production time), but also increases across the board from salary costs to administrative and office costs.

However, Infosound ended the year with an operating surplus of £16,766 and therefore with £44,473 in the charity's operational current and savings accounts. The Trustees operate a reserves policy of maintaining the full current service for 6 months at £4,000 per month, assuming no donated income during that time. By the end of 2016, the charity could continue to operate, unfunded, for 11 months. Towards the end of 2016, Infosound learned that BWBF would offer funding for a further three years, tapering to zero by the end of March 2021. The trustees were extremely grateful to be given this long notice of intent and could therefore plan ahead accordingly. The trustees said they would set out a five year plan for Infosound, as from 2017, budgeting conservatively with known and expected income and that they would instigate a reduction in operating costs, including salaries and expensive information delivery options.

Approved by the Trustees and signed on their behalf



Mr A. Hindell
Chairman

30th May 2017
date



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Receipts and Payments Account for the year ended 31 December 2016

	Accounting Code / Note	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2016	TOTAL FUNDS 2015
Receipts					
Donations received:					
Private individuals	d1	260	0	260	80
Charities and Trust Funds	d2	61,803	0	61,803	53,934
Corporate	d3	0	0	0	0
Other	d7	550	0	550	1,090
Gift Aid reclaimed from HMRC	d5	25	0	25	0
Interest from bank or building society	d6	10	0	10	8
Income from sale of unused charity assets	d4	0	0	0	2,000
Total Receipts		62,648	0	62,648	57,112
Payments					
Staff salaries (net of PAYE & NI)	b1	26,082	0	26,082	24,377
Employee PAYE & NI payments to HMRC	b2	6,918	0	6,918	4,123
Employer NI payments to HMRC	b3	755	0	755	480
Administrative costs	a1	680	0	680	90
Insurance premiums	a3	200	0	200	195
Reimbursed actuality expenses to staff:					
Travel & accommodation	e1	47	0	47	157
Equipment purchases	e2	0	0	0	87
Other	e3	0	0	0	24
Actuality expenses paid on behalf of Infosound		0	0	0	0
Expenses paid direct by Infosound	e4	31	0	31	102
Trustees' Expenses		0	0	0	0
Office Costs: Telephone	o1	942	0	942	720
Internet	o2	353	0	353	335
Office Costs: Postage/courier	o3	417	0	417	272
Office Costs: Stationery & office materials	o4	161	0	161	83
Office Costs: Heat & light	o5	955	0	955	840
Office Costs: Furniture	o6	0	0	0	47
CD audio magazine production & distribution:					
udio media consumables (CD-Rs/printer ribbon)	p2, p4	0	0	0	3,720
packaging	p3	163	0	163	1,126
Office & technical equipment (& software):					
purchase	t1,t3	1,162	0	1,162	82
maintenance	t2	44	0	44	83
Outsourced audio/distribution work	p1	6,972	0	6,972	0
Total Payments		45,882	0	45,882	36,940
Surplus / (deficit) for year		16,766	0	16,766	20,172

Note 1: these costs not broken down in this way in previous years



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Statement of Balances as at 31 December 2016

	TOTAL FUNDS 2016	TOTAL FUNDS 2015
Bank and cash in hand		
<u>Operational Current & Savings Accounts</u>		
Opening balance	27,707	7,535
Surplus / (deficit) for year	16,766	20,172
Closing balances	<u>44,473</u>	<u>27,707</u>
Reserves		
General funds	44,473	27,707
Closing balances	<u>44,473</u>	<u>27,707</u>

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	8,480
Premiums for 01/01/2016 to 31/01/2017 paid into scheme by all members	8,479	
Premium rebates to some scheme members for reduced cover	0	(1,203)
Premiums for 01/01/2016 to 31/01/2017 paid by members to WPA	(8,479)	(7,276)
Closing Balance	<u>0</u>	<u>0</u>

Note: the annual start date for cover was shifted from 1st January to 1st February to avoid operational difficulties in administering the collection of premiums and payment to WPA at the turn of the year.

Approved by the Trustees and signed on their behalf

Mr A. Hindell
Chairman

30th May 2017
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 2016 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 **CJW ACCOUNTANCY**

Name:

CHRISTOPHER JOHN WATSON

Relevant Professional qualification/professional body: **FAIA/ICPA/FIAB**

Address: **81 WICKLANDS AVENUE
SALTDEAN
BRIGHTON
BN2 8EQ**

Date: **21/4/2017**