



# 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 2023

### 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 one part-time member of staff throughout 2023 to oversee all aspects of the production of its new weekly information service as well as current and future partnership projects. This was in the combined roles of audio producer, Managing Editor and administrator.

### 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

The trustees were pleased to introduce a new weekly “Infoshorts” information service, in audio, for blind and partially sighted people. This original way of presenting short pieces of news and information on a wide variety of subjects covering sight loss was compiled and produced in-house. As well as scripted items of information and short interviews, “Infoshorts” also carried information from vision-impaired listeners and support sector charities and suppliers. It was particularly pleasing that an element of immediacy, reflecting current situations, could be reflected in this all-encompassing weekly editorial format.

However, the weekly schedule was demanding in terms of time and frequency of production effort. Also, it became clear that the volume of information being carried, week after week, meant that there was always going to be a limit to the number of completely different topics that could be covered. It was therefore decided to run this as a series of 50 weekly bulletins. These ran from 31st December 2022 to 24th December 2023. The possibility of running a second series of “Infoshorts” at some point in the future has not been ruled out.

Towards the end of the year, the trustees and Managing Editor started planning for the production of longer audio features – not for Infosound to distribute itself, but for sister charity the Partially Sighted Society to use on its “PSS iTalk” information service for those living with sight loss. Some of these items could also be carried by the UK’s local talking newspapers. The trustees were pleased to encourage this type of close partnership working going forward and, in that spirit, Infosound would also continue to offer free training, guidance and support, at no charge, to any organisation or charity that needed help producing its own audio content for the benefit of blind and partially sighted people.

## Trustee remuneration and expenses

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

## Financial review and reserves policy

2023 was a difficult year for fundraising with one notable, regular donor trust ceasing operations. However, £12,800 was successfully fundraised in-house, slightly exceeding the charity’s minimum target for the year of £10,000.

With the reintroduction of a regular weekly audio information bulletin, which was more ambitious than anything previously undertaken by Infosound, the charity re-employed part-time professional effort. However, it was understood that this could only be paid as a flexible wage and in a way that was sustainable by the charity. This was kept under review throughout the year, but it was not felt that any salary increase was possible in 2023. However, this would continue to be reviewed in 2024.

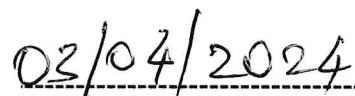
The trustees were pleased that other, non-salary, day-to-day running costs had been kept roughly in line with those incurred during 2022 and, under the circumstances, the annual deficit of £4,129 was not unexpected. The trustees agreed to maintain a minimum of 6 months’ running costs in reserve. So, the closing balance for the year of £15,945 represented at least 10 months’ reserve running costs, even when budgeting for possible revised employment costs.

Although there was no immediate cause for concern, on balance, the trustees felt that there would need to be a substantial increase and stability in fundraised income in 2024 to avoid discussion about the charity’s role going forward.

Approved by the Trustees and signed on their behalf



Mr A. Hindell (Chairman)



date



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## Receipts and Payments Account for the year ended 31 December 2023

	Accounting code ref.	Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2023	TOTAL FUNDS 2022
<b>Receipts</b>					
Donations from private individuals	d1	0	0	0	0
Donations from charities and trust funds	d2	12,800		12,800	8,600
Donations from commercial entities	d3	0		0	0
Gift Aid reclaimed from HMRC	d5	0		0	0
Interest from bank or building society	d6	168		168	5
Donations in lieu of professional services / Other	d7	0		0	0
Reclaimed Employment Allowance from HMRC	b2	0		0	4,683
<b>Total Receipts</b>		<b>12,968</b>	<b>0</b>	<b>12,968</b>	<b>13,288</b>
<b>Payments</b>					
All employee salaries (net of PAYE & NI)	b1	10,400	0	10,400	0
Employee PAYE & NI payments to HMRC	b2	2,600	0	2,600	0
Employer NI payments to HMRC	b3	0	0	0	0
Administrative costs	a1 + a4	244	0	244	247
Insurance premiums	a3	241	0	241	230
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	172	0	172	149
Internet	o2	595	0	595	556
Office Costs: Postage/courier	o3	330	0	330	300
Office Costs: Stationery & office materials	o4	0	0	0	0
Office Costs: Heat & light	o5	780	0	780	690
Office Costs: Furniture	o6	308	0	308	0
CD audio magazine production & distribution:					
audio 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	1,191	0	1,191	265
maintenance	t2	0	0	0	0
software	t3	146	0	146	124
Bespoke technical research & development	t4	90	0	90	0
<b>Total Payments</b>		<b>17,097</b>	<b>0</b>	<b>17,097</b>	<b>2,559</b>
<b>Surplus / (deficit) for year</b>		<b>(4,129)</b>	<b>0</b>	<b>(4,129)</b>	<b>10,729</b>





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## Statement of Balances as at 31 December 2023

		TOTAL FUNDS 2023	TOTAL FUNDS 2022
<b>Bank and cash in hand</b>			
<b><u>Operational Current &amp; Savings Accounts</u></b>			
Opening balance - current account	(1st January)	4,421	698
Opening balance - savings account	(1st January)	15,652	8,647
		<b>20,074</b>	<b>9,345</b>
Surplus / (deficit) for year		<b>(4,129)</b>	10,729
Closing balance - current account	(31st December)	315	4,421
Closing balance - savings account	(31st December)	15,630	15,652
		<b>15,945</b>	<b>20,074</b>
<b>Reserves</b>			
General funds		15,945	20,074
Restricted Funds		0	0
Closing balances		<b>15,945</b>	<b>20,074</b>

### **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	0	430
Premiums for 01/02/2023 to 31/01/2024 paid into scheme by all members	7,967	7,172
Premium rebates to some scheme members for reduced cover	0	0
Premiums for 01/02/2023 to 31/01/2024 paid by members to WPA	(7,967)	(7,172)
Partial premium refund due to pandemic-related service restrictions	0	(430)
Closing Balance	<b>0</b>	<b>0</b>

Approved by the Trustees and signed on their behalf

Mr A. Hindell  
Chairman

03/04/2024

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 2023 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 CTW ACCOUNTANCY*

Name:

*CHRISTOPHER JOHN WATSON*

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

*ACCOUNTANTS*

Address:

*81 WICKLANDS AVENUE  
SALTDEN BRIGHTON  
EAST SUSSEX BN2 8EQ*

Date:

*27/2/2024*