



LOTHIANSOUND

TRUSTEES' REPORT AND ACCOUNTS

YEAR ENDED 31 DECEMBER 2015

Scottish Charity Number SC002810

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, approved by OSCR.

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

Trustees

The members of the Executive Committee during the year were:

Janelle Scotland	Chair	Re-elected Apr 14
Lex Hope	Treasurer	Re-elected Apr 15
Peter Bell	Vice-Chair	Elected Apr 14
Anne Dignan	Listener Member	Re-elected Apr 15
Margaret Gordon	Listener Member	Died Sep 15
Sheila Judson	Member	Elected Apr 15
Denis Mallon	Member	Resigned Apr 15
Prue McLaughlin	Member	Re-elected Apr 15
Anne Thomson	Member	Elected Apr 14
Evelyn Whitfield	House Convenor	Re-elected Apr14

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 powers 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

PO Box 28130, Edinburgh EH16 9BD

Independent Examiner

Barrie Wilkinson

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 2015.

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 audiotape, or other suitable medium.

At the present time, the service is made available on Cassette Tape, CD and Memory Stick to blind or partially sighted people and people who cannot read due to some other disability. 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, eye hospitals, and optometrists or have found Lothiansound on the internet.

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. The Executive Committee meets six times a year.

Review of Activities

2015 brought Lothiansound a mixture of hard work, fun and sadness.

At the 2015 Annual General Meeting, we discussed our plan to move from sending Lothiansound out on tapes and CDs to sending out on memory sticks instead. A few Listeners subsequently agreed to take part in a trial of Sovereign memory stick players. The feedback was favourable, so we placed an order for players. The hard work began after delivery when players were checked and numbered so that we could keep track of them in the future. Large print instruction leaflets with diagrams were printed and placed in every box.



Listener learning

After the first announcements on Lothiansound, there was an initial flurry of interest then the phone stopped ringing so we began the task of contacting Listeners, especially those still receiving tapes. On alternate Saturday afternoons from July onwards, we held demonstration sessions when invited Listeners were shown how to use the Sovereign, given time to get to know the machine and, once they were happy, given a new machine to take home. All Listeners were encouraged to bring a family member or friend with them so that someone at home could offer help if required. This continued throughout Autumn and early Winter until, by the end of December, 162 Listeners were listening to memory sticks.



In September, we were all sad to learn of the death of Margaret Gordon. Margaret had served on the Committee as a Listener Representative since 2008. If there was ever a mistake in the minutes, Margaret would find it with the aid of her magnifying glass! She is still missed round the Committee table and meetings are duller without her.

November brought another sad day when Derek Cowan died. Derek had been a Reader since 2003 and served on the Committee for four years, 2006 - 2010. He is pictured (right) "framed" by the frame of an Ikea table he built when we moved into Barrie House. His help at the time of the move was invaluable and each day Derek was amongst the helpers was sprinkled with laughter.



On a brighter note, 2015 brought rare opportunities to meet many of our Listeners. Most visited us to learn about memory sticks but we also visited some people in their homes. This lady has listened regularly to Lothiansound since 2002 and, despite her grand age of 101, is still interested in everything we do. When she came along to receive her Sovereign player, she wanted to sit in a seat in the recording studio so that she would be able to imagine where we were when she heard our voices.

Of all the comments and questions, we remember the gentleman who raised the volume of the player louder and louder during the demonstration. His wife shouted at him "What are you doing that for?" His response, "So that I can't hear you"!

Although there were several Listeners still to see by the end of 2015, we were encouraged to continue.

Donations and Fundraising

Personal donations decreased by around £300 compared to last year, corporate donations increased by about £2,400, and we also benefitted from a £500 legacy from the estate of a former Listener. Donations were received during the year from the Celtic Lodge 291, the John Menzies Charitable Trust, the Capital Theatre Group, and from Easy Fundraising.

We continue to undertake paid transcription work, with a noticeable increase in income from that source in the past year, though the increase is at least as much due to the timing of a small number of large contracts as to any sustained increase in the work, and so may not be repeated next year.

As ever, our thanks are due to all of our donors and transcription Volunteers.

Financial Results

The Receipts & Payments Account shows that there was a deficit of £1,848 this year compared with a surplus of £2,201 in 2014. The deficit this year is almost entirely due to the expenditure associated with the introduction of Lothiansound delivery on memory sticks, with the short-term aim of removing cassette-based delivery, and the longer-term aim of removing delivery on CD.

The Statement of Balances shows that Lothiansound has unrestricted reserves of £18,852 and is 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 £18,852, representing about 22 months of expenditure (averaged over the last 2 years). A relatively high level of reserves is required since none of the charity's income is guaranteed and can fluctuate from year to year, and we use equipment with a very high purchase cost, any of which may require to be replaced at short notice.

It should be noted that while reserves have fallen £1,848 over the past year, this has arisen as a result of a considered decision to move away from delivery on cassette tape and to delivery on memory stick. This has reduced our dependence on very high-cost cassette duplication equipment, and therefore reduces the extent of reserves required to cover equipment maintenance and replacement costs.

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 must 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.

Approved by the Trustees on 16 March 2016 and signed on their behalf in Edinburgh

Janelle Scotland, Chair

Report of the Independent Examiner to the Lothiansound Trustees

I report on the accounts of the charity for the year ended 31 December 2015 which are set out on pages 8 to 8.

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 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.

Barrie Wilkinson, Independent Examiner

Date: 06 April 2016

Receipts and Payments Account**Year ended 31 December 2015**

	2015	2014
	£	£
Receipts		
Donations	6,011	3,870
Legacies	500	0
Work Done for other bodies	5,624	4,022
Bank interest	37	26
Conference expenses	7	0
Other income	113	90
<i>Total Receipts</i>	<u>12,292</u>	<u>8,008</u>
Payments		
Tapes, CDs, Memory Sticks and wallets	2,972	1,473
Accommodation costs	2,400	2,400
Utilities – Telephone, Internet	508	423
Insurance	298	294
Stationery, postage and office expenses	506	477
Catering	0	7
Repairs to equipment	163	18
ASTN Conference expenditure	245	195
Subscriptions	42	42
Other expenditure	0	11
<i>Total cost of charitable activities</i>	<u>7,134</u>	<u>5,340</u>
Cost of AGM	200	188
Purchase of equipment	1,320	0
Purchase of Memory Stick Players	5,486	279
<i>Total Payments</i>	<u>14,140</u>	<u>5,807</u>
Surplus/(Deficit) for the year	-1,848	2,201
Cash funds at start of the year	20,700	18,499
Cash funds at end of the year	18,852	20,700

All funds are classified as unrestricted.

Statement of Balances

as at 31 December 2015

	Unrestricted Funds 2015	Unrestricted Funds 2014
	£	£
Bank Balances	18,852	20,700
Debtors		
Sums due for work done for third parties	855	2,004
Tangible Assets		
Equipment at written-down value	1,738	1,267

Approved by the Trustees on 16 March 2016 and signed on their behalf by

Janelle Scotland, Chair