



**Trustees' Report and Accounts**  
**Year ended 31 December 2021**

**Scottish Charity Number SC002810**

## **Contents**

<b>LEGAL AND ADMINISTRATIVE INFORMATION</b>	<b>2</b>
<b>TRUSTEES' ANNUAL REPORT</b>	<b>3</b>
<b>REPORT OF THE INDEPENDENT EXAMINER TO THE LOTHIANSOUND TRUSTEES</b>	<b>5</b>
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>	<b>6</b>
<b>STATEMENT OF BALANCES</b>	<b>7</b>
<b>NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021</b>	<b>8</b>

## 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. Further amended Constitutions were adopted on 11 April 2015 and 30 April 2021.

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	Until April 2021
Peter Bell	Chair from April 2021	Re-elected April 2021
Elsbeth Brown	Listener Member	Re-elected April 2019
Sheila Judson	Member	Re-elected April 2021
Prue McLaughlin	Vice-Chair from April 2021	Re-elected April 2021
Andrew Melville	Treasurer	Elected April 2021
Eric Mulholland	Secretary from April 2021	Re-elected April 2021
James Power	Member	Elected April 2021
Anthony Quinn	Member	Co-opted July 2019
Anne Thomson	Member	Resigned April 2021

Under paragraph 6 of the Constitution, Trustees are elected at the Annual General Meeting and each Trustee normally 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.

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

16 West Savile Road, Edinburgh EH16 5NQ

### Independent Examiner

Duncan Craig, FMAAT CA

### 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 31st December 2021. The legal and administrative information as set out on page 2, 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.

At the present time, the service is made available primarily on Memory Stick but to a very limited extent on CD. The great majority of Listeners are resident in Edinburgh and the Lothians. Most new Listeners are referred via the Patient Support Service, now provided by Visibility Scotland and/or Sight Scotland (previously via ECLO services by RNIB), 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. The weekly edition is also uploaded to the British Wireless for the Blind Fund (BWBF) site where it is available for Sonata users, users of the smartphone apps developed by the BWBF, and by Alexa users

### **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 normally serves for two years and is eligible to stand for re-election. The Executive Committee meets six times a year.

Due to the Covid 19 Pandemic, it did not prove possible to hold the 2020 Annual General Meeting in the normal timeframe. The 2020 Annual General Meeting and the 2021 Annual General Meeting were held back-to-back on 30 April 2021.

### **Review of Activities**

Lothiansound was closed from March 2020, but was able to restart in September 2021 with a slightly reduced service. There was no quiz and no monthly extracts from the Scots Magazine.

Anti-Covid protocols were created to safeguard our volunteers during their administration, copying and recording sessions. Two readers only were used, to reduce the number of people at each recording.

Lothiansound's formal procedures were revised to reflect our current practices.

Sight Scotland's intention to dispose of some of their properties, including Barrie House, will necessitate a move to new premises. We are in discussions with Sight Scotland and also looking for potential sites elsewhere in Edinburgh.

Lothiansound is actively recruiting volunteers for administration, copying and recording duties to replace volunteers who retired during our enforced break.

Following many years of devoted service, Janelle Scotland decided not to seek re-election to the Committee in April 2021. I took over as Chair and Prue McLaughlin took over as Vice-Chair. I am pleased to say that Janelle remains an active volunteer behind the scenes.

### **Donations and Fundraising**

Donations decreased by around £300 compared to last year. Donations from listeners fell as they were not in touch with us until operations resumed in September. There was however an increase in corporate donations.

We normally undertake significant transcription work but this reduced by circa £800 as no work was undertaken during closure of operations.

### **Financial Results**

Due to the closure of operations because of the pandemic the results for 2021 again showed a deficit. The deficit was £3,197 (2020 deficit £1,923). Expenses were at a similar level to last year. There was expenditure of £347 on equipment and supplies to enable safe working in the office to resume. This was balanced by a similar reduction on expenditure on cds. The Statement of Balances shows that Lothiansound has unrestricted reserves of £28,665 and remains in a sound financial position with 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 year-end were £28,665. A relatively high level of reserves is required. As can be seen from the results of the last two years 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.

**Peter Bell, Chair**

**Date: 6th March 2022**

## **Report of the Independent Examiner to the Lothiansound Trustees**

I report on the accounts of the charity for the year ended 31 December 2021 which are set out on pages 6 to 10.

### **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.

**Duncan Craig FMAAT CA, Independent Examiner**

**Date: 9th March 2022**

## Receipts and Payments Account

Year ended 31 December 2021

		2021 £	2020 £
	Notes		
<b>Receipts</b>			
Donations	3	1,036	1,323
Work Done for other bodies	4	138	929
Bank interest	5	99	192
Other income	6	0	7
<i>Total Receipts</i>		<u>1,273</u>	<u>2,451</u>
<b>Payments</b>			
CDs for Work Done for other bodies	7	0	357
Accommodation costs	8	2,400	2,400
Utilities – Telephone, Internet	9	651	648
Insurance		361	351
Stationery, postage and office expenses		365	413
Covid related cleaning expenses		347	109
Repairs to equipment		30	30
Subscriptions		42	42
PAT Testing		183	0
Other expenditure		91	24
<i>Total cost of charitable activities</i>		<u>4,470</u>	<u>4,374</u>
Governance	11	0	0
Purchase of equipment		0	0
Purchase of Memory Stick Players	13	0	0
<i>Total Payments</i>		<u>4,470</u>	<u>4,374</u>
<b>Surplus/(Deficit) for the year</b>		(3,197)	(1,923)
<b>Cash funds at start of the year</b>		31,862	33,785
<b>Cash funds at end of the year</b>	14	28,665	31,862

The Notes to the Accounts on pages 8 to 10 form an integral part of these accounts.

All funds are unrestricted.

## Statement of Balances

as at 31 December 2021

	2021 £	2020 £
<b>Bank Balances</b>	28,665	31,862

All funds are unrestricted.

The Notes to the Accounts on pages 8 to 10 form an integral part of these accounts.

Approved by the Trustees on 6th March 2022 and signed on their behalf by

**Peter Bell, Chair**



## Notes to the Accounts for the year ended 31 December 2021

### 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:

	2021	2020
	£	£
Individual (including tax recovered)	475	1,226
Corporate	561	97
	<b>1,036</b>	<b>1,323</b>

### 4 WORK DONE FOR OTHER BODIES

	2021	2020
	£	£
Bield Housing Association Ltd.	0	662
Capital Theatres Trust	138	267
	<b>138</b>	<b>929</b>

### 5 BANK INTEREST

	2021	2020
	£	£
Royal Bank of Scotland	1	2
Skipton Building Society	46	94
Shawbrook Bank (CAF 60 day account)	41	56
Virgin Money	11	40
	<b>99</b>	<b>192</b>

### 6 OTHER INCOME

	2021	2020
	£	£
AGM raffle and misc other income	0	7

## 7 RECORDABLE MEDIA and WALLETS

	2021	2020
<i>Listeners</i>	£	£
CDs	0	0
Wallets and Card Holders	0	0
Tapes	0	0
Memory sticks	0	0
	<b>0</b>	<b>0</b>
<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 6	<b>0</b>	<b>357</b>

## 8 ACCOMMODATION COSTS

	2021	2020
	£	£
Rent	2,400	2,400

## 9 INTERNET, TELEPHONE COSTS

	2021	2020
	£	£
Telephone & Internet (Virgin Media)	651	648

## 10 TRUSTEES' REMUNERATION

Neither the Trustees nor any persons connected with them have received any remuneration during the year (2020 - £nil).

## 11 GOVERNANCE

	2021	2020
	£	£
Catering and use of room for AGM	0	0
Independent Examiner's fee	0	0
	<b>0</b>	<b>0</b>

## 12 TANGIBLE FIXED ASSETS: RECORDING EQUIPMENT ETC.

The net estimated realisable value of tangible fixed assets at 31 December 2021, 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 7.

## 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, 2020 or 2021.

#### 14 UNRESTRICTED FUNDS: MOVEMENT IN CASH FUNDS

	<b>2021</b>	<b>2020</b>
	£	£
At 1st January	31,862	33,785
Receipts for the year	1,273	2,451
Payments for the year	-4,470	-4,374
At 31st December	28,665	31,862