



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 2022

Current trustees

Mr Andrew Hindell
Ms Lesley Arnold
Mrs Marian Myers

Other trustees during the year

None

Contact address

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

Charity Staffing

Infosound employed no staff during 2022.

However, with the launch of a new weekly information service due to start at the beginning of 2023 (actually launched on 31st December 2022), one part-time staff member was re-employed during December to prepare for this; but salary payments did not re-start until 5th January 2023.

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

Infosound took a slightly different path during 2022 to its previous role producing and distributing information for the benefit of blind and partially-sighted people. With over 30 years of experience in our ranks, Infosound set up a support service to help any charity, organisation or even business that wanted to start or expand its own provision of free public service information for those who live with sight loss.

If nothing else, this would enable us to gauge whether or not this type of support might be of use. Although audio production techniques may not have altered much over the years, ways of listening and methods of delivering content to vision-impaired certainly had. Audio equipment costs had reduced and recording could be less complex than in the past, so it was felt that with the right encouragement, especially smaller charities, like local sight loss charities and possibly some talking newspaper groups, for example, might benefit from free training, advice and support - and, if nothing else, encouragement.

We had a some success with this venture with both charitable and commercial organisations; but by the end of the year it was felt that this could not be our sole focus and so it was decided that, as from the start of 2023, we would also re-introduce our own information service in the form of short, weekly bulletins of practical information and advice to help daily living with sight loss. As in the past, these

Trustee remuneration and expenses

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

Financial review and reserves policy

The trustees regarded Infosound's financial situation to be stable and secure in 2022. This was mainly due to the charity having no employment costs during the period when no audio production was ongoing. Monthly running costs were modest, with office, heat and light and Internet costs the main outlays, although substantial savings were achieved in most of these areas.

However, mindful that Infosound must always be able to adapt what it does to best match the needs of blind and partially-sighted people, some fundraising continued to strengthen our financial robustness through the year and into 2023. Coupled with reclaimed Employment Allowance from HMRC, annual income of £13,288 was over five times our expenditure for the year, resulting in a surplus of nearly £11,000 to be taken into 2023.

Our trustees' reserves policy is currently to maintain at least 6-months' running costs at all times. This was kept in mind as, at the very end of the year, Infosound started to employ one person again on a part-time basis. However, this would initially result in an additional financial burden of less than one third of the employment costs we had in 2021 and other running costs had been reduced in the past two years. Nevertheless, it would be constantly reviewed to match fundraised income from trust funds and other charities.

Approved by the Trustees and signed on their behalf



Mr A. Hindell (Chairman)

26th April 2023

date



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Receipts and Payments Account for the year ended 31 December 2022

	Accounting code ref.	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2022	TOTAL FUNDS 2021
Receipts					
Donations from private individuals	d1	0	0	0	0
Donations from charities and trust funds	d2	8,600	0	8,600	17,900
Donations from commercial entities	d3	0	0	0	0
Gift Aid reclaimed from HMRC	d5	0	0	0	0
Interest from bank or building society	d6	5	0	5	2
Donations in lieu of professional services / Other	d7	0	0	0	0
Reclaimed Employment Allowance from HMRC	b2	4,683	0	4,683	0
Total Receipts		13,288	0	13,288	17,902
Payments					
All employee salaries (net of PAYE & NI)	b1	0	0	0	30,190
Employee PAYE & NI payments to HMRC	b2	0	0	0	5,810
Employer NI payments to HMRC	b3	0	0	0	2,673
Administrative costs	a1 + a4	247	0	247	243
Insurance premiums	a3	230	0	230	220
Reimbursed actuality expenses to staff:					
Travel & accommodation	e1	0	0	0	0
Equipment purchases	e2	0	0	0	0
Other	e3	0	0	0	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	149	0	149	695
Internet	o2	556	0	556	741
Office Costs: Postage/courier	o3	300	0	300	304
Office Costs: Stationery & office materials	o4	0	0	0	0
Office Costs: Heat & light	o5	690	0	690	1,140
Office Costs: Furniture	o6	0	0	0	143
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):			0		
equipment	t1	0	265	265	579
maintenance	t2	0	0	0	454
software	t3	124	0	124	104
Bespoke technical research & development	t4		0	0	0
Total Payments		2,295	265	2,559	43,296
Surplus / (deficit) for year		10,993	(265)	10,729	(25,394)



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Statement of Balances as at 31 December 2022

		TOTAL FUNDS 2022	TOTAL FUNDS 2021
Bank and cash in hand			
<u>Operational Current & Savings Accounts</u>			
Opening balance - current account	(1st January)	698	844
Opening balance - savings account	(1st January)	8,647	33,895
		<u>9,345</u>	<u>34,739</u>
Surplus / (deficit) for year		10,729	(25,394)
Closing balance - current account	(31st December)	4,421	698
Closing balance - savings account	(31st December)	15,652	8,647
		<u>20,074</u>	<u>9,345</u>
Reserves			
General funds		20,338	1,845
Restricted Funds		(265)	7,500
Closing balances		<u>20,074</u>	<u>9,345</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 annual group premium. In this way, there is no cost to the charity for running this scheme and no benefit-in-kind offered to scheme members.

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 designated account.

Opening Balance		430	0
Premiums for 01/02/2022 to 31/01/2022 paid into scheme by all members		7,172	6,515
Premium rebates to some scheme members for reduced cover		0	0
Premiums for 01/02/2022 to 31/01/2022 paid by members to WPA		(7,172)	(6,515)
Partial premium refund due to pandemic-related service restrictions		(430)	430
Closing Balance		<u>0</u>	<u>430</u>

Approved by the Trustees and signed on their behalf

Mr A. Hindell
Chairman

26th April 2023

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 2022 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 ASSOCIATION OF INTERNATIONAL ACCOUNTANTS

Address:

81 WICKLANDS AVENUE
SANTREAN BRIGHTON
EAST SUSSEX BN2 8EQ

Date:

26/3/2023



Independent Examiner's Report to the Trustees of Infosound

I report on the accounts of the charity for the year ended 31 December 2022 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 in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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 I do not express an audit opinion on the view given by the accounts.

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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations 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 CJW ACCOUNTANCY

Name:

CHRISTOPHER JOHN WATSON

Relevant Professional qualification/professional body: *FELLOW ASSOCIATION OF INTERNATIONAL*

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

Date:

26/3/2023