

Trustees' Annual Report and Financial Review 2022-23

**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. Specific projects are 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 Jaynes; Chamandeep Singh Grover, Leonie Masterson and Hassan Khan. All the Trustees have personal and/or professional knowledge of the education of children with sight impairment; three are former ClearVision borrowers and have sight impairment. Most have additional management experience.

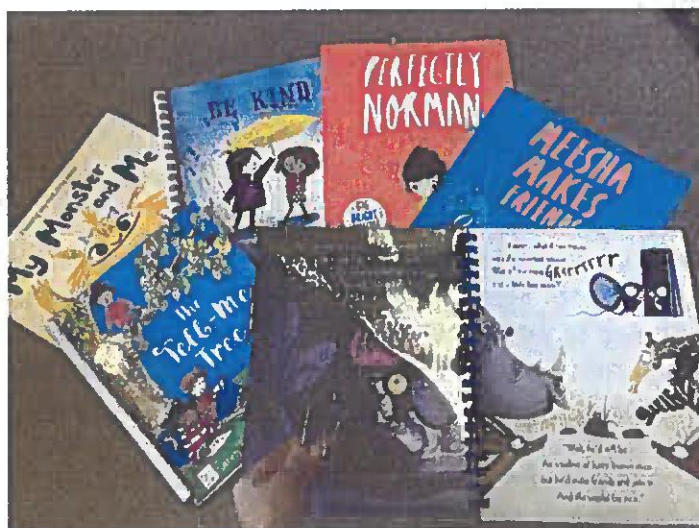
Our Patron: We continue to enjoy the enthusiastic support of our patron, former Children's Laureate Anne Fine, OBE.

Our Work This Year

This year we've continued to develop our library to meet the needs of our borrowers, supporting 321 families and 204 organisational borrowers such as nurseries, schools, public libraries and Sensory Support Services. Most of these work with multiple children or young people, meaning that our reach is far wider than these figures suggest, not even including the large number of sighted children who our borrowers have partnered with to share books in the classroom. We know that although we might officially be loaning one of our beautiful tactile books to the one child in a class who has sight impairment, their exciting, inviting nature means that the child's peers will all want to share it with them! This is of course part of the point: our books are *for* sharing, the role they play in inclusion in the classroom, engagement with peers and improving the wellbeing of our borrowers is deeply important.

The number of children and young people being diagnosed with mental health difficulties is growing nationally, and people with sight loss are twice as likely to suffer from depression as the sighted population. Young people are especially vulnerable. Children derive pleasure, enjoyment and escapism through books, but also identify with characters and develop their own self-awareness through their reaction to fictional situations.

With this in mind, we've added nearly 400 books to our library this year, including expanding our "Supportive Stories" selection; books which gently tackle subjects such as mental health, managing emotions, empathy and handling uncertainty. The feedback from borrowers' families has been excellent, and in the borrower survey we conducted this year, **94%** of respondents said that having access to our books has made their children feel happier, with **85%** saying it has made them much happier.



95% said that since joining our library, their child/ren had become more enthusiastic about sharing, reading or exploring books, with 80% describing their child as "much more positive".

94% of our family borrower respondents said they enjoyed sharing our books with their family.

This is a significant improvement even on our extremely pleasing results of last year. It demonstrates that our work is engaging and supporting children and young people in just the ways we have anticipated. In particular, the impact on children's education learning and development is incredibly positive, since many of our borrowers have other disabilities as well as sight impairment, including severe learning disabilities. For these children and young people, learning often isn't linear: it may include pauses and setbacks and can be very difficult to measure. To have made a difference to the development of these children which their parents and teachers attribute to our books is a source of real pride for us.

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 Retina UK Conference and on teacher training courses for specialist teachers, and have presented at the VIEW Conference for specialist workers in sight impairment education.

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. This year we sat BookTrust England's selection panel for their specialist book-gifting packs for babies and toddlers with disabilities, including their BookTouch packs for those with sight impairment.

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. For the majority of children, these are the only such books they will ever own. The Ulverscroft Foundation generously continues to support the provision of this much-appreciated present.

We've worked this year on broadening our geographical reach, attending face-to-face events in Cornwall and working with BookTrust Scotland to make the titles in their Read, Write, Count book gifting packs (given to every child in Primary 2 and 3) accessible in our special print-and-braille format. This is particularly important because the focus of these packs is not only getting children enthusiastic about stories, but their parents and carers too: books for sharing are crucial.

Weekly tactile book story sessions at a specialist playgroup for children with sight impairment run by Wandsworth Sensory Support Service and similar playgroups run by Guide Dogs focussing on Habilitation work (which develops children's mobility, navigation and independence) have helped us consider our book offering and how it fits into children's wider development. Discussions with speech and language therapists have led to the development of a collection of tactile books which perfectly support the work these professionals do with young children. Work on creating prototype tactile books which support habilitation work is underway with volunteers from Guide Dogs' staff.



This year we were proud to host the UK judging round of the prestigious Typhlo and Tactus International tactile book competition. A panel of our young borrowers chose five books to send to international judging in Italy, where British books won both first and second prize: a first in the competition's long history. First prize winner Marion Ripley's clever book *Odd* was considered an example of excellence because it created equality amongst readers with and without sight, with each page holding a challenge to be completed by

touch alone. Second prize went to a sewing group which has created tactile books for our collection for nearly a decade. Their hilarious entry, *You Choose*, was based on the game of "would you rather..." and very popular with our young judges. Many competition entrants donated their books to the library, to be enjoyed by children across the UK and Ireland.

Our impact

In addition to the feedback about wellbeing mentioned above, the results of our borrower impact survey were very pleasing:

85% of respondents said that ClearVision books had very much helped their child's education, learning or development

92% said that using our books helped their child feel more included, at home, school or with friends, with 75% saying it made them feel much more included

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 BBC Children In Need, the R.S. MacDonald Foundation, the 1961 Charitable Trust, the Taylour Foundation, the Wilmcote Charitable Trust, the Orr Mack Foundation and many individuals and institutions. We are grateful to their generosity, and that of the late Mr Mark Stanfield Stephenson, whose legacy has also helped us to give so many families the gift of sharing stories this year.

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, £125,100 for 2023/24. At the end of 2022/23 we have come very close to achieving this goal, which we consider very satisfactory given the current fundraising climate.

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, £39,544 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 22nd September 2023.

CLEARVISION PROJECT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

REGISTERED CHARITY
NUMBER 1012850

CLEARVISION PROJECT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

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CLEARVISION PROJECT
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted Funds £	Restricted Funds £	2023 Total amount £	2022 Total amount £
<u>Receipts</u>				
<u>Donations :</u>				
Voluntary donations	8,333	50	8,383	9,547
Grants from Charitable Trusts and Foundations	20,865	-	20,865	83,123
Legacies	52,378	-	52,378	-
	<u>81,576</u>	<u>50</u>	<u>81,626</u>	<u>92,670</u>
<u>Operating activities to further charity's objects:</u>				
Subscriptions	8,601	-	8,601	5,950
Refunds for lost/damaged books	1,210	-	1,210	126
Net proceeds from Christmas card sales	21	-	21	6
Gift Aid tax recovered	1,158	-	1,158	890
	<u>10,990</u>	<u>-</u>	<u>10,990</u>	<u>6,972</u>
Investment income receipts	<u>824</u>	<u>-</u>	<u>824</u>	<u>184</u>
Total Receipts	<u>93,390</u>	<u>50</u>	<u>93,440</u>	<u>99,826</u>
<u>Payments</u>				
<u>Charitable payments</u>				
Labour costs re-book production	8,108	-	8,108	9,975
Assets acquired for charity's own use	-	-	-	55
Books and materials	3,373	-	3,373	3,462
Telephone, internet, printing, postage & stationery	494	-	494	806
Computer software and support costs	4,026	-	4,026	3,912
Insurance	1,461	-	1,461	1,222
Repairs and maintenance	261	-	261	543
Exhibition	1,010	-	1,010	427
Office salaries and social security costs	60,522	-	60,522	73,613
Staff pension costs	3,621	-	3,621	2,936
Office sundries and administration	15	-	15	57
Training	-	-	-	64
Professional consulting fees	-	-	-	1,809
Conference & meeting costs	60	-	60	6
Ground rent	-	-	-	500
Tactile book competition costs	473	-	473	-
<u>Cost of raising funds</u>				
Professional fund raising fees	2,408	-	2,408	3,630
Governance	<u>4,650</u>	<u>-</u>	<u>4,650</u>	<u>5,050</u>
Total Payments	<u>90,482</u>	<u>-</u>	<u>90,482</u>	<u>108,067</u>
Net Surplus for the year	<u>2,908</u>	<u>50</u>	<u>2,958</u>	<u>-8,241</u>

CLEARVISION PROJECT
BALANCE SHEET AS AT 31 MARCH 2023

	£	£	Y/E 31.3.22 £
FIXED ASSETS (page 4)			
Cost		56,734	57,784
Less: Depreciation		<u>-54,203</u>	<u>-49,390</u>
		2,531	8,394
CURRENT ASSETS			
Debtor	4,500		500
Stock	113		136
Cash	100		100
Bank	<u>123,146</u>		<u>124,164</u>
		127,859	124,900
NET ASSETS		<u>130,390</u>	<u>133,294</u>

REPRESENTED BY:


Unrestricted Funds (Page 3)

General Fund Balance	b/fwd	123,604	116,293
Net receipts for year	2,908		7,664
Add: Assets acquired costs	<u>-</u>		<u>55</u>
	2,908		7,719
Less: Depreciation charge for year	<u>-56</u>		<u>-408</u>
		2,852	7,311
General Fund Balance		<u>126,456</u>	<u>123,604</u>

Restricted Funds (Page 3)

Restricted Fund Balance	b/fwd	9,690	34,221
Net receipts for year	<u>50</u>		<u>-15,905</u>
	9,740		18,316
Less: Depreciation charge	<u>-5,806</u>		<u>-8,626</u>
		3,934	9,690
		<u>130,390</u>	<u>133,294</u>

Approved by the Board of Trustees on 22/9/23 and signed on its behalf by

Trustee 

Trustee 

CLEARVISION PROJECT
YEAR ENDED 31 MARCH 2023

Restricted Fund

	Balance 1 April 2022 £	Movements in Resources		Balance 31 March 2023 £
		Incoming £	Outgoing £	
My Home Library Scheme	23	-	-	23
The Moon Forum Fund	592	50	-	642
Heritage Cirqa Library Management System and Services Fund	789	-	-	789
Total	<u>1,404</u>	<u>50</u>	<u>-</u>	<u>1,454</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	51	126,405	126,506
Restricted Funds	2,480	1,454	3,884
	<u>2,531</u>	<u>127,859</u>	<u>130,390</u>

Fixed assets under Restricted Funds of £2,480 represent: -

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 £2,480.00.

CLEARVISION PROJECT
YEAR ENDED 31 MARCH 2023

FIXED ASSETS

	Office Hut	Equipment	Fixtures & Fittings	Heritage Cirqa Library Management System & Services	Total amount
	£	£	£	£	£
Cost					
At 1 April 2022	36,999	1,195	1,143	18,447	57,784
Elimination		-1,050			-1,050
Additions	-	-	-	-	-
At 31 March 2023	36,999	145	1,143	18,447	56,734
Accumulated Depreciation					
At 1 April 2022	32,042	1,128	1,102	15,118	49,390
Elimination		-1,050			-1,050
Charge for year	2,477	49	8	3,329	5,863
At 31 March 2023	34,519	127	1,110	18,447	54,203
Net Book Value					
At 1 April 2022	4,957	67	41	3,329	8,394
At 31 March 2023	2,480	18	33	-	2,531

**CLEARVISION PROJECT
(Charity Number 1012850)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CLEARVISION PROJECT
FOR THE YEAR ENDED 31 MARCH 2023**

I report on the accounts of the charity for the year ended 31 March 2023, 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 *25/9/23*

