



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 2018

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 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

January 1st 2018 saw the launch of Infosound's new core service - a round-the-clock broadcast of news and information about living with sight loss, listeners' comments and some music, playing all day, every day for vision-impaired listeners to hear whenever it suits them. Importantly, the Infosound broadcast is complemented by an on-demand service - "Infosound Select" - which enables listeners to choose which individual current audio items they wish to hear – again whenever it is convenient for them.

Both services have been made available to hear over any landline or mobile phone, on the Infosound web site, on several specialist audio players provided by UK sight loss charities, as a podcast and on Amazon voice-controlled smart speakers.

Aware that, despite this broad array of distribution platforms, some more elderly listeners may still only be able to hear information on a CD or memory stick delivered to them, the trustees were particularly keen to maintain the free syndication of all our originally-produced content, which is equally relevant to the listeners wherever they are in the UK, to talking newspapers and magazines, radio stations and other information providers. This brings our public service information to an even wider potential listenership.

Also, with the winding-up of our own nationwide CD distribution in 2017, Infosound became a more immediate information-provider with new content able to be added at very short notice, rather than having to be limited to only offering one monthly "snapshot" of available relevant information about living with sight loss. Most notably, this new delivery structure benefited our "Audio Noticeboard" of listeners' phoned-in hints, tips, comments, opinion and news, which we were able to turn into a far more dynamic way of enabling vision-impaired people to have a much stronger voice on Infosound.

Trustee remuneration and expenses

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

Financial review and reserves policy

Infosound's trustees are mindful of its uncertain income after Spring 2019 as two major long-standing funders will cease, or be re-assessing, their contribution towards the charity's running costs. Because of this, a decision was made, early in 2017, to make savings in order to build a healthy reserve to make sure the service could remain viable for as long as possible.

During 2018, Infosound placed its main employee on part-part/part-voluntary working and appointed a part-time administrator to take on some of the non-audio production/editorship tasks. Some further slight savings were found in the charity's already pared-down running costs, building on the savings made by stopping the CD service and its comparatively costly national distribution in the previous year.

By the end of 2018 the trustees had put in place reserves able to cover more than a year's running costs.

However, the trustees are very aware of the disproportionately high level of volunteer effort that is underpinning the charity and all efforts will therefore be made throughout 2019 to address this with a concerted fundraising effort and greater partnership working across the sector. In 2019, the trustees hope to attract support from within the vision-impairment sector, which may be inclined to consider the substantial promotion Infosound is freely, and constantly, giving to the work that it does.

Approved by the Trustees and signed on their behalf



Mr A. Hindell (Chairman)

22nd May 2019
date



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Receipts and Payments Account for the year ended 31 December 2018

	Accounting code ref. / Note	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2018	TOTAL FUNDS 2017
Receipts					
Donations received:					
Private individuals	d1	150	0	150	320
Charities and Trust Funds	d2	54,570	5,857	60,427	68,733
Corporate	d3	0	0	0	0
Other	d7	0	0	0	1,130
Gift Aid reclaimed from HMRC	d5	38	0	38	80
Interest from bank or building society	d6	29	0	29	19
Total Receipts		54,787	5,857	60,644	70,282
Payments					
Staff salaries (net of PAYE & NI)	b1	28,774	0	28,774	27,415
Employee PAYE & NI payments to HMRC	b2	7,226	0	7,226	7,085
Employer NI payments to HMRC	b3	0	0	0	435
Administrative costs	a1 + a4	423	0	423	407
Insurance premiums	a3	220	0	220	220
Reimbursed actuality expenses to staff:					
Travel & accommodation	e1	320	0	320	133
Equipment purchases	e2	12	0	12	6
Other	e3	0	0	0	5
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	751	0	751	752
Internet	o2	1,102	0	1,102	635
Office Costs: Postage/courier	o3	325	0	325	481
Office Costs: Stationery & office materials	o4	38	0	38	226
Office Costs: Heat & light	o5	1,140	0	1,140	1,080
Office Costs: Furniture	o6	48	0	48	0
CD audio magazine production & distribution:					
audio media consumables (CD-Rs/printer ribbon)	p2	0	0	0	391
packaging		0	0	0	0
Audio distribution costs (phone & Internet)	p3	0	0	0	400
Office & technical equipment (& software):					
equipment	t1	90	5,468	5,559	5,680
software	t3	150	0	150	373
maintenance	t2	79	0	79	0
Outsourced audio/distribution work	p1	0	0	0	4,622
Total Payments		40,698	5,468	46,167	50,345
Surplus / (deficit) for year		14,088	388	14,477	19,937



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Statement of Balances as at 31 December 2018

		TOTAL FUNDS 2018	TOTAL FUNDS 2017
Bank and cash in hand			
<u>Operational Current & Savings Accounts</u>			
Opening balance - current account	(1st January)	5,254	1,456
Opening balance - savings account	(1st January)	59,156	43,017
		64,410	44,473
Surplus / (deficit) for year		14,477	19,937
Closing balance - current account	(31st December)	401	5,254
Closing balance - savings account	(31st December)	78,485	59,156
		78,886	64,410
Reserves			
General funds		78,498	58,421
Restricted Funds		388	5,989
Closing balances		78,886	64,410

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 01/02/2017 to 31/01/2018 paid into scheme by all members	8,739	9,072
Premium rebates to some scheme members for reduced cover	0	0
Premiums for 01/02/2017 to 31/01/2018 paid by members to WPA	(8,739)	(9,072)
Closing Balance	0	0

Approved by the Trustees and signed on their behalf

Mr A. Hindell
Chairman

22nd May 2019
date



Independent Examiner's Report to the Trustees of Infosound

I report on the accounts of the charity for the year ended 31 December 2018 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:

3/4/2019