

Trustees' Annual Report and Financial Review 2023-24

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, enjoyment and educational opportunities that come from 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 and without sight 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 learn to read, 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 and Leonie Masterson. All the Trustees have personal and/or professional knowledge of the education of children with sight impairment; two 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 loaned a total of 7960 books to 486 borrowers: 324 families, 117 schools, colleges and nurseries (most with multiple children accessing our books), 10 public libraries and 35 Sensory Support Services. The feedback we've had from borrowers makes clear the value of shared reading; and that without our service, that reading simply couldn't take place.



With this in mind we've continued to strengthen areas of our bookstock, adding substantially to our exciting and engaging selection of fiction and non-fiction for older children and teenagers who have a low reading age. These young people may read at beginner level because they have come late to braille, perhaps having used large print books but experienced a decline in their vision; because they have learning or physical disabilities which make learning braille a

challenge, or because they're learning English as a second or subsequent language. In every circumstance, finding books which entertain and motivate these readers is hugely important, so we're delighted to have enhanced our collection in this way. We've also been working with the volunteers who create our tactile image books on filling in gaps in the curriculum, so that children can use our books alongside their peers when studying such topics as climate change, personal identity, the ancient Egyptians and recycling. These new books have been received with enthusiasm by teachers and pupils alike.

A huge amount of work has been happening "behind the scenes" this year to strengthen ClearVision for the future. This has included working to complete the last tasks necessary to launch our online catalogue, and hosting the organising committee of the Typhlo and Tactus international tactile book competition (of whom

we are a member) who work to enhance the number and variety of tactile books on offer to children across the UK and worldwide. We've also completed the charity sector-renowned Pilotlight 360 process. This involved being matched with volunteers working at senior management level in the corporate world to give us a total "outsider's perspective" on everything from our governance to our marketing, then supply ideas to help us enhance that work. We paired with Pilotlight specifically to bring us a fresh perspective as we worked through our Theory of Change process. A charity's Theory of Change is a thorough examination of its reason for existence: the difference it wants to make in the world, who it wants to make that difference for, and a thorough audit of how successfully it achieves that. The work was intensive but deeply worthwhile and we've created not only a Theory Of Change but a new Strategic plan and clear priorities for the next three years, all with a clear focus on the needs of our borrowers, present and future.

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 -particularly on their *My Time To Play* project- and with VIEW, the professional body for specialist teachers of people with vision impairment. We have presented remotely and in person at the Retina UK and VIEW conferences. We're delighted to have been able to widen our reach in Scotland this year, delivering a webinar through the Scottish Sensory Centre's continuous professional development programme, reaching over 40 specialist teachers across Scotland, and delivering a talk on tactile books to professionals and families through SENSE Scotland. From further afield, we co-hosted with Linden Lodge School a visit of 20 delegates from the South Korean Institute of Inclusive Education, who were eager to learn how ClearVision fits into the wider education of young people with sight impairment. We continue to support the UK Association for Accessible Formats and to sit on the board of Share the Vision, an organisation which widens access to public libraries for those unable to use regular books. This year we sat on 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 is designed 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. We have not found a grantmaker to support this fund this year, but continue to seek funders able to give this deeply-valued gift to our borrowers.

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. Due to the closure of HMP Full Sutton's braille unit, from whom we previously commissioned the Moon Mag, there has been no payment made from this fund this year, as we have yet to find an alternative transcriber of Moon font. We continue to seek other providers to enable us to restart this service.



Our Supporters and Finance

Our supporters: We have been fortunate this year to receive financial support from the National Lottery Community Fund, the Powell Family Foundation, BBC Children In Need, Woodroffe Benton Foundation, The R. S MacDonald Foundation, The Garfield Weston Foundation, The 29th May 1961 Charitable Trust, The Tylour Foundation, The Wilmcote Charitable Trust, The Grocers Hall, FirstGive and The Michael Cornish Charitable Trust.

We are grateful to the generosity of these trusts, and that of the many kind individuals who support us, particularly those who have left us legacies and our regular donors who continue to quietly underpin ClearVision's work, year in, year out.

Our Reserves Policy: ClearVision is a small charity, 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, we have adopted a cautious reserves policy. This policy is to hold in reserve one year of our projected annual operating costs, £127,460 for 2024/25. At the end of 2023/24 we have come very close to achieving this goal, which we consider satisfactory given the current fundraising climate.

Investment Policy: the Trustees have considered the most appropriate policy for investing funds and do not see fit to invest in the stock market because of the high risks associated with fluctuating economic market conditions. Instead we keep some surplus funds in short-to-medium term deposits with our bankers, which can be accessed readily. To maximise interest, £40,595 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 ClearVision's work 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.

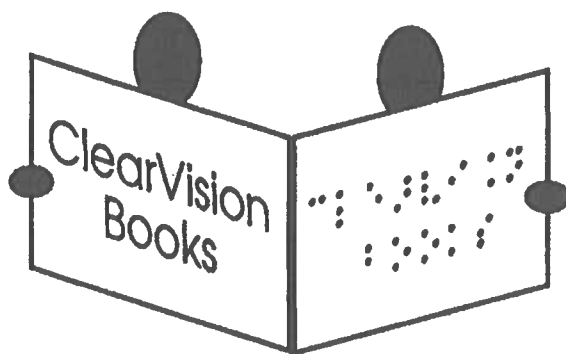
The Trustees are satisfied that systems are in place to mitigate exposure to any significant risks. We are pleased to confirm that there are no serious incidents which should have brought to the attention of the Charity Commission but have not been.

Signed by

Chair

on behalf of the ClearVision Trustees on 19th July 2024.

CLEARVISION PROJECT
ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2024



REGISTERED CHARITY NUMBER 1012850

CLEARVISION PROJECT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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CLEARVISION PROJECT
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	2024 Total amount £	2023 Total amount £
<u>Receipts</u>				
<u>Donations :</u>				
Voluntary donations	7,647	-	7,647	8,383
Grants from Charitable Trusts and Foundations	70,525	-	70,525	20,865
Legacies	3,000	-	3,000	52,378
	<u>81,172</u>	<u>-</u>	<u>81,172</u>	<u>81,626</u>
<u>Operating activities to further charity's objects:</u>				
Subscriptions	7,690	-	7,690	8,601
Refunds for lost/damaged books	718	-	718	1,210
Net proceeds from Christmas card sales	3	-	3	21
Gift Aid tax recovered	952	-	952	1,158
	<u>9,363</u>	<u>-</u>	<u>9,363</u>	<u>10,990</u>
Investment income receipts	2,000	-	2,000	824
Total Receipts	<u>92,535</u>	<u>-</u>	<u>92,535</u>	<u>93,440</u>
<u>Payments</u>				
<u>Charitable payments</u>				
Labour costs re-book production	8,598	-	8,598	8,108
Books and materials	2,230	-	2,230	3,373
Telephone, internet, printing, postage & stationery	625	-	625	494
Computer software and support costs	3,927	-	3,927	4,026
Insurance	-	-	-	1,461
Repairs and maintenance	570	-	570	261
Exhibition	1,175	-	1,175	1,010
Office salaries and social security costs	65,098	-	65,098	60,522
Staff pension costs	3,501	-	3,501	3,621
Office sundries and administration	108	-	108	15
Conference & meeting costs	57	-	57	60
Tactile book competition costs	-	-	-	473
<u>Cost of raising funds</u>				
Professional fund raising fees	9,272	-	9,272	2,408
<u>Governance</u>	5,250	-	5,250	4,650
Total Payments	<u>100,411</u>	<u>-</u>	<u>100,411</u>	<u>90,482</u>
<u>Net (Deficit) Surplus for the year</u>	<u>-7,876</u>	<u>-</u>	<u>-7,876</u>	<u>2,958</u>

CLEARVISION PROJECT
BALANCE SHEET AS AT 31 MARCH 2024

	£	£	Y/E 31.3.23 £
FIXED ASSETS (page 4)			
Cost		38,197	56,734
Less: Depreciation		<u>-38,171</u>	<u>-54,203</u>
		26	2,531
CURRENT ASSETS			
Debtor	506		4,500
Stock	110		113
Cash	100		100
Bank	<u>119,267</u>		<u>123,146</u>
		119,983	127,859
NET ASSETS		<u>120,009</u>	<u>130,390</u>

REPRESENTED BY:

Unrestricted Funds (Page 3)

General Fund Balance	b/fwd	126,456	123,604
Net (deficit) receipts for year	-7,876		2,908
Less: Depreciation charge for year	<u>-25</u>		<u>-56</u>
		-7,901	2,852
General Fund Balance		<u>118,555</u>	<u>126,456</u>

Restricted Funds (Page 3)

Restricted Fund Balance	b/fwd	3,934	9,690
Net receipts for year	-		50
	<u>3,934</u>		<u>9,740</u>
Less: Depreciation charge	<u>-2,480</u>		<u>-5,806</u>
		1,454	3,934
		<u>120,009</u>	<u>130,390</u>

Approved by the Board of Trustees on 19/07/2024 and signed on its behalf by

Trustee 

Trustee 

CLEARVISION PROJECT
YEAR ENDED 31 MARCH 2024

Restricted Fund

	Balance 1 April 2023 £	Movements in Incoming £	Resources Outgoing £	Balance 31 March 2024 £
My Home Library Scheme	23	-	-	23
The Moon Forum Fund	642	-	-	642
Heritage Cirqa Library Management System and Services Fund	789	-	-	789
Total	<u>1,454</u>	<u>-</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	26	119,983	120,009
Restricted Funds	-	-	-
	<u>26</u>	<u>119,983</u>	<u>120,009</u>

CLEARVISION PROJECT
YEAR ENDED 31 MARCH 2024

FIXED ASSETS

	Office Hut	Equipment	Fixtures & Fittings	Heritage Clrqa Library Management System & Services	Total amount
	£	£	£	£	£
Cost					
At 1 April 2023	36,999	145	1,143	18,447	56,734
Elimination		-90		-18,447	-18,537
Additions	-	-	-	-	-
At 31 March 2024	36,999	55	1,143	-	38,197
Accumulated Depreciation					
At 1 April 2023	34,519	127	1,110	18,447	54,203
Elimination		-90		-18,447	-18,537
Charge for year	2,480	18	7	-	2,505
At 31 March 2024	36,999	55	1,117	-	38,171
Net Book Value					
At 1 April 2023	2,480	18	33	-	2,531
At 31 March 2024	-	-	26	-	26

**CLEARVISION PROJECT
(Charity Number 1012850)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CLEARVISION PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

I report on the accounts of the charity for the year ended 31 March 2024, 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 22/7/24