Lothiansound

Trustees' Report and Accounts

Year ended 31 December 2023

Scottish Charity Number SC002810

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Legal and Administrative Information

Constitution

Lothiansound was inaugurated under a Constitution dated and approved on 18 February 1988. Since then there have been several amendments and the present Constitution was adopted on 23 April 2022.

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:

Peter Bell	Chair	Re-elected April 2022
Elspeth Brown	Listener Member	Re-elected April 2022
Prue McLaughlin	Vice-Chair	Re-elected April 2023
Andrew Melville	Treasurer	Re-elected April 2023
Eric Mulholland	Secretary	Re-elected April 2022
James Power	Member	Re-elected April 2023

Under paragraph 6 of the Constitution, Trustees are elected at the Annual General Meeting. 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

Up to 28 February 2023: 16 West Savile Road, Edinburgh EH16 5NQ
From 1 March 2023: Gillis Centre, 100 Strathearn Road, Edinburgh EH9 1BB

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 2023. 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. We also took a stand at the Edinburgh See and Hear Day in September 2023. The weekly edition is also uploaded to the British Wireless for the Blind Fund (BWBF) site for users of the smartphone apps developed by the BWBF and for Alexa users. It is also available via a link on the Lothiansound website.

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. The Executive Committee currently meets six times a year.

Review of Activities

On 30 January 2023 recording of Lothiansound moved to Red Dot Radio at the Western General Hospital for which we must thank Jim Sheach, one of our sound engineers, who made the arrangements and has trained our readers and other sound engineers on the use of Red Dot's equipment. So far this arrangement has been very successful but we have unfortunately lost some volunteers for whom this location was not convenient or appropriate.

Administration, Copying and general office matters moved to the Gillis Centre in Strathearn Road in stages during February 2023. We cleared Barrie House on 28th February 2023. Administration and Copying were previously conducted on Mondays and Wednesdays respectively but have now been combined and carried out at the Gillis Centre on Wednesdays. This is the first time we have operated from two sites but so far it has not caused us any material issues.

Donations and Fundraising
Donations showed a further increase compared to last year with some very generous donations being received during the year. There was a fall in corporate donations.

Transcription work continued on a regular basis during the year though not at the same level as in the previous year.

Financial Results The deficit increased from £976 in 2022 to £1,909 in 2023. This was mostly related to the costs of the move from Barrie House.

The Statement of Balances shows that Lothiansound has unrestricted reserves of £25,780 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 £25,780. A relatively high level of reserves is required. As can be seen from the results of the last few 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 have separated our operations and relocated to two new locations at increased annual costs 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: 1 March 2024

Report of the Independent Examiner to the Lothiansound Trustees

I report on the accounts of the charity for the year ended 31 December 2023 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 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.

……. Independent Examiner

Duncan Craig FMAAT CA

Date: 2 March 2024

Receipts and Payments Account

Year ended 31 December 2023

	Notes	2023 £	2022 £
Receipts			
Donations	3	2,972	1,824
Work Done for other bodies	4	469	900
Bank interest	5	336	123
Other income	6	-	251
Total Receipts		3,777	3,098
Payments			
CDs for Work Done for other bodies	7	0	0
Accommodation costs	8	3,447	2,400
Utilities – Telephone, Internet	9	202	679
Insurance		319	404
Stationery, postage and office expenses		347	360
Cleaning		45	25
Repairs to equipment		36	30
Subscriptions		42	42
PAT Testing		125	0
Other expenditure		43	25
Costs of move		917	0
Total cost of charitable activities		5,523	3,965
Governance	11	0	0
Purchase of equipment		163	109
Purchase of Memory Stick Players	13	0	0
Total Payments		5,686	4,074
(Deficit) for the year		(1,909)	(976)
Cash funds at start of the year		27,689	28,665
Cash funds at end of the year	14	25,780	27,689

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 2023

	2023 £	2022 £
Bank Balances	25,780	27,689

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 1 March 2024 and signed on their behalf by

……

Peter Bell, Chair

Notes to the Accounts for the year ended 31 December 2023

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:

	2023	**2022**
	£	£
Individual (including tax recovered)	2,375	815
Corporate	597	1,009
	2,972	**1,824**

4 WORK DONE FOR OTHER BODIES

	2023	**2022**
	£	£
Capital Theatres Trust	469	900
	469	**900**

5 BANK INTEREST

	2023	**2022**
	£	£
Royal Bank of Scotland	23	4
Skipton Building Society	218	68
Shawbrook Bank (CAF 60 day account)	49	30
Virgin Money	46	21
	336	**123**

6 OTHER INCOME

	2023	**2022**
	£	£
Sale of tapes	-	251

7 RECORDABLE MEDIA and WALLETS

	2023	2022
Listeners	£	£
CDs	0	0
Wallets and Card Holders	0	0
Tapes	0	0
Memory sticks	0	0
	0	**0**
Work Done for other bodies		
CDs, primarily for work done for other bodies (see Note 4) are shown separately in the Income and Expenditure Account on page 7	**0**	**0**

8 ACCOMMODATION COSTS

	2023	2022
	£	£
Rent	3,447	2,400

9 INTERNET, TELEPHONE COSTS

	2023	2022
	£	£
Telephone & Internet	202	679

10 TRUSTEES' REMUNERATION

Neither the Trustees nor any persons connected with them have received any remuneration during the year (2022 - £nil).

11 GOVERNANCE

	2023	2022
	£	£
Catering and use of room for AGM	0	0
Independent Examiner's fee	0	0
	0	**0**

12 TANGIBLE FIXED ASSETS: RECORDING EQUIPMENT ETC.

The net estimated realisable value of tangible fixed assets at 31 December 2023, 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 are donated to Lothiansound Listeners, so are not capitalised. There was no need to purchase memory stick players during 2019-2022 or in 2023.

14 UNRESTRICTED FUNDS: MOVEMENT IN CASH FUNDS

	2023	2022
	£	£
At 1st January	27,689	28,665
Receipts for the year	3,777	3,098
Payments for the year	-5,686	-4,074
At 31st December	25,780	27,689