



LOTHIANSOUND

Trustees' Report and Accounts

Year ended 31 December 2020

Scottish Charity Number SC002810

Contents

Legal and Administrative Information.....3

Trustees’ Annual Report4

Report of the Independent Examiner to the Lothiansound Trustees6

Independent Examiner’s Statement.....6

Receipts and Payments Account.....7

Statement of Balances.....8

Notes to the Accounts for the year ended 31 December 20209

Legal and Administrative Information

Constitution

Lothiansound was inaugurated under a Constitution dated and approved on 18 February 1988. An amended Constitution was adopted on 24 April 1996 and approved by the Inland Revenue on 25 June 1996. A further amended Constitution was adopted on 11 April 2015.

Lothiansound is registered with the Office of the Scottish Charity Regulator (OSCR). The Scottish Charity Number is SC002810.

Trustees

The members of the Executive Committee during the year were:

Janelle Scotland	Chair	Re-elected April 2018
Peter Bell	Vice-Chair	Re-elected April 2018
Elspeth Brown	Listener Member	Re-elected April 2019
Sheila Judson	Member	Re-elected April 2019
Prue McLaughlin	Member	Re-elected April 2019
Eric Mulholland	Treasurer	Re-elected April 2019
Anthony Quinn	Member	Co-opted July 2019
Anne Thomson	Member	Re-elected April 2018

Under paragraph 6 of the Constitution, Trustees are elected at the Annual General Meeting and each Trustee holds office for two years. One half of the Trustees retire at the Annual General Meeting. Each retiring Trustee is eligible for re-election. The Trustees have power to co-opt additional Trustees.

Due to the Covid 19 Pandemic it did not prove possible to hold the 2020 Annual General Meeting. Therefore, the Committee Members due to retire in April 2020 agreed to remain in office throughout 2020.

Trustees are recommended on the basis of their desire to assist visually impaired people, or their willingness to deploy their relevant expertise and abilities in support of Lothiansound activities.

Principal Address

PO Box 28130, Edinburgh EH16 9BD

Independent Examiner

Duncan Craig

Bankers

Royal Bank of Scotland, 30 Nicolson Street, Edinburgh EH8 9DL

Trustees' Annual Report

The Executive Committee present their Report together with the financial statements of the charity for the year ended 31 December 2020. The legal and administrative information as set out on page 3, forms part of this report.

Charity's Objects

Lothiansound is established for charitable purposes only and specifically to relieve the blind or partially sighted and those labouring under temporary or permanent incapacity or disability which makes reading a strain, through the provision of news and information on memory stick, or other suitable medium.

At the present time, the service is made available primarily on Memory Stick but still to a very few Listeners on CD. The great majority of Listeners are resident in Edinburgh and the Lothians. Most new Listeners are referred by the Royal National Institute of Blind People (RNIB) on behalf of social services or by existing Listeners and Volunteers. Others respond to posters and leaflets circulated to libraries and eye hospitals. Some family members find Lothiansound on the internet or Facebook.

Organisation

The charity is administered by an Executive Committee of Trustees. Elections for places on the Committee and the offices of Chair, Vice-Chair, Secretary and Treasurer are held at the AGM. Each Trustee serves for two years and is eligible to stand for re-election.

As the 2020 AGM did not take place, the Annual Report and Accounts for 2019 were submitted to OSCR after approval of the Committee and review by the Independent Examiner but before being approved by members of Lothiansound.

The Executive Committee should meet six times a year. However, in 2020, due to the Covid 19 Pandemic, Lothiansound's normal operations ceased on 18 March 2020 and have not recommenced. There was, therefore, no need to hold Committee meetings during the closure as all relevant aspects of management were able to be carried out by email communications among the Committee members. Thus only two meetings were held, in January and March.

Review of Activities

What a strange year we had! Like many charities, Lothiansound has been closed since March 2020. This has had an impact on our Listeners and Volunteers. There were 400 Listeners on our list last March, although it has been discovered that many of them have now moved away, passed away or are just not answering their phone. Attempts were made to contact each of them to reassure everyone that Lothiansound had not forgotten them. Most folks were glad we were not sending anything to them, for fear of "catching the virus".

Under lockdown, we did not go into Lothiansound's rooms. The building was virtually closed apart from the presence of one member of Royal Blind staff working there one day a week.

After carrying out a Risk Assessment, a thorough clean of Lothiansound's rooms was carried out.

Each of our Reading Teams has always comprised of five Readers and a Sound Engineer who gather in the recording room each week. There is no window in that room so ventilation is very poor. Even as the year progressed and restrictions were eased a little, it was realised that hygiene rules, mask wearing and social distancing would have to be observed and that the room was not large enough to allow more than one person in it at a time. Ideas were explored about recording at home with a couple of Volunteers copying the memory sticks and posting the wallets. After much deliberation, we did not take this route since too few Volunteers were keen on recording at home and it seemed unwise to handle the memory sticks and wallets when they

had travelled through the post and been in peoples' houses. It was also realised by this time that only a handful of our Listeners had the facility to listen digitally.

Where we go in 2021 and beyond, will depend on Scottish Government regulations, the path of Covid-19 and, above all else, the safety of Listeners and Volunteers.

Donations and Fundraising

Donations decreased by around £3,400 compared to last year. Last year was higher mainly because of a one-off new major donation, a large retiral collection at the funeral of our long term Volunteer and great friend of Lothiansound, Kyle Scotland, and a full year donation by a major donor who ceased contributions in July 2020. Corporate donations were also slightly down in 2020 and there were fewer donations by Listeners as they were not in correspondence with us during the closure of operations.

We normally undertake significant transcription work but there was around £2,600 reduction in this income as no such work was undertaken during closure of operations.

Financial Results

Naturally, due to the Covid 19 Pandemic, 2020 produced a deficit. The Receipts & Payments Account shows that the deficit was £1,923 (2019 surplus: £3,426). Expenses were slightly lower than last year. For the fourth year running, we did not need to purchase any memory stick players or memory sticks. There were no equipment purchases (£332: 2019), reduced equipment maintenance costs and no AGM costs. The Statement of Balances shows that Lothiansound has unrestricted reserves of £31,862 and remains in a sound financial position with the majority of its assets held on deposit with banks.

Investment Policy

The Trustees' policy is to invest surplus liquid funds in short-term deposits which can be accessed quickly.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the assets and finances of the charity, and are satisfied that internal controls are in place to mitigate our exposure to major risks.

Reserves Policy

The Trustees annually monitor the level of reserves and consider the current level of reserves is not excessive. The unrestricted reserves at the financial year-end were £31,862, representing about 54 months of expenditure (averaged over the last 7 years). A relatively high level of reserves is required. None of the charity's income is guaranteed and can fluctuate from year to year. We use equipment any of which may require to be replaced at short notice. We may have to relocate to new premises in the near future and fund them thereafter.

Statement of Trustees' Responsibilities

The members of the Executive Committee must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of Lothiansound during the financial year. They are also responsible for keeping proper accounting records which reflect the financial position of Lothiansound. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of Lothiansound and must take reasonable steps to prevent and/or detect fraud or other irregularities.

Janelle Scotland, Chair

Date: 25 March 2021

Report of the Independent Examiner to the Lothiansound Trustees

I report on the accounts of the charity for the year ended 31 December 2020 which are set out on pages 7 to 11.

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's 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 for an audit, and consequently I do not express an audit opinion on 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 Regulationshave 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.

Independent Examiner

Duncan Craig

Date: 06 April 2021

Receipts and Payments Account

Year ended 31 December 2020

		2020 £	2019 £
	Notes		
Receipts			
Donations	3	1,323	4,738
Work Done for other bodies	4	929	3,570
Bank interest	5	192	211
Other income	6	7	99
<i>Total Receipts</i>		<u>2,451</u>	<u>8,618</u>
Payments			
Recordable Media and Wallets for Listeners	7	0	0
CDs for Work Done for other bodies	7	357	375
Accommodation costs	8	2,400	2,400
Utilities – Telephone, Internet	9	648	649
Insurance		351	351
Stationery, postage and office expenses		413	508
Covid related cleaning expenses		109	0
Repairs to equipment		30	237
Subscriptions		42	42
Catering		0	45
Other expenditure		24	24
<i>Total cost of charitable activities</i>		<u>4,374</u>	<u>4,631</u>
Governance	11	0	229
Purchase of equipment		0	332
Purchase of Memory Stick Players	13	0	0
<i>Total Payments</i>		<u>4,374</u>	<u>5,192</u>
Surplus/(Deficit) for the year		(1,923)	3,426
Cash funds at start of the year		33,785	30,359
Cash funds at end of the year	14	31,862	33,785

The Notes to the Accounts on pages 9 to 11 form an integral part of these accounts.

All funds are unrestricted.

Statement of Balances

as at 31 December 2020

	2020 £	2019 £
Bank Balances	31,862	33,785
Debtors		
Sums due for work done for third parties	0	662

All funds are unrestricted.

The Notes to the Accounts on pages 9 to 11 form an integral part of these accounts.

Approved by the Trustees on 25 March 2021 and signed on their behalf by

Janelle Scotland, Chair

Notes to the Accounts for the year ended 31 December 2020

1 BASIS OF ACCOUNTING

These accounts have been prepared on the Receipts & Payments basis in line with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 NATURE AND PURPOSE OF FUNDS

Unrestricted funds are those that may be used at the discretion of the trustees in the furtherance of the objects of the charity. The Trustees maintain a single unrestricted fund for the day-to-day running of the charity.

3 DONATIONS

These were received from private individuals and from other bodies. The breakdown by source is:

	2020	2019
	£	£
Individual (including tax recovered)	1,226	4,342
Corporate	97	396
	1,323	4,738

4 WORK DONE FOR OTHER BODIES

	2020	2019
	£	£
Bield Housing Association Ltd.	662	2,625
Capital Theatres Trust	267	821
Royal Lyceum Theatre Company	0	124
	929	3,570

5 BANK INTEREST

	2020	2019
	£	£
Royal Bank of Scotland	2	3
Skipton Building Society	94	91
Shawbrook Bank (CAF 60 day account)	56	56
Virgin Money	40	61
	192	211

6 OTHER INCOME

	2020	2019
	£	£
AGM raffle and misc other income	7	99

7 RECORDABLE MEDIA and WALLETS

	2020	2019
	£	£
<i>Listeners</i>		
CDs	0	0
Wallets and Card Holders	0	0
Tapes	0	0
Memory sticks	0	0
	0	0
<i>Work Done for other bodies</i>		
CDs, primarily for work done for other bodies (see Note 4) are shown separately in the Income and Expenditure Account on page 7 The comparative numbers for 2019 have been re-stated on the same basis.	357	375

8 ACCOMMODATION COSTS

	2020	2019
	£	£
Rent	2,400	2,400

9 INTERNET, TELEPHONE COSTS

	2020	2019
	£	£
Telephone & Internet (Virgin Media)	648	649

10 TRUSTEES' REMUNERATION

Neither the Trustees nor any persons connected with them have received any remuneration during the year (2019 - £nil).

11 GOVERNANCE

	2020	2019
	£	£
Catering and use of room for AGM	0	229
Independent Examiner's fee	0	0
	0	229

12 TANGIBLE FIXED ASSETS: RECORDING EQUIPMENT ETC.

The net estimated realisable value of tangible fixed assets at 31 December 2020, in the opinion of the Executive Committee, is minimal so no value has been attributed to tangible fixed assets in the Statement of Balances on page 8.

13 PURCHASE OF MEMORY STICK PLAYERS

Memory Stick Players (the Sovereign Player from Kings Audio) are donated to Lothiansound Listeners, so are not capitalised. There was no need to purchase memory stick players during 2019 or 2020.

14 UNRESTRICTED FUNDS: MOVEMENT IN CASH FUNDS

	2020	2019
	£	£
At 1st January	33,785	30,359
Receipts for the year	2,451	8,618
Payments for the year	-4,374	-5,192
At 31st December	31,862	33,785