



## Trustees' Annual Report and Financial Review 2020-21

ClearVision Project,  
Linden Lodge School, 61 Princes Way, London SW19 6JB  
Reg. Charity No. 1012850

### About ClearVision and our work



**Our Aims:** To promote literacy and a love of books in children and adults who are blind or have a sight impairment. To campaign for the availability of books in accessible formats for all people with sight impairment. To promote the provision, teaching, use and enjoyment of braille, Moon, and tactile illustrations.

**What we do:** ClearVision provides children who have a sight impairment with a way to experience the excitement, comfort and pleasure of sharing books with their sighted parents, siblings, teachers and peers. We also give adults with sight impairment the means to read

with sighted children, improving children's literacy and allowing families to enjoy together one of the great pleasures of childhood.

**How we achieve this:** We do this by operating a lending library of dual-format books in print and braille. Having print, braille (or Moon, an easier alternative to braille) and pictures together on the page allows these books to be shared by people with sight impairment and sighted people reading together. We also have a collection of around 1000 handmade tactile image books which are loaned through schools and Sensory Support services. These allow children to build up their touch skills in preparation for learning braille, whilst enjoying and benefitting from pictures, just as their sighted peers do. They are also a vital resource for children whose additional disabilities mean they may not become readers in the conventional sense, but hugely benefit from exploring the pictures whilst the words are read to them. ClearVision's books are produced by three self-employed braille transcribers, a self-employed blind proofreader, a prison braille unit and a number of volunteers. The project is run by a full-time Director and library borrowing administered by a part-time Library Administrator. We benefit from the help of a one-day-a-week Fundraiser. Our move to new library software is being supported by a part-time Data Administrator.

**Our Trustees:** The work of the charity is directed by the board of Trustees: Timothy Richmond (Chair); Christina Matawa (Secretary); Kathleen Gaster; Joyce Allinson; Rosalyn Gibbons, Louise Jeynes, Chamandeep Singh Grover and Alister Riedl. All

the Trustees have personal and/or professional knowledge of the education of children with sight impairment. Most have additional management experience.

**Our Patron:** We continue to enjoy the enthusiastic support of our patron, former Children's Laureate Anne Fine, OBE.

### **Our Work This Year**

This year has seen us conquer unprecedented challenges as a result of the COVID-19 pandemic. Despite everything we have continued to operate our library service and continued to develop our library, thinking ahead to meet future need whilst adapting our operations to meet the needs of hundreds of sight-impaired children suddenly learning at home. Without access to their usual face-to-face support from specialist



teachers, teaching assistants and in-school resources, it fell to these children's sighted parents to help continue their education. This made access to our books, with their format which allows sight-impaired and sighted people to read together, more important than ever. We also supported many braille reading parents home-educating their sighted children, and sight-impaired grandparents who had taken on full-time care for young grandchildren when schools and nurseries closed.

Our library resides in the grounds of a Special Needs school which from 19<sup>th</sup> March was completely closed under Government regulations. The phone-calls and emails we received requesting extra books during this time meant that simply shutting down operations was not an option. Staff ran the library service from their homes throughout the first lockdown, with books placed in quarantine and sanitised to protect both borrowers and staff. During the second lockdown, with schools allowed to remain open, some staff returned to the library with extra health and safety measures in place, with those who needed to shield continuing to work from home. Incredibly, even with the constraints of the pandemic, we were able to loan 4422 books to 189 families and 134 institutions. We have even continued to welcome new borrowers!

The feedback from our borrowers has been hugely positive. Schools in particular have appreciated our flexibility, as we've worked to ensure the right books reach the right children regardless of where they're being taught. In many cases our communication with busy teachers has been improved by the necessity of frequent phone conversations, and this has continued even after children returned to school.

Many borrowers commented on how vital our service has been to their wellbeing. Several older library members spoke of how our books let them stay connected, reading daily to grandchildren via Zoom or Skype, supporting their families and also lessening their own isolation.

A postal library is in many ways perfect during lockdown: exciting new books delivered to the doors of people who can't leave home; fresh entertainment in a time of low stimulation- but also old favourites providing comforting bedtime stories in a period of huge anxiety. A way to continue to educate children for the future, at a time when nobody is sure what the immediate future may hold. We are immensely proud to have facilitated this.



### **Development of our library offer**

Despite the huge disruption, we have continued to progress with our plans to put our catalogue online, so that borrowers can browse titles and request books. We have moved to a new library software system and overcome the not inconsiderable difficulties of transferring all our book and borrower records from a very outdated system to a more efficient one. We also took the opportunity to contact all our borrowers, advising them of this process and updating their contact details. Once this had taken place, we began work on the online catalogue, adding additional information to make each book record fully accessible to our borrowers who use screen-reading technology to access the internet. In conjunction with this, we have continued to develop our new website, which will eventually host the catalogue. This is a long process but we are making excellent progress and look forward to trialing the catalogue with a focus group of borrowers next year.





### **Our contributions to wider work:**

We continue to work closely with other organisations providing books in accessible formats, including the RNIB, Calibre audio library, Guide Dogs and Living Paintings, and with VIEW (the professional body for specialist teachers of people with vision impairment). To enhance our outreach, we have provided videos and virtual presentations at several online events, including the

VIEW Conference, Sight Village Virtual and Retina UK Conference.

We continue to sit on the board of Share the Vision, an organisation which widens access to public libraries for individuals who are unable to use regular print books, and support the UK Association for Accessible Formats.

**Restricted funds:** The 'My Home Library' protected fund continues to pay for a present of four free dual format print/braille books to every young braille reader who joins the ClearVision library. The scheme was initiated by our Patron, author Anne Fine, during her period as Children's Laureate. The Ulverscroft Foundation continues to support the ongoing provision of this deeply appreciated gift.

We are a member of the Moon Forum and retain a protected fund to support the Moon Literacy website and enable us to write and distribute the Moon Mag magazine. These activities support the aims of the Moon Forum to promote Moon as an invaluable alternative for those who cannot learn braille.

### **Our Supporters and Finance**

**Our supporters:** We have been fortunate this year to receive financial support from the Sobell Foundation, the R.S. MacDonald Foundation, the Donald Forrester Trust, the Weinstock Foundation, the Worshipful Company of Spectacle Makers, the Gilchrist Education Trust, the Taylour Foundation, the John Thaw Foundation, the Woodroffe Benton Foundation, the National Lottery Covid Response Fund, the C.M. Lowe Charitable Trust, the Green Hall Foundation, the Travers Smith Foundation, the Sir Jules Thorne Charitable Trust and a final trust who wish to remain anonymous. We are very grateful to these organisations, as well as the many individuals and institutions whose donations have enabled us to continue bringing the joy of shared stories to so many families.

**Our Reserves Policy:** ClearVision is a small charity, currently growing to meet demand, investing in an online catalogue and in the diversification of its income sources. To achieve this, and to mitigate the risk of only having a small staff (which makes us vulnerable to long-term illness or injury) and to external factors such as the COVID-19 pandemic, we have adopted a cautious reserves policy. This policy is to

hold in reserve one year of our projected year's operating costs, £120,000 for 2021/22. At the end of 2020/21 we have achieved this goal.

**Investment Policy:** the Trustees have considered the most appropriate policy for investing surplus funds and do not see fit to invest in the stock market because of the high risks associated with fluctuating economic market conditions. Instead the charity adopts a policy of keeping some surplus funds in short-to-medium term deposits with its bankers, which can be accessed readily. To maximise interest, £38,971.63 is currently held in a thirty-day notice Clubs & Charities Account. The Trustees are aware of the desirability of spreading savings between different banking groups.

**Risk, reporting and responsibility:** the responsibility for the management and control of the charity rests with the trustees and they are fully involved in the key aspects of the risk management process. Risks are considered in all aspects of the work of the charity, and include governance, operational, financial and compliance risks, as well as risks arising from external factors. Potential risk areas and mitigation strategies (including the Reserves Policy) are reviewed a minimum of once a year.

The Trustees are satisfied that systems are in place to mitigate exposure to any significant risks.

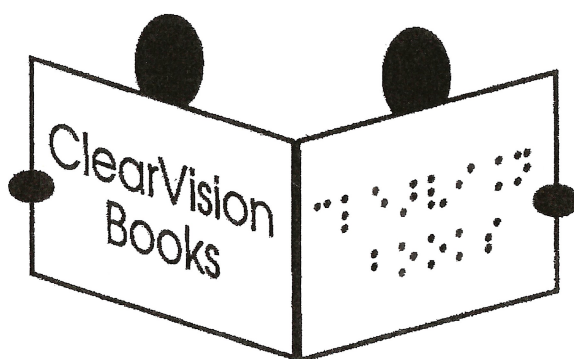
We are pleased to confirm that there are no serious incidents that we should have brought to the attention of the Commission but have not been.

Signed by

L. H. Ketchum.

Chair, on behalf of the Trustees on 9<sup>th</sup> July 2021.

**CLEARVISION PROJECT**  
**ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2021**



**REGISTERED CHARITY NUMBER 1012850**

## **CLEARVISION PROJECT**

### **ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

#### **Contents**

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**CLEARVISION PROJECT**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021**

	Unrestricted Funds £	Restricted Funds £	2021 Total amount £	2020 Total amount £
<b>Receipts</b>				
<b>Donations :</b>				
Voluntary donations	12,041	-	12,041	9,434
Grants from Charitable Trusts and Foundations	61,434	1,000	62,434	104,007
	<u>73,475</u>	<u>1,000</u>	<u>74,475</u>	<u>113,441</u>
<b>Operating activities to further charity's objects:</b>				
Subscriptions	7,650	-	7,650	10,450
Refunds for lost/damaged books	34	-	34	215
Net proceeds from Christmas card sales	8	-	8	200
Gift Aid tax recovered	958	-	958	1,203
	<u>8,650</u>	<u>-</u>	<u>8,650</u>	<u>12,068</u>
Investment income receipts	216	-	216	396
<b>Total Receipts</b>	<u>82,341</u>	<u>1,000</u>	<u>83,341</u>	<u>125,905</u>
<b>Payments</b>				
<b>Charitable payments</b>				
Labour costs re-book production	7,565	-	7,565	9,651
Tactile book competition costs	-	-	-	586
Assets acquired for charity's own use	90	-	90	1,050
Books and materials	3,608	67	3,675	5,694
Telephone, internet, printing, postage & stationery	1,007	-	1,007	1,629
Computer software and support costs	3,531	3,097	6,628	851
Insurance	1,067	-	1,067	976
Repairs and maintenance	205	-	205	211
Exhibition	40	-	40	2,015
Office salaries and social security costs	41,888	-	41,888	56,780
Staff pension costs	1,896	-	1,896	2,896
Office sundries and administration	23	-	23	47
Professional consulting fees	-	6,997	6,997	-
Conference & meeting costs	-	-	-	39
Contribution to campaign costs	-	-	-	85
Workshop talk costs	-	-	-	120
Ground rent	500	-	500	-
<b>Cost of raising funds</b>				
Professional fund raising fees	9,676	-	9,676	8,330
<b>Governance</b>	5,500	-	5,500	5,700
<b>Total Payments</b>	<u>76,596</u>	<u>10,161</u>	<u>86,757</u>	<u>96,660</u>
<b>Net receipts before transfers</b>	5,745	-9,161	-3,416	29,245
<b>Gross transfers between funds (see note 1 below)</b>	630	-630	-	-
<b>Net Receipts for the year</b>	<u>6,375</u>	<u>-9,791</u>	<u>-3,416</u>	<u>29,245</u>

**Note:**

1. The number of children who have received books as part of the My Home Library Scheme was 7. A transfer from this Restricted Fund to the Unrestricted Fund totalling £630 at £90 per child was made during the year.



**CLEARVISION PROJECT**  
**BALANCE SHEET AS AT 31 MARCH 2021**

	£	£	Y/E 31.3.20 £
<b>FIXED ASSETS</b> (page 4)			
Cost		58,550	48,574
Less: Depreciation		<u>-41,177</u>	<u>-31,985</u>
		17,373	16,589
<b>CURRENT ASSETS</b>			
Debtor	-		
Stock	139		
Cash	100		
Bank	<u>147,902</u>		
		148,141	146,544
<b>CURRENT LIABILITIES</b>			
Deferred grant received		-15,000	-
<b>NET ASSETS</b>		<u>150,514</u>	<u>163,133</u>

**REPRESENTED BY:**

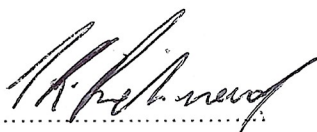
**Unrestricted Funds** (Page 3)


General Fund Balance	b/fwd	110,495	110,443
Net receipts for year	6,375		
Add: Assets acquired costs	<u>90</u>		
	6,465		
Less: Depreciation charge for year	<u>-667</u>		
		5,798	52
General Fund Balance		<u>116,293</u>	<u>110,495</u>

**Restricted Funds** (Page 3)

Restricted Fund Balance	b/fwd	52,638	
Net payments for year	<u>-19,778</u>		
	32,860		
Add: Assets acquired costs	<u>9,987</u>		
	42,847		
Less: Depreciation charge	<u>-8,626</u>		
		34,221	52,638
		<u>150,514</u>	<u>163,133</u>

Approved by the Board of Trustees on... 09/07/21... and signed on its behalf by

Trustee 

Trustee 

**CLEARVISION PROJECT**  
**YEAR ENDED 31 MARCH 2021**

**Restricted Fund**

	Balance 1 April 2020 £	Movements in Resources		Balance 31 March 2021 £
		Incoming £	Outgoing £	
My Home Library Scheme	2,430	-	-697	1,733
The Moon Forum Fund	617	-	-	617
Heritage Cirqa Library Management System and Services Fund	34,040	1,000	-20,081	14,959
Total	<u>37,087</u>	<u>1,000</u>	<u>-20,778</u>	<u>17,309</u>

**My Home Library Scheme**

ClearVision is administering this scheme for Anne Fine.

**Moon Forum Fund**

The Moon Forum Fund relates to the activities of the Moon Forum, a group of organisations including RNIB, involved in the promotion and production of Moon.

**Heritage Cirqa Library  
Management System and Services Fund**

Heritage Cirqa Library Management System and Services Fund is set up for the upgrading of the library software and putting the catalogue online (The Heritage Project).

**ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed Assets £	Current Assets £	Total Amount £
Unrestricted Funds	461	115,832	116,293
Restricted Funds	16,912	17,309	34,221
	<u>17,373</u>	<u>133,141</u>	<u>150,514</u>

Fixed assets under Restricted Funds of £16,912 represent: -

- 1) the net book value of the premises at 61 Princes Way London SW19 6JB which is occupied and wholly owned by ClearVision Project amounting to £7,434.
- 2) the net book value of Heritage Cirqa Library Management and Services amounting to £9,478.

**CLEARVISION PROJECT**  
**YEAR ENDED 31 MARCH 2021**

**FIXED ASSETS**

	Office Hut	Equipment	Fixtures & Fittings	Heritage Cirqa Library Management System & Services	Total amount
	£	£	£	£	£
<b>Cost</b>					
At 1 April 2020	36,999	1,972	1,143	8,460	48,574
Elimination		-101			-101
Additions	-	90	-	9,987	10,077
At 31 March 2021	36,999	1,961	1,143	18,447	58,550

**Accumulated  
Depreciation**

At 1 April 2020	27,088	998	1,079	2,820	31,985
Elimination		-101			-101
Charge for year	2,477	654	13	6,149	9,293
At 31 March 2020	29,565	1,551	1,092	8,969	41,177

**Net Book Value**

At 1 April 2020	9,911	974	64	5,640	16,589
At 31 March 2021	7,434	410	51	9,478	17,373

**CLEARVISION PROJECT**  
**(Charity Number 1012850)**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**CLEARVISION PROJECT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 1 to 4.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with 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 130 of the 2011 Act
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met.
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*B. Gabriel*

Mrs. Barbara Gabriel  
Chartered Accountant  
156 Clarence Avenue  
New Malden KT3 3DY

Date 12/07/21