



## **Trustees' Annual Report and Financial Review 2021-22**

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

### **About ClearVision and our work**

**What we do:** We believe everyone should be able to experience the excitement, comfort and pleasure of sharing books with others. We give children who have a sight impairment a way to share stories 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 adding braille to conventional children's books, and operating a postal lending library of these books, supplying them to families, schools, sensory support services, public libraries and other organisations all across the UK and Ireland. 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 800 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 who read large print but don't have enough vision to enjoy conventional pictures, and to children and teenagers whose additional disabilities mean they may not read the words, 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. Our move to new library software is being supported by a part-time Project Officer.

**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.

**Our Trustees:** The work of the charity is directed by the board of Trustees: Timothy Richmond (Chair); Christina Matawa (Secretary); Peter Flynn (Treasurer); 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 has been a year of growth and development for ClearVision as we've forged ahead with our work despite staff shortages, illness and injury, in a world slowly starting to right itself following the covid-19 pandemic. Our strengths as a postal library have continued to be appreciated particularly by our most vulnerable borrowers, many of whom continue to shield. We've worked in a flexible way to support them, but also to reach out and welcome 92 new borrowers, some of whom we've been excited to meet at face-to-face events!

This year we've loaned a total of 4957 books to 503 borrowers: 296 families, 167 schools (most with multiple children accessing our books), 9 public libraries and 31 Sensory Support Services; from Cornwall up to the Scottish Highlands, from Cork to Kent.



We're keen to understand the impact of the ClearVision library on the children and families who use it. We seek feedback on a continual basis, but this year also conducted a survey of our borrowers, and were delighted by what they had to say. An astonishing:

**92%** said that ClearVision books have helped their child's education, learning or development

**89%** said that using our books helped their child feel more included, at home, school or with friends, with 70% saying it made them feel much more included

**86%** said that since joining our library, their child/ren had become more enthusiastic about sharing, reading or exploring books

**92%** of our family borrower respondents said they enjoyed sharing our books with their family.

This is incredibly positive; solid confirmation that our library works well and is having the impact we'd envisaged.



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

This year we've added nearly 400 new books to our library, to ensure that our borrowers can share the same current titles as their sighted peers. We have been working especially on enhancing our non-fiction offering, and providing a new collection of short chapter books in double-lined spacing for children whose physical disabilities, such as cerebral palsy, make it

hard for them to read regular-spaced braille.

In addition to this we have been working to ensure that all our borrowers can find themselves and their families represented in our books.

ClearVision has historically had an excellent record of reflecting its readership in the books it offers, particularly relating to disability, but children's publishing has seen a narrowing in representation in the past

two decades, especially as regards race. Shockingly, less than 1% of children's books currently available in the UK have a main character who is a person of colour. This means that some of our borrowers are only seeing their ethnicity or culture reflected in our older bookstock. This may seem unimportant for children who can't see illustrations, but it isn't: our books are for sharing between people with and without sight, and the conversations children and adults have around what they're reading together are a vital part of the experience. With this in mind we have sought new titles which represent a wide variety of races and ethnicities, religious festivals, relationships and family types. The feedback we have had from borrowers shows this is already having an impact. One mother rang to tell us how moved she was to hear her (adopted) son remark, casually, "that's just like us, Mum".

We've also steamed ahead with our project to put our catalogue online, so that borrowers can browse titles and request books. Our Project Officer has made huge progress in developing the online catalogue, adding photos of each book (including our collection of over 800 tactile image books, most of which are unique) and picture descriptions to ensure the records are fully accessible to our borrowers who use screen-reading technology to access the internet.

**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). We have provided videos and virtual presentations at several online events, including the VIEW Conference, Retina UK Conference and on teacher training courses for specialist teachers.

We continue to support the UK Association for Accessible Formats, and sit on the board of Share the Vision, an organisation which widens





access to public libraries for those unable to use regular print books. We are proud to have contributed to education tools which ensure that every member of public library staff should know about not only our work, but all the options available to readers for whom conventional print books are inadequate.

**Restricted funds:** The 'My Home Library' fund continues to pay for a gift 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 generously continues to support the provision of this much-appreciated present.

We retain a protected fund on behalf of the Moon Forum, to enable us to write and distribute the Moon Mag magazine. This supports 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 Garfield Weston Foundation, the Sobell Foundation, the R.S. MacDonald Foundation, the Masonic Charitable Foundation, the True Colours Trust, BBC Children In Need, the Prince of Wales' Charitable Fund, the Shanly Foundation, the Douglas Arter Foundation, Groundwork/Tesco Bags of Help, the Gallus Trust, the 1961 Charitable Trust, Baron Davenport's Charity, the John Horniman Children's Trust, Grocers' Hall, the Stanley Grundy Foundation, the Hedley Foundation, the John Thaw Foundation, the Theodore Maxxy Foundation, the BNI Foundation, Anton Jurgens Charitable Foundation, the Worshipful Company of Spectacle Makers, the Taylour Foundation, Leeds Building Society and a final trust who wish to remain anonymous. We are deeply grateful to these organisations, as well as the many individuals and institutions whose donations have helped us to give so many families the pleasure of sharing stories.

**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 unpredictable 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, £114,000 for 2022/23. At the end of 2021/22 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, £39,147 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, who 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 which should have brought to the attention of the Charity Commission but have not been.

Signed by



Chair

on behalf of the ClearVision Trustees on 15/07/22

**CLEARVISION PROJECT**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

**REGISTERED CHARITY**  
**NUMBER 1012850**

**CLEARVISION PROJECT**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

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**CLEARVISION PROJECT**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022**

	Unrestricted Funds £	Restricted Funds £	2022 Total amount £	2021 Total amount £
<b>Receipts</b>				
<b>Donations :</b>				
Voluntary donations	9,547	-	9,547	12,041
Grants from Charitable Trusts and Foundations	79,123	4,000	83,123	62,434
	<u>88,670</u>	<u>4,000</u>	<u>92,670</u>	<u>74,475</u>
<b>Operating activities to further charity's objects:</b>				
Subscriptions	5,950	-	5,950	7,650
Refunds for lost/damaged books	126	-	126	34
Net proceeds from Christmas card sales	6	-	6	8
Gift Aid tax recovered	890	-	890	958
	<u>6,972</u>	<u>-</u>	<u>6,972</u>	<u>8,650</u>
Investment income receipts	184	-	184	216
<b>Total Receipts</b>	<u>95,826</u>	<u>4,000</u>	<u>99,826</u>	<u>83,341</u>
<b>Payments</b>				
<b>Charitable payments</b>				
Labour costs re-book production	9,975	-	9,975	7,565
Assets acquired for charity's own use	55	-	55	90
Books and materials	3,462	-	3,462	3,675
Telephone, internet, printing, postage & stationery	806	-	806	1,007
Computer software and support costs	670	3,242	3,912	6,628
Insurance	1,222	-	1,222	1,067
Repairs and maintenance	543	-	543	205
Exhibition	427	-	427	40
Office salaries and social security costs	60,902	12,711	73,613	41,888
Staff pension costs	2,528	408	2,936	1,896
Office sundries and administration	57	-	57	23
Training	64	-	64	-
Professional consulting fees	-	1,809	1,809	6,997
Conference & meeting costs	6	-	6	-
Ground rent	500	-	500	500
<b>Cost of raising funds</b>				
Professional fund raising fees	3,630	-	3,630	9,676
<b>Governance</b>	5,050	-	5,050	5,500
<b>Total Payments</b>	<u>89,897</u>	<u>18,170</u>	<u>108,067</u>	<u>86,757</u>
<b>Net Payments before transfers</b>	5,929	-14,170	-8,241	-3,416
<b>Gross transfers between funds (see note 1 &amp; 2 below)</b>	1,735	-1,735	-	-
<b>Net Payments for the year</b>	<u>7,664</u>	<u>-15,905</u>	<u>-8,241</u>	<u>-3,416</u>

**Note:**

1. The number of children who have received books as part of the My Home Library Scheme was 19. A transfer from this Restricted Fund to the Unrestricted Fund totalling £1,710 at £90 per child was made during the year.
2. £25 was transferred from the Moon Forum Fund to cover the costs of packaging for the Moon magazine.

**CLEARVISION PROJECT**  
**BALANCE SHEET AS AT 31 MARCH 2022**

	£	£	Y/E 31.3.21 £
<b>FIXED ASSETS</b> (page 4)			
Cost		57,784	58,550
Less: Depreciation		<u>-49,390</u>	<u>-41,177</u>
		8,394	17,373
<b>CURRENT ASSETS</b>			
Debtor	500		-
Stock	136		139
Cash	100		100
Bank	<u>124,164</u>		<u>147,902</u>
		124,900	148,141
<b>CURRENT LIABILITIES</b>			
Deferred grant received		-	-15,000
<b>NET ASSETS</b>		<u>133,294</u>	<u>150,514</u>

**REPRESENTED BY:**

**Unrestricted Funds** (Page 3)

General Fund Balance	b/fwd	116,293	110,495
Net receipts for year	7,664		6,375
Add: Assets acquired costs	<u>55</u>		<u>90</u>
	7,719		6,465
Less: Depreciation charge for year	<u>-408</u>		<u>-667</u>
		7,311	5,798
General Fund Balance		<u>123,604</u>	<u>116,293</u>

**Restricted Funds** (Page 3)

Restricted Fund Balance	b/fwd	34,221	52,638
Net payments for year	<u>-15,905</u>		<u>-19,778</u>
	18,316		32,860
Add: Assets acquired costs	<u>-</u>		<u>9,987</u>
	18,316		42,847
Less: Depreciation charge	<u>-8,626</u>		<u>-8,626</u>
		9,690	34,221
		<u>133,294</u>	<u>150,514</u>

Approved by the Board of Trustees on 15/7/22 and signed on its behalf by

Trustee 

Trustee 

**CLEARVISION PROJECT**  
**YEAR ENDED 31 MARCH 2022**

**Restricted Fund**

	Balance 1 April 2021 £	Movements in Resources Incoming £	Outgoing £	Balance 31 March 2022 £
My Home Library Scheme	1,733	-	-1,710	23
The Moon Forum Fund	617	-	-25	592
Heritage Cirqa Library Management System and Services Fund	14,959	4,000	-18,170	789
Total	<u>17,309</u>	<u>4,000</u>	<u>-19,905</u>	<u>1,404</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	108	123,496	123,604
Restricted Funds	8,286	1,404	9,690
	<u>8,394</u>	<u>124,900</u>	<u>133,294</u>

Fixed assets under Restricted Funds of £8,286 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 £4,957.00.
- 2) the net book value of Heritage Cirqa Library Management and Services amounting to £3,329.00.

**CLEARVISION PROJECT**  
**YEAR ENDED 31 MARCH 2022**

**FIXED ASSETS**

	Office Hut	Equipment	Fixtures & Fittings	Heritage Cirqa Library Management System & Services	Total amount
	£	£	£	£	£
<b>Cost</b>					
At 1 April 2021	36,999	1,961	1,143	18,447	58,550
Elimination		-821			-821
Additions	-	55	-	-	55
At 31 March 2022	36,999	1,195	1,143	18,447	57,784
<b>Accumulated Depreciation</b>					
At 1 April 2021	29,565	1,551	1,092	8,969	41,177
Elimination		-821			-821
Charge for year	2,477	398	10	6,149	9,034
At 31 March 2022	32,042	1,128	1,102	15,118	49,390
<b>Net Book Value</b>					
At 1 April 2021	7,434	410	51	9,478	17,373
At 31 March 2022	4,957	67	41	3,329	8,394



**CLEARVISION PROJECT  
(Charity Number 1012850)  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CLEARVISION PROJECT  
FOR THE YEAR ENDED 31 MARCH 2022**

I report on the accounts of the charity for the year ended 31 March 2022, 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 18-7-22

