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**VOCALYES**  
(A Company Limited by Guarantee)

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**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**VOCALYES**  
**(A Company Limited by Guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2023**

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|----------------------------------|---|
| <b>Trustees</b>                  | Ms R C di Corpo, Chair<br>Mr P A Reiff-Musgrove, Treasurer<br>Mr J M Abro<br>Ms L K Alston<br>Ms V J Harrison<br>Ms K A Hunter<br>Mr E Matthies (appointed 10 May 2022)<br>Ms T J Nichols<br>Mr J L Penny<br>Ms J C Wood (resigned 14 May 2023) |
| <b>Company registered number</b> | 03469264  |
| <b>Charity registered number</b> | 1067245   |
| <b>Registered office</b>         | Thomas Pocklington Trust<br>3 Queen Square<br>London<br>WC1N 3AR  |
| <b>Company secretary</b>         | Natasha Bucknor MBE   |
| <b>Chief executive officer</b>   | Matthew Cock (resigned 3 July 2023)<br>Natasha Bucknor MBE (appointed 26 July 2023)   |
| <b>Independent Examiner</b>      | MHA<br>Chartered Accountants<br>Barbican<br>London<br>EC2Y 5AU  |
| <b>Bankers</b>                   | CAF Bank Limited<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4JQ  |

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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The Trustees present their annual report together with the financial statements of the Charity for the year 1 April 2022 to 31 March 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

VocalEyes was established as a company limited by guarantee on 21 November 1997 and is both a registered charity and a registered company. Its affairs are governed by its Memorandum and Articles of Association and the liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

### **Appointment of Trustees**

The Trustees of the charity are also directors of the company for the purpose of company law and any reference to trustees is, therefore, also to directors. Those who served during the year and subsequently to the date of this report were:

Mr J M Abro  
Ms L K Alston  
Ms R C di Corpo  
Ms V J Harrison  
Ms K A Hunter  
Mr E Matthies (appointed 10 May 2022)  
Ms T J Nichols  
Mr J L Penny  
Mr P A Reiff-Musgrove  
Ms J C Wood (resigned 14 May 2023)

None of the Trustees has a beneficial interest in the company.

Trustees are appointed by an ordinary resolution. Whenever the Trustees are fewer than three, new Trustees must be appointed to bring the number up to three, and, until otherwise determined by a General meeting, the number of Trustees shall not exceed thirty. At every Annual General Meeting, the longest serving Trustees (chosen alphabetically if necessary) to the extent of one third of the Trustees for the time being shall retire and become eligible for reappointment. Trustees may serve for an initial period of three years and a retiring Trustee may serve for one further term of three years. Exceptionally, Trustees who have served for two terms may be asked to continue.

### **Methods adopted for the recruitment, induction and training of new trustees**

Trustees are recruited through various networks within the arts and charity world. Before appointment, a prospective Trustee meets the Chair and Chief Executive for a full briefing and attends a Board meeting as an observer before formally joining the Board. New Trustees are provided with an induction that includes, where relevant to the individual: an organisational briefing with the Chief Executive, attendance at a team meeting, a governance workshop, participation in a visual awareness and guiding training course and attending an audio-described theatre show and / or an audio description (AD) tour at a museum or heritage site.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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All new Trustees are assigned an existing Trustee as a Board Mentor for their first year.

**Organisational structure**

The Board of Trustees administers the charity. All major decisions are made by the Trustees who usually meet four times a year. In between Board meetings, the Chief Executive officer meets with individual Trustees or groups of Trustees as appropriate to discuss issues or make decisions. A scheme of delegation is in place and day-to-day responsibility for the affairs of the charity (including operational matters) rests with the Chief Executive officer.

Matthew Cock stepped down as Chief Executive Officer on 3 July 2023, to move to the South West. Matthew led VocalEyes since 2015 and helped to set the path for a sustainable future ensuring VocalEyes can continue to bring art and culture to life for blind and visually impaired people at theatres, museums, galleries, heritage sites and online.

**Related parties**

There are no related or connected parties. VocalEyes, however, has a close relationship and shared offices with Stagertext, a charitable company which provides captioning for cultural events giving access to people who are deaf, deafened or hard of hearing. Stagertext and VocalEyes will leave the shared office in autumn 2023.

**Governance**

Erik Matthies joined the Board in May 2022. Erik is a long-standing disability and LGBT+ rights advocate and campaigner. He is a Policy Officer for the RNIB, represents the RNIB on the Covid Health Equity Manchester disabled people's sounding board, and is a member of Transport for Greater Manchester's Disability Design Reference Group. He's also a trustee of Manchester Disabled People's Access Group which promotes best practice in accessible and inclusive design in communications, policy and the built environment.

**OBJECTIVES**

The objectives and purpose of the Charity, as per its governing document, are to promote, maintain, improve and advance education particularly for blind and visually impaired people by the development and provision of and increasing access to audio description (AD) services for the arts.

**Belief**

VocalEyes believes that blind and visually impaired people should have the best possible opportunities to experience and enjoy art and heritage.

**Mission**

Our mission is to support the arts and heritage sector to welcome blind and visually impaired people as a core audience. We work with arts and heritage venues to increase the opportunities that they provide for blind and visually impaired audiences and visitors – at performances, events, in galleries, special exhibitions, heritage sites and online. We believe that cultural participation enriches people's lives and brings a range of positive outcomes: improved individual health and wellbeing; enhanced social interaction, self-esteem and confidence. Blind and visually impaired people have as much a right to these as any UK citizen, resident or visitor.

**Staff**

**Olivia Hewkin** joined VocalEyes in early April 2022 as our new Museum, Galleries and Heritage Programme Manager. Olivia, formerly Head of Project Delivery at Babylon Arts in Ely, has 10 years of experience working

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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across the museum sector. Prior to Babylon Arts, Olivia spent three years as Investment Manager with the National Lottery Heritage Fund and two years at Arts Council England, where she supported organisations to access funding and manage projects.

**Valerie Isaiah Sadoh** joined VocalEyes as Programme Officer in September 2022, to support the theatre programme, museum, galleries and heritage programme and digital AD programme. Valerie has an MA in Dramatic Writing from University of the Arts London and is a published playwright with extensive experience in community theatre, having worked at organisations such as Bush Theatre, National Theatre and assistant directing young people shows at the Almeida Theatre.

### **ACTIVITIES AND ACHIEVEMENTS DURING 2022-2023**

The activities undertaken by the Charity in relation to its purpose as per the governing document, and for the furtherance of public benefit, have been discussed below. When planning current and future activities, the Trustees have had due regard to the Charity Commission guidance on Public Benefit.

Trustees would like to thank all funders and individuals supporting the work of VocalEyes. It was a great pleasure to have received confirmation during the year that VocalEyes was to become one of Arts Council England's Investment Principles Support Organisations (IPSO), for the period of 2023-2026.

#### **The Community**

As more venues returned to in-person events the quarterly production of the What's On Guide was re-established. The Guide is produced in clear print, braille, on USB and available to download from the VocalEyes website. This enables blind and visually impaired people to access their chosen format of the Guide. Each quarter approximately 900 guides are issued in clear print, 100 in braille and 70 on USB.

In July 2022 VocalEyes worked with Dr Amy Kavanagh on an Interaction, Consent and Touch project for blind and visually impaired people experiencing arts and heritage. VocalEyes staff and freelancers attended training sessions run by Dr Kavanagh, to ensure VocalEyes' touch tours and interactions are based on best practice.

The VocalEyes user panel, made up of blind and visually impaired people, continued to meet quarterly. The meetings are an opportunity for VocalEyes to discuss members' experiences of audio description, as well as asking for feedback on our What's On guide and the accessibility of future surveys.

During the year VocalEyes returned to the Sight Village events in Birmingham and London with its stall attracting many new subscribers and the opportunity to talk to professionals working in the sight loss sector about its services. In addition, terms of reference for the VI Cultural Sector workers forum were put in place. This forum is a space for blind and visually impaired people either working, or seriously seeking work within, the arts and heritage sector.

#### **Digital Programme**

During the year, 125 projects were delivered as part of VocalEyes' Digital Programme with 110 audio-described films, 2 pre-recorded theatre audio descriptions, 3 audio brochures, 6 training courses and 4 consultancy projects. There were many highlights

Audio Description (AD) for six films was provided for Julie's Bicycle, a pioneering organisation that mobilises the arts and culture to take action on the climate and ecological crisis – some were promotional materials and some others focused on activities related to COP26, giving voice to people from the Global South to speak about the climate emergency.

VocalEyes worked with Nelly Ben Hayoun Studios, commissioned by Unboxed: Creativity in the UK to deliver the festival Tour de Moon, with the contribution to the project covering volunteer training and audio description for the

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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theatre shows, outdoor installations and 16 films created by university students that had a focus on the festival's main theme, the Moon.

VocalEyes provided consultancy on accessible filmmaking and AD production for film production company biggerhouse, for a project in which it created 10 films showcasing the 2020-22 AHRC Equality, Diversity & Inclusion Engagement Fellowships, which included Hannah Thompson's IDEA project, on which VocalEyes partnered.

Audio Description (AD) was also provided for 4 Virtual Reality (VR) pieces curated by DYSPLA, a neurodivergent-led, award-winning arts studio that produces and develops the work of neurodivergent storytellers. This was part of the Mayor of London's Liberty Festival, Lewisham. Through this fruitful collaboration VocalEyes was able to continue exploring new ways of producing AD for VR content.

The British Library commissioned VocalEyes to deliver a set of introductory training courses and produce AD for their digital content. The training courses on Web and Social Media Accessibility and Film AD and Accessible Filmmaking were offered across the organisation and acted as a good introduction to different teams, who will now be well placed to create accessible content and/or commission VocalEyes to work with them.

Towards the end of the year, VocalEyes began exploring how it might adapt its ways of working to increase the number of blind and visually impaired people involved in the AD creative process. Using budget from the Arts Council England 100 Videos Described project grant, a series of discovery workshops with visually impaired creatives and non-blind describers were delivered to explore collaborative and co-creative production of film audio description. Participants worked together on scripting and editing film AD, and a set of guidelines for the sector is planned.

### **Museums, Galleries and Heritage Programme**

Through the year, VocalEyes delivered:

- 19 live AD tours (in person and online) for clients including: British Museum, Postal Museum, South London Gallery and Two Temple Place
- 17 recorded AD projects, for clients including: British Council (Venice Biennale 2022), Bodleian Library, Oxford (Sensational Books exhibition) and the Wellcome Collection (co-curated AD guide for their In Plain Sight exhibition)
- 33 training courses, for clients including Barnsley Museums, Hull Museums, Museum of Art and Photography, Bangalore (MAP), National Trust Souter Lighthouse, Natural History Museum (Tring), Northern Ireland Museums Council and Wellcome Collection (3 bespoke co-creating AD workshops for upcoming exhibitions: In Plain Sight, Jim Naughton & Grace Ndiritu and Milk)
- 5 consultancy projects, for clients including National Portrait Gallery (new gallery AV/digital displays, the Natural History Museum (design of accessible workshops for the Youth Programme) and the Royal Zoological Society of Scotland (Edinburgh Zoo) (Access audit)

### **Heritage Access 2022**

After receiving National Lottery Heritage Fund grant funding as part of #Digital8, Heritage Access 2022 began on 1 March 2022, and concluded on 28 February 2023. This ambitious project focused on not only producing a comprehensive study of the state of access information provided online by museum and heritage sites across the UK, but on building a network of digital volunteer researchers recruited primarily from the d/Deaf, disabled, and neurodivergent communities, as defined by the National Lottery Heritage Fund. By designing and implementing an extensive training program and supporting this with dynamic and flexible volunteer management strategies, the project was able to deliver on all project aims identified in VocalEyes' original bid.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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A commissioned evaluation report was produced. The report, completed by The Evaluator, deduced the following main summaries:

- 79% of project volunteers surveyed identify as disabled, 21% identify as Deaf and 29% identify as neurodivergent
- 100% of volunteers who had access requirements felt these needs were met during the project
- Volunteers reported an increase in their confidence in their digital skills, and understanding of good online accessibility practice
- The project made volunteers more likely to visit heritage sites
- The project increase volunteers' digital confidence and skills
- Digital volunteer management and engagement

Heritage Access 2022 was a landmark project for VocalEyes, and project partners, as it required creating new volunteer management strategies and materials based on remote, digital roles. When onboarded, the Project and Volunteer Engagement Manager focused on inclusive volunteer recruitment and creating (and implementing) the necessary paperwork in order to create a starting point for volunteer support. These included an updated volunteer policy, a new checklist guidebook, volunteer handbook, and risk assessment.

Supported by the Heritage Volunteer Group and other organisations from the project advisory board, the project team devised an 8 hour 5 part training program for volunteers, focusing on online accessibility and access information. Volunteers were given the opportunity to feedback after every session and feedback was taken on board between events.

Notably, the project team devised a suitable volunteer support platform and events schedule, including weekly 'virtual office hours' and monthly volunteer support sessions. The methods of communication offered to volunteers was reflective of volunteer feedback given on their preferred method.

VocalEyes held its first Digital Volunteering Forum in February 2023 where we were joined by speakers from Museums Association, Heritage Volunteering Group, Attitude is Everything and the Heritage Trust Network.

### **Report and Benchmark publication**

The 84 page report and accompanying Benchmark were published on Wednesday 19th October 2022, across VocalEyes – and HA22 project partners' – websites and social media channels. The report was published in Clear Print (PDF), Large Print (Word document) and mp3, having worked with the VocalEyes audio production team to produce an audio recording of the report.

The report was also circulated to VocalEyes' email newsletter subscribers. Paper copies were sent to the project volunteers, project partners, funder, and advisory board members. To date, the report has been downloaded over 600 times from the VocalEyes website.

The report, and news of its publication, was shared across many media sources. It was well supported by project partners and project advisory board members, as well as organisations and individuals with whom VocalEyes has established relationships (Dr Amy Kavanagh, Limping Chicken, Tamsin Russell). Social media mentions were received from GEM, Euan's Guide, Curating for Change, Wikimedia, Rebuilding Heritage, Colchester Museums, Association of Independent Museums. Interviews were also conducted with radio (RNIB radio) and print (CreativeUK) by the Project and Volunteer Engagement Manager.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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### **Dissemination events**

During the project duration, VocalEyes presented to numerous relevant institutions and organisations and at events (virtually) across the UK, including Museums and Galleries Scotland, National Lottery Heritage Fund (National and Northern Ireland offices), Character Matters: Skills, Behaviour, GEM Conference 2022, and the Heritage Volunteering Group Conference. In total, over 350 unique individuals attended these events, and 259 unique organisations.

For a few events, the project team were joined by a project volunteer who passionately shared their experience of volunteering for the project. This opportunity to present their findings was valuable to project volunteers as it gave them new skills in presenting to a professional audience, and in preparing their own materials (while supported by the project team).

### **Training**

After a grant extension given in March 2023, the project team began devising and delivering a 6 week training programme focusing on helping heritage sites across the UK improve their access information. Each attending venue receives a personalised report on the current state of their online access information with recommendations of how to improve from the project team. The attendees are then supported in creating an "Action Plan" identifying changes that they will commit to making.

### **Theatre Programme**

During the year VocalEyes delivered 240 live audio-described performances, the highest number ever. In the five years leading up to Covid-19, an average of 180 a year was delivered, with the previous highest number of descriptions being 201 in 2018-19. The total could have been even greater, with a much higher than average 13 performances cancelled during the year. Many of these were due to wider issues facing the Theatre industry since reopening - with several tours being cut short and not playing the venues booked for VocalEyes, or productions ending their West End run early - before the scheduled description.

At the beginning of the year, audiences were still cautious about attending the theatre, and towards its end the cost-of-living crisis was definitely being felt. In the past, whenever there has been a large increase in the number of audio-described performances - our average attendance has dropped - with available audiences having greater choice about what to attend. With the significant increase in the number of audio described performances (153 delivered performances in 2021-22, and 3 in 2020-21) and the wider issues noted, it was a real achievement to maintain and slightly increase our attendance with 4.2 (up from 4) blind and visually impaired people on average attending the performances. Including sighted companions this increased from 7.8 last year to 9 people at each performance in 2022-23. While there was only a small increase in average attendance, some shows were once again able to attract a sizeable audience - with 39 blind audience members and 29 sighted companions attending *Beauty and The Beast* at The London Palladium and 46 blind audience members and 26 sighted companions attending *The Tempest* at Shakespeare's Globe.

Audio-described performances include a recorded audio introduction, a touch tour shortly before the performance, and the live AD broadcast through headphones during the performance, delivered by one or two professional audio describers.

*"We had many audience members specifically come up to our team to share how fantastic the day was. One of our VI Patrons (a dad who was coming to the show with his sighted son) said that this was the best audio description of a performance he had ever listened to! High praise indeed."* Access Officer, Shakespeare's Globe

*"I visited his Majesty's Theatre for the touch tour and audio described version of the Phantom of the Opera; The describers were absolutely incredible and as this was the first time going to the theatre and using VocalEyes, I was truly impressed".*

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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VocalEyes worked at venues across the country from Bristol, Bath and Brighton to Canterbury, Norwich, Cardiff, Birmingham, Manchester, Leeds, Newcastle, Sunderland, Edinburgh and many points in-between - with 94 audio described performances at regional venues.

### **Theatre Programme Training**

The Theatre Programme also delivered 8 training courses at venues in Leicester, Newcastle, Brighton, Southampton, London and online to a total of 155 participants. In addition, 30 students from Kent at Canterbury University attended our audio described performance of Les Misérables at The Marlowe Theatre and then discussed it with our audio describers as part of a Theatre Access course.

*"Excellent course, vibrant delivery by hosts, and left me feeling inspired, motivated and empowered to suggest and make changes that will make a real difference to the community" Audio Description for Access Champions and Managers course participant."*

### **FUTURE PLANS**

VocalEyes is continuing to develop its consultancy service, offering support to organisations in the UK and internationally. In 2023 consultancy will be provided to support CyArk, a company in the US, who produce digital 3D models of heritage sites.

VocalEyes continues to offer bespoke training services internationally, this will include a five-week online course for the Kennedy Center in the US, training a new cohort of theatre audio describers.

Throughout 2023-24 VocalEyes will continue to partner with blind, visually impaired and non-blind technicians and practitioners to discuss how to collaboratively produce film audio description, exploring how to use audio description software. The initial research and testing phase will lead to one to one training sessions with blind and visually impaired practitioners during the year.

### **FINANCIAL REVIEW**

Our total income for the year was £805,177 (2022: £608,584); total expenditure was £831,281 (2022: £584,435), giving a net deficit of £26,104 (2022: £24,149 surplus).

At the year-end, funds totaled £254,556 (2022: £280,660), of which £176,339 (2022: £175,242) was unrestricted and £78,217 (2022: £105,418) was restricted.

The increase in income reflects higher levels of activity, as venues begin to return to pre pandemic schedules.

Cost of delivering the activity, the theatre programme in particular, has also increased, proportionally higher than income. There have also been fewer touring productions across the country, which has resulted in limited opportunities to benefit from repeat fees from the audio descriptions that VocalEyes develop. Another contributing factor has been the impact of rail industrial action on expenses for theatre audio describers: travelling to venues has become more difficult often resulting in additional accommodation costs and travel expenses.

### **Reserves Policy**

The Trustees maintain a target level of free reserves to enable the Charity to weather unexpected falls in income and unforeseen costs, helping to preserve its core services during difficult times. The Trustees have reviewed the Charity's reserves policy in line with the guidance issued by the Charity Commission.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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The 2022-23 target level of free reserves is £81,500. At year end, our unrestricted reserves amount to £176,339 (2022: £175,242) comprising designated funds of £66,159 (£4,659 tangible fixed assets) and free reserves of £110,180.

The current level of free reserves is above the target level. This surplus will be used to finance the budgeted 2023-24 deficit.

### **Fundraising**

The charity undertakes fundraising activity through seeking donations from members of the public, via VocalEyes' email newsletter, and through applying for grants from Charitable Trusts and Foundations and arts and heritage sector funding bodies such as Arts Council England. VocalEyes does not engage any professional fundraisers or commercial participators to carry out fundraising from members of the public on its behalf. The charity received no complaints about fundraising activities by the charity or by a person on behalf of the charity.

### **Remuneration of Key Management Personnel**

The Charity considers its Key Management Personnel to be the Trustees and the Chief Executive Officer.

Pay and benefits of the charity's Chief Executive is considered alongside those of all members of staff, by a subgroup of Trustees every 2 to 3 years who review the Band minimum and maximum for all job roles in the charity, benchmarking similar roles in the disability charity and arts sectors. In addition, the Board considers an annual uplift to salaries for all staff.

### **Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

## **RISK MANAGEMENT**

The Board of Trustees is responsible for the management of risks faced by the charity. Risks are identified and assessed regularly and appropriate controls put in place to mitigate those perceived risks where possible. Consequently, the trustees are satisfied with the position.

### **Principal Risks and Uncertainties**

The most significant risk is the diversification of funding sources and achieving the fees VocalEyes needs in order to deliver its services. A greater focus on income generation through consultancy and training and an investment in fundraising are the key strategies for managing this risk.

## **TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of VocalEyes for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the relevant Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415a of the Companies Act 2006.

**DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINER**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- in so far as that Trustee is aware, there is no relevant information of which the charitable company's independent examiner is unaware; and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's independent examiner in connection with preparing their report.

**APPOINTMENT OF INDEPENDENT EXAMINER**

MHA were appointed as independent examiner to the company.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**Ms R C di Corpo Chair**

Date: 19 December 2023



**Mr P A Reiff-Musgrove**  
**Treasurer**

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2023**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF VOCALYES ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2023.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

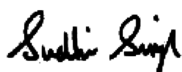
Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 19 December 2023

Sudhir Singh

FCA

MHA, 2 London Wall Place, London, EC2Y 5AU

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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2023**

|                                    | Note | Restricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|------------------------------------|------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| <b>INCOME FROM:</b>                |      |                                  |                                    |                             |                             |
| Donations and grants               | 3    | 97,803                           | 243,993                            | 341,796                     | 295,536                     |
| Charitable activities              | 4    | -                                | 461,555                            | 461,555                     | 312,991                     |
| Investments                        | 5    | -                                | 1,826                              | 1,826                       | 57                          |
| <b>TOTAL INCOME</b>                |      | <b>97,803</b>                    | <b>707,374</b>                     | <b>805,177</b>              | <b>608,584</b>              |
| <b>EXPENDITURE ON:</b>             |      |                                  |                                    |                             |                             |
| Raising funds                      | 6    | -                                | 12,147                             | 12,147                      | 11,195                      |
| Charitable activities              | 7    | 131,039                          | 688,095                            | 819,134                     | 573,240                     |
| <b>TOTAL EXPENDITURE</b>           |      | <b>131,039</b>                   | <b>700,242</b>                     | <b>831,281</b>              | <b>584,435</b>              |
| <b>NET (EXPENDITURE)/INCOME</b>    |      | <b>(33,236)</b>                  | <b>7,132</b>                       | <b>(26,104)</b>             | <b>24,149</b>               |
| Transfers between funds            | 15   | 6,035                            | (6,035)                            | -                           | -                           |
| <b>NET MOVEMENT IN FUNDS</b>       |      | <b>(27,201)</b>                  | <b>1,097</b>                       | <b>(26,104)</b>             | <b>24,149</b>               |
| <b>RECONCILIATION OF FUNDS:</b>    |      |                                  |                                    |                             |                             |
| Total funds brought forward        |      | 105,418                          | 175,242                            | 280,660                     | 256,511                     |
| Net movement in funds              |      | (27,201)                         | 1,097                              | (26,104)                    | 24,149                      |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |      | <b>78,217</b>                    | <b>176,339</b>                     | <b>254,556</b>              | <b>280,660</b>              |

The Statement of Financial Activities includes all gains and losses recognised in the year. The notes on pages 17 to 39 form part of these financial statements.

**VOCALYES**  
(A Company Limited by Guarantee)  
REGISTERED NUMBER: 03469264

**BALANCE SHEET**  
**AS AT 31 MARCH 2023**

|  | Note | 2023<br>£        | 2022<br>£ |
|--|------|------------------|-----------|
| <b>FIXED ASSETS</b>                            |      |                  |           |
| Tangible assets                                | 12   | <b>4,659</b>     | 7,350     |
|  |      | <b>4,659</b>     | 7,350     |
| <b>CURRENT ASSETS</b>                          |      |                  |           |
| Debtors  | 13   | <b>99,854</b>    | 51,392    |
| Cash at bank and in hand                       |      | <b>252,522</b>   | 364,596   |
|  |      | <b>352,376</b>   | 415,988   |
| Creditors: amounts falling due within one year | 14   | <b>(102,479)</b> | (142,678) |
| <b>NET CURRENT ASSETS</b>                      |      | <b>249,897</b>   | 273,310   |
| <b>TOTAL NET ASSETS</b>                        |      | <b>254,556</b>   | 280,660   |
| <b>CHARITY FUNDS</b>                           |      |                  |           |
| Restricted funds                               | 15   | <b>78,217</b>    | 105,418   |
| Unrestricted funds                             | 15   | <b>176,339</b>   | 175,242   |
| <b>TOTAL FUNDS</b>                             |      | <b>254,556</b>   | 280,660   |

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**Ms R C di Corpo**  
Chair



**Mr P A Reiff-Musgrove**  
Treasurer

Date: 19 December 2023

The notes on pages 17 to 39 form part of these financial statements.

**VOCALYES**  
(A Company Limited by Guarantee)

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2023**

|   | Note | 2023<br>£ | 2022<br>£ |
|---|------|-----------|-----------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>             |      |           |           |
| Net cash (used in)/from operating activities            | 17   | (111,421) | 95,863    |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>             |      |           |           |
| Interest receivable                                     |      | 1,826     | 57        |
| Purchase of tangible fixed assets                       |      | (2,479)   | (875)     |
| <b>NET CASH USED IN INVESTING ACTIVITIES</b>            |      | (653)     | (818)     |
| <b>CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR</b>  |      | (112,074) | 95,045    |
| Cash and cash equivalents at the beginning of the year  |      | 364,596   | 269,551   |
| <b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b> | 18   | 252,522   | 364,596   |

The notes on pages 17 to 39 form part of these financial statements



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**VOCAL EYES**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**1. GENERAL INFORMATION**

The Charity is a charitable company limited by guarantee, registered in England and Wales. The members of the Charity are the trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member. The address of the registered office is Thomas Pocklington Trust, 3 Queen Square, London, England, WC1N.

**2. ACCOUNTING POLICIES**

**2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

VocalEyes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 GOING CONCERN**

The Charity meets its day to day working capital requirements through the utilisation of its own funds. Since its inception in November 1997, the Charity has been principally funded by Arts Council England who are currently funding the charity by providing grant support, confirmed until March 2024. The trustees have prepared updated forecasts and projections based on a number of potential scenarios and these, together with reserves held, cost savings made and government assistance indicate that the Charity has adequate resources to continue its operations, albeit at a potentially lower level. It is, however, difficult to determine the assumptions that will prove to be most appropriate and therefore there is an element of uncertainty existing. After reviewing the forecasts and projections, at the time of approving these financial statements the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the next 12 months. The trustees therefore consider it appropriate to continue to adopt the going concern basis in preparing the Charity's financial statements.

**2.3 INCOME**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are accounted for when received. Performance fees are accounted for on an accruals basis with regard to the date of performance. Grants, including government grants, and investment income are accounted for on an accruals basis.

**2.4 INTEREST RECEIVABLE**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

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**VOCALYES**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**2.5 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Cost of raising funds: this comprises all costs incurred by the Charity associated with attracting voluntary income to finance its charitable objectives.

Charitable expenditure: this comprises all expenditure incurred by the Charity in the delivery of its activities and services for its beneficiaries and includes commissioning costs, production expenses and research and development and comprises commission paid to describers, technical support costs, the cost of producing audio tracks with advance information and other costs associated with the incoming resources under the same heading.

Support costs: this comprises central costs including salaries, costs related to marketing, printing, website maintenance and other expenses necessary to support the activities. These costs have been allocated to activities on a basis consistent with the use of resources.

Governance costs: this comprises all costs associated with meeting the constitutional and statutory requirements of the Charity.

**2.6 TAXATION**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets costing £250 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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**VOCALYES**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**2.7 TANGIBLE FIXED ASSETS AND DEPRECIATION (CONTINUED)**

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

|                        |   |     |               |
|------------------------|---|-----|---------------|
| Leasehold improvements | - | 20% | Straight line |
| Office furniture       | - | 25% | Straight line |
| Computer equipment     | - | 25% | Straight line |

**2.8 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.9 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.10 LIABILITIES AND PROVISIONS**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**2.11 FINANCIAL INSTRUMENTS**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.12 PENSIONS**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

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**VOCALYES**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**2.13 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**2.14 CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the reporting date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

**Accruals**

The Charity makes an estimate of accruals at the year end based on invoices received after the year end and work undertaken which has not been invoiced based on quotations or estimates of amounts that may be due for payment.

**Tangible fixed assets**

All assets are depreciated over their useful lives taking into account residual values where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending upon a number of factors.

**VOCALYES**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**3. INCOME FROM GRANTS AND DONATIONS**

|                                     | Restricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ |
|-------------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Arts Council England                | 16,351                           | 227,929                            | 244,280                     |
| Kirsh Family Trust                  | -                                | -                                  | -                           |
| National Lottery Heritage Fund      | 66,252                           | -                                  | 66,252                      |
| Thomas Pocklington Trust            | 3,500                            | -                                  | 3,500                       |
| Scott Eredine Charitable Trust      | -                                | 4,000                              | 4,000                       |
| Dorothy Hay-Bolton Charitable Trust | -                                | 3,000                              | 3,000                       |
| Clothworkers Foundation             | 7,700                            | -                                  | 7,700                       |
| The Ulverscroft Foundation          | 4,000                            | -                                  | 4,000                       |
| The Edward Gostling Foundation      | -                                | 5,000                              | 5,000                       |
| The Salters' Company                | -                                | 2,000                              | 2,000                       |
| Other donations                     | -                                | 2,064                              | 2,064                       |
|                                     | <u>97,803</u>                    | <u>243,993</u>                     | <u>341,796</u>              |
|                                     | Restricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
| Arts Council England                | 28,542                           | 227,929                            | 256,471                     |
| Kirsh Family Trust                  | 14,500                           | -                                  | 14,500                      |
| National Lottery Heritage Fund      | 7,809                            | -                                  | 7,809                       |
| Thomas Pocklington Trust            | 9,900                            | -                                  | 9,900                       |
| Scott (Eredine) Charitable Trust    | -                                | 2,000                              | 2,000                       |
| Dorothy Hay-Bolton Charitable Trust | -                                | 3,000                              | 3,000                       |
| Donations                           | -                                | 1,856                              | 1,856                       |
|                                     | <u>60,751</u>                    | <u>234,785</u>                     | <u>295,536</u>              |

Government grants of £244,820 (2022: £256,471) were received in the current year from Arts Council England. There were no unfulfilled commitments or other contingencies associated with this income at the year-end date.

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**VOCALYES**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**4. INCOME FROM CHARITABLE ACTIVITIES**

|  | <b>Unrestricted<br/>funds<br/>2023<br/>£</b> | <b>Total<br/>funds<br/>2023<br/>£</b> | Total<br>funds<br>2022<br>£ |
|--|--|---------------------------------------|-----------------------------|
| Fees for the provision of audio description services | 419,382                                      | <b>419,382</b>                        | 268,344                     |
| Other income including training                      | 42,173                                       | <b>42,173</b>                         | 44,647                      |
|  | <u>461,555</u>                               | <u><b>461,555</b></u>                 | <u>312,991</u>              |

In the prior year, all income from charitable activities was unrestricted.

**5. INVESTMENT INCOME**

|               | <b>Unrestricted<br/>funds<br/>2023<br/>£</b> | <b>Total<br/>funds<br/>2023<br/>£</b> | Total<br>funds<br>2022<br>£ |
|---------------|--|---------------------------------------|-----------------------------|
| Bank interest | 1,826  | <b>1,826</b>                          | 57                          |
|               | <u>1,826</u>                                 | <u><b>1,826</b></u>                   | <u>57</u>                   |

In the prior year, all investment income was unrestricted.

**VOCALYES**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**6. EXPENDITURE ON RAISING FUNDS**

**COSTS OF RAISING VOLUNTARY INCOME**

|  | <b>Unrestricted<br/>funds<br/>2023<br/>£</b> | <b>Total<br/>funds<br/>2023<br/>£</b> | <b>Total<br/>funds<br/>2022<br/>£</b> |
|--|--|---------------------------------------|---------------------------------------|
| Other staff related costs              | 69   | <b>69</b>                             | 124                                   |
| Marketing and communications           | 3,265  | <b>3,265</b>                          | 3,136                                 |
| IT services and equipment              | 143  | <b>143</b>                            | 49                                    |
| Board expenses (governance)            | -  | -                                     | 3                                     |
| Examination & accountancy (governance) | 538  | <b>538</b>                            | 111                                   |
| Rent, services and utilities           | 851  | <b>851</b>                            | 750                                   |
| Office running costs                   | 455  | <b>455</b>                            | 429                                   |
| Sundry costs                           | 23   | <b>23</b>                             | 182                                   |
| Depreciation                           | 192  | <b>192</b>                            | 12                                    |
| Staff costs                            | 6,611  | <b>6,611</b>                          | 6,399                                 |
|  | <u>12,147</u>                                | <u><b>12,147</b></u>                  | <u>11,195</u>                         |

In the prior year, all costs of raising voluntary income were unrestricted.

**7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

|                                  | <b>Restricted<br/>funds<br/>2023<br/>£</b> | <b>Unrestricted<br/>funds<br/>2023<br/>£</b> | <b>Total<br/>funds<br/>2023<br/>£</b> |
|----------------------------------|--|--|---------------------------------------|
| Audience Development & Marketing | 3,998                                      | 61,758                                       | <b>65,756</b>                         |
| Audio Description Services       | 114,028                                    | 499,108                                      | <b>613,136</b>                        |
| Training & Other Services        | 13,013                                     | 96,764                                       | <b>109,777</b>                        |
| Research & Development           | -  | 30,465                                       | <b>30,465</b>                         |
|                                  | <u>131,039</u>                             | <u>688,095</u>                               | <u><b>819,134</b></u>                 |

**VOCALYES**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

|                                  | Restricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
|----------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Audience Development & Marketing | 5,855                            | 61,108                             | 66,963                      |
| Audio Description Services       | 42,620                           | 345,829                            | 388,449                     |
| Training & Other Services        | 928                              | 88,627                             | 89,555                      |
| Research & Development           | -                                | 28,273                             | 28,273                      |
|                                  | <u>49,403</u>                    | <u>523,837</u>                     | <u>573,240</u>              |

**8. ANALYSIS OF EXPENDITURE BY ACTIVITIES**

|                                  | Activities<br>undertaken<br>directly<br>2023<br>£ | Support<br>costs<br>2023<br>£ | Total<br>funds<br>2023<br>£ |
|----------------------------------|---|-------------------------------|-----------------------------|
| Audience Development & Marketing | 39,785  | 25,971                        | <b>65,756</b>               |
| Audio Description Services       | 503,392   | 109,744                       | <b>613,136</b>              |
| Training & Other Services        | 72,103  | 37,674                        | <b>109,777</b>              |
| Research & Development           | 10,461  | 20,004                        | <b>30,465</b>               |
|                                  | <u>625,741</u>                                    | <u>193,393</u>                | <u><b>819,134</b></u>       |

|                                  | Activities<br>undertaken<br>directly<br>2022<br>£ | Support<br>costs<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
|----------------------------------|---|-------------------------------|-----------------------------|
| Audience Development & Marketing | 45,127  | 21,836                        | 66,963                      |
| Audio Description Services       | 312,707   | 75,742                        | 388,449                     |
| Training & Other Services        | 50,331  | 39,224                        | 89,555                      |
| Research & Development           | 10,150  | 18,123                        | 28,273                      |
|                                  | <u>418,315</u>                                    | <u>154,925</u>                | <u>573,240</u>              |



**VOCALYES**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**ANALYSIS OF DIRECT COSTS**

|                              | <b>Audience<br/>Development<br/>&amp; Marketing<br/>2023<br/>£</b> | <b>Audio<br/>Description<br/>Services<br/>2023<br/>£</b> | <b>Training &amp;<br/>Other<br/>Services<br/>2023<br/>£</b> | <b>Research &amp;<br/>Development<br/>2023<br/>£</b> | <b>Total<br/>funds<br/>2023<br/>£</b> |
|------------------------------|--|--|---|--|---------------------------------------|
| Staff costs                  | 20,321   | 95,201   | 15,104  | 10,461   | <b>141,087</b>                        |
| Audio description services   | -  | 408,005  | 8,314   | -  | <b>416,319</b>                        |
| Consultancy and training     | -  | 40   | 48,661  | -  | <b>48,701</b>                         |
| Marketing and communications | 19,442   | -  | -   | -  | <b>19,442</b>                         |
| Office running costs         | 22   | 162  | 24  | -  | <b>208</b>                            |
| Depreciation                 | -  | (16)   | -   | -  | <b>(16)</b>                           |
|                              | <b>39,785</b>  | <b>503,392</b>   | <b>72,103</b>   | <b>10,461</b>  | <b>625,741</b>                        |
|                              |  |  |   |  |                                       |
|                              | <b>Audience<br/>Development<br/>&amp; Marketing<br/>2022<br/>£</b> | <b>Audio<br/>Description<br/>Services<br/>2022<br/>£</b> | <b>Training &amp;<br/>Other<br/>Services<br/>2022<br/>£</b> | <b>Research &amp;<br/>Development<br/>2022<br/>£</b> | <b>Total<br/>funds<br/>2022<br/>£</b> |
| Staff costs                  | 36,727   | 46,380   | 13,140  | 10,150   | 106,397                               |
| Audio description services   | -  | 266,311  | -   | -  | 266,311                               |
| Other staff related costs    | 2,524  | -  | -   | -  | 2,524                                 |
| Consultancy and training     | -  | -  | 37,191  | -  | 37,191                                |
| Marketing and communications | 5,876  | -  | -   | -  | 5,876                                 |
| Depreciation                 | -  | 16   | -   | -  | 16                                    |
|                              | <b>45,127</b>  | <b>312,707</b>   | <b>50,331</b>   | <b>10,150</b>  | <b>418,315</b>                        |

**VOCALYES**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**ANALYSIS OF SUPPORT COSTS**

|  | <b>Audience<br/>Development<br/>&amp; Marketing<br/>2023<br/>£</b> | <b>Audio<br/>Description<br/>Services<br/>2023<br/>£</b> | <b>Training &amp;<br/>Other<br/>Services<br/>2023<br/>£</b> | <b>Research &amp;<br/>Development<br/>2023<br/>£</b> | <b>Total<br/>funds<br/>2023<br/>£</b> |
|--|--|--|---|--|---------------------------------------|
| Staff costs  | 20,035   | 63,032   | 31,240  | 19,434   | <b>133,741</b>                        |
| Other staff related costs                                | 173  | 3,848  | 190   | -  | <b>4,211</b>                          |
| Consultancy and training                                 | 84   | 281  | -   | 570  | <b>935</b>                            |
| Marketing and communications                             | 193  | 1,447  | 212   | -  | <b>1,852</b>                          |
| IT services and equipment                                | 359  | 2,689  | 394   | -  | <b>3,442</b>                          |
| Independent examiner &<br>accountancy (governance costs) | 1,345  | 10,084   | 1,479   | -  | <b>12,908</b>                         |
| Rent, services and utilities                             | 2,128  | 15,959   | 2,341   | -  | <b>20,428</b>                         |
| Office running costs                                     | 1,115  | 8,361  | 1,226   | -  | <b>10,702</b>                         |
| Depreciation   | 481  | 3,608  | 529   | -  | <b>4,618</b>                          |
| Sundry costs   | 58   | 435  | 63  | -  | <b>556</b>                            |
|  | <u>25,971</u>  | <u>109,744</u>   | <u>37,674</u>   | <u>20,004</u>  | <u><b>193,393</b></u>                 |

**VOCALYES**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)**

**ANALYSIS OF SUPPORT COSTS (continued)**

|                                      | Audience<br>Development<br>& Marketing<br>2022<br>£ | Audio<br>Description<br>Services<br>2022<br>£ | Training &<br>Other<br>Services<br>2022<br>£ | Research &<br>Development<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
|--------------------------------------|---|---|--|--|-----------------------------|
| Staff costs                          | 15,750  | 43,676  | 34,703                                       | 17,604                                 | 111,733                     |
| Other staff related costs            | 2,104   | 2,253   | 319  | 11                                     | 4,687                       |
| Consultancy and training             | 53  | 176   | -  | 357                                    | 586                         |
| Marketing and communications         | 151   | 1,139   | 161  | 6                                      | 1,457                       |
| IT services and equipment            | 121   | 909   | 129  | 5                                      | 1,164                       |
| Board expenses (governance)          | 6   | 56  | 8  | -                                      | 70                          |
| Independent examiner<br>(governance) | 273   | 2,063   | 292  | 10                                     | 2,638                       |
| Rent, services and utilities         | 1,843   | 13,901  | 1,971  | 70                                     | 17,785                      |
| Office running costs                 | 1,054   | 7,951   | 1,128  | 42                                     | 10,175                      |
| Depreciation                         | 450   | 3,393   | 481  | 17                                     | 4,341                       |
| Sundry costs                         | 31  | 225   | 32   | 1                                      | 289                         |
|                                      | <u>21,836</u>                                       | <u>75,742</u>                                 | <u>39,224</u>                                | <u>18,123</u>                          | <u>154,925</u>              |

**9. INDEPENDENT EXAMINER'S REMUNERATION**

The independent examiner's remuneration amounts to an independent examiner fee of £2,850 (2022 - £2,750).

**10. STAFF COSTS**

|  | <b>2023</b><br>£      | 2022<br>£      |
|--|-----------------------|----------------|
| Wages and salaries                                   | <b>245,380</b>        | 194,944        |
| Social security costs                                | <b>19,148</b>         | 15,806         |
| Contribution to defined contribution pension schemes | <b>16,911</b>         | 13,779         |
|  | <u><b>281,439</b></u> | <u>224,529</u> |

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**10. STAFF COSTS (CONTINUED)**

The average number of persons employed by the Charity during the year was as follows:

|                 | <b>2023</b>          | 2022          |
|-----------------|----------------------|---------------|
|                 | <b>No.</b>           | No.           |
| AD and training | <b>3</b>             | 2             |
| Support         | <b>4</b>             | 4             |
|                 | <hr/> <b>7</b> <hr/> | <hr/> 6 <hr/> |

No employee received remuneration amounting to more than £60,000 in either year.

The total employee benefits (including pension contributions and employer's national insurance) of the key management personnel were £67,469 (2022: £64,577).

**11. TRUSTEES' REMUNERATION AND EXPENSES**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, expenses totalling £55 were reimbursed or paid directly to 1 Trustee (2022 - £75 to 1 Trustee). Expenses relate to the reimbursement of training costs and membership fees.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**12. TANGIBLE FIXED ASSETS**

|                          | Leasehold<br>improvements<br>£ | Office<br>furniture<br>£ | Computer &<br>equipment<br>£ | Total<br>£ |
|--------------------------|--------------------------------|--------------------------|------------------------------|------------|
| <b>COST OR VALUATION</b> |                                |                          |                              |            |
| At 1 April 2022          | 9,713                          | 1,780                    | 18,784                       | 30,277     |
| Additions                | -                              | 2,479                    | -                            | 2,479      |
| Disposals                | -                              | -                        | (375)                        | (375)      |
| At 31 March 2023         | 9,713                          | 4,259                    | 18,409                       | 32,381     |
| <b>DEPRECIATION</b>      |                                |                          |                              |            |
| At 1 April 2022          | 6,315                          | 1,446                    | 15,166                       | 22,927     |
| Charge for the year      | 1,941                          | 791                      | 2,079                        | 4,811      |
| On disposals             | -                              | -                        | (16)                         | (16)       |
| At 31 March 2023         | 8,256                          | 2,237                    | 17,229                       | 27,722     |
| <b>NET BOOK VALUE</b>    |                                |                          |                              |            |
| At 31 March 2023         | 1,457                          | 2,022                    | 1,180                        | 4,659      |
| At 31 March 2022         | 3,398                          | 334                      | 3,618                        | 7,350      |

**13. DEBTORS**

|                                | 2023<br>£ | 2022<br>£ |
|--------------------------------|-----------|-----------|
| <b>DUE WITHIN ONE YEAR</b>     |           |           |
| Trade debtors                  | 47,105    | 33,107    |
| Other debtors                  | 5,200     | 7,187     |
| Prepayments and accrued income | 47,549    | 11,098    |
|                                | 99,854    | 51,392    |

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|  | <b>2023</b><br>£ | 2022<br>£ |
|--|------------------|-----------|
| Trade creditors                        | <b>64,340</b>    | 49,832    |
| Other taxation and social security     | <b>14,411</b>    | 21,321    |
| Other creditors                        | <b>1,297</b>     | 474       |
| Accruals and deferred income           | <b>22,431</b>    | 71,051    |
|  | <b>102,479</b>   | 142,678   |
|  | <b>2023</b><br>£ | 2022<br>£ |
| Deferred income at 1 April 2022        | <b>58,449</b>    | 26,786    |
| Resources deferred during the year     | <b>15,771</b>    | 58,449    |
| Amounts released from previous periods | <b>(58,449)</b>  | (26,786)  |
|  | <b>15,771</b>    | 58,449    |

Deferred income relates to grants received for a period spanning two financial years. Grant income is being recognised in line with grant expenditure.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**15. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

|   | Balance at 1<br>April 2022<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2023<br>£ |
|---|---------------------------------|----------------|------------------|--------------------------|-------------------------------------|
| <b>UNRESTRICTED FUNDS</b>                   |                                 |                |                  |                          |                                     |
| <b>DESIGNATED FUNDS</b>                     |                                 |                |                  |                          |                                     |
| Premises                                    | 9,500                           | -              | -                | -                        | 9,500                               |
| Tangible fixed assets                       | 7,350                           | -              | -                | (2,691)                  | 4,659                               |
| Creative workshops                          | 5,000                           | -              | -                | -                        | 5,000                               |
| Workforce support initiative                | 5,000                           | -              | -                | -                        | 5,000                               |
| Supporting access and skills<br>development | 20,000                          | -              | -                | -                        | 20,000                              |
| Staff and describer CPD                     | 10,000                          | -              | -                | -                        | 10,000                              |
| Training new describers                     | 12,000                          | -              | -                | -                        | 12,000                              |
|   | <b>68,850</b>                   | <b>-</b>       | <b>-</b>         | <b>(2,691)</b>           | <b>66,159</b>                       |
| <b>GENERAL FUNDS</b>                        |                                 |                |                  |                          |                                     |
| General fund                                | 106,392                         | 707,374        | (700,242)        | (3,344)                  | 110,180                             |
| <b>TOTAL UNRESTRICTED<br/>FUNDS</b>         | <b>175,242</b>                  | <b>707,374</b> | <b>(700,242)</b> | <b>(6,035)</b>           | <b>176,339</b>                      |

**VOCALYES**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**15. STATEMENT OF FUNDS (CONTINUED)**

**RESTRICTED FUNDS**

|   |                |                |                  |              |                |
|---|----------------|----------------|------------------|--------------|----------------|
| Increased audio description and recordings        | 30,700         | 90,303         | (103,383)        | 6,035        | 23,655         |
| Newsletter project                                | 3,997          | 4,000          | (2,998)          | -            | 4,999          |
| Touring funds                                     | 15,108         | -              | (15,108)         | -            | -              |
| Training new describers project & CPD             | 14,834         | -              | -                | -            | 14,834         |
| Museums & Galleries programme                     | 145            | -              | -                | -            | 145            |
| Research and development                          | 9,900          | 3,500          | (8,550)          | -            | 4,850          |
| Audience development project                      | 23,549         | -              | (1,000)          | -            | 22,549         |
| Training in regional and London's smaller museums | 7,185          | -              | -                | -            | 7,185          |
|   | <u>105,418</u> | <u>97,803</u>  | <u>(131,039)</u> | <u>6,035</u> | <u>78,217</u>  |
| <b>TOTAL OF FUNDS</b>                             | <u>280,660</u> | <u>805,177</u> | <u>(831,281)</u> | <u>-</u>     | <u>254,556</u> |



**VOCALYES**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**15. STATEMENT OF FUNDS (CONTINUED)**

**STATEMENT OF FUNDS - PRIOR YEAR**

|   | Balance at<br>1 April 2021<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2022<br>£ |
|---|---------------------------------|----------------|------------------|--------------------------|-------------------------------------|
| <b>UNRESTRICTED FUNDS</b>                   |                                 |                |                  |                          |                                     |
| <b>DESIGNATED FUNDS</b>                     |                                 |                |                  |                          |                                     |
| Premises                                    | 9,500                           | -              | -                | -                        | 9,500                               |
| Staff costs                                 | 15,000                          | -              | -                | (15,000)                 | -                                   |
| Tangible fixed assets                       | 11,014                          | -              | -                | (3,664)                  | 7,350                               |
| Creative workshops                          | 5,000                           | -              | -                | -                        | 5,000                               |
| Workforce support initiative                | 5,000                           | -              | -                | -                        | 5,000                               |
| Supporting access and skills<br>development | 20,000                          | -              | -                | -                        | 20,000                              |
| Staff and describer CPD                     | 10,000                          | -              | -                | -                        | 10,000                              |
| Training new describers                     | -                               | -              | -                | 12,000                   | 12,000                              |
|   | <u>75,514</u>                   | <u>-</u>       | <u>-</u>         | <u>(6,664)</u>           | <u>68,850</u>                       |
| <b>GENERAL FUNDS</b>                        |                                 |                |                  |                          |                                     |
| General fund                                | 86,927                          | 547,833        | (535,032)        | 6,664                    | 106,392                             |
| <b>TOTAL UNRESTRICTED<br/>FUNDS</b>         | <u>162,441</u>                  | <u>547,833</u> | <u>(535,032)</u> | <u>-</u>                 | <u>175,242</u>                      |

**VOCALYES**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**15. STATEMENT OF FUNDS (CONTINUED)**

**RESTRICTED FUNDS**

|   |                |                |                  |          |                |
|---|----------------|----------------|------------------|----------|----------------|
| Increased audio description and recordings        | 33,939         | 36,351         | (39,590)         | -        | 30,700         |
| Newsletter project                                | 3,997          | -              | -                | -        | 3,997          |
| Touring funds                                     | 23,993         | -              | (8,885)          | -        | 15,108         |
| Training new describers project & CPD             | 334            | 14,500         | -                | -        | 14,834         |
| Museums & Galleries programme                     | 145            | -              | -                | -        | 145            |
| Research and development                          | -              | 9,900          | -                | -        | 9,900          |
| Audience development project                      | 23,549         | -              | -                | -        | 23,549         |
| Training in regional and London's smaller museums | 8,113          | -              | (928)            | -        | 7,185          |
|   | <u>94,070</u>  | <u>60,751</u>  | <u>(49,403)</u>  | <u>-</u> | <u>105,418</u> |
| <b>TOTAL OF FUNDS</b>                             | <u>256,511</u> | <u>608,584</u> | <u>(584,435)</u> | <u>-</u> | <u>280,660</u> |

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**15. STATEMENT OF FUNDS (CONTINUED)**

**RESTRICTED FUNDS**

**Touring funds**

Kirsh Family Trust: Touring Fund 2019/20 - Towards the costs of providing AD services for theatre productions touring to theatres around the UK, allowing VocalEyes to reduce the cost for individual venues and towards the cost of delivering Professional Development opportunities for specialist freelance audio describers and other practitioners.

**Increased AD and recordings**

Persula Foundation - Towards the costs of creating recorded Audio Introductions for VocalEyes' AD service for theatre performances, and the costs of maintaining up to date access information for theatre venues.

The Lawson Trust - Towards the costs of creating recorded Audio Introductions for the Theatre AD service.

Coral Samuel Charitable Trust – Towards the cost of creating recorded Audio Introductions for the Theatre AD Service.

Sobell Foundation – Towards the cost of creating recorded Audio Introductions for the Theatre AD Service.

Clothworkers' Foundation – Towards the cost of theatre AD equipment.

Worshipful Company of Spectacle Makers – Towards the cost of providing audio described tours for buildings featured in the annual Open House Series.

The Edward Gostling Foundation – Towards the cost of creating recorded Audio Introductions for the Theatre AD Service.

Peskin Charitable Trust – Towards the cost of creating recorded Audio Introductions for the Theatre AD Service.

Haberdashers' Benevolent Foundation London Theatre – Towards the costs of delivering the AD service for theatre performances in London, specifically the recorded audio introductions for these events.

London Freemasons's Charity – Towards the cost of VocalEyes' AD services delivered in London (theatre or museums, galleries or heritage sites).

Rothschild Foundation Grant – For audio descriptions of 5 London Bridges for the Illuminated River project to support accessibility for blind and visually impaired people.

National Lottery Health Fund - Museum and Heritage Access 2022 - to build a network of digital volunteer researchers recruited primarily from the deaf, disabled and neurodivergent community. The volunteer researchers will run an information audit of the website access information of 3,000-3,500 UK heritage venues / sites. VocalEyes will use this to underpin increasing awareness in the sector of the importance of structured, detailed and descriptive online access information to D/deaf, disabled and neurodivergent visitors.

Arts Council Grant - To support VocalEyes' project '100 Videos Described' that increases capabilities to offer an AD service for online film, and also provides subsidy allowing us to discount client fees for 100 film projects. A £6,035 transfer has been made to this fund from general funds to cover expenditure that will not be funded by Arts Council England.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**15. STATEMENT OF FUNDS (CONTINUED)**

**Research and development**

Thomas Pocklington Trust - Towards the costs of a consultant to help improve VocalEyes' technological capabilities, through accessible software options appraisal and requirements development for an updated or new system to manage VocalEyes' activity and contacts.

**Training in regional and London's smaller museums**

The Catherine Lewis Foundation - Towards the costs of training museum, gallery and heritage staff in UK regions (not London).

The Annie Tranmer Charitable Trust - Towards the costs of training museum, gallery and heritage staff in UK regions (ideally in the Suffolk area).

Vision Foundation (formerly Greater London Fund for the Blind) - Towards the costs of training staff at small museums, galleries and heritage sites in London.

The Weinstock Fund – Towards the cost of audio description and visual awareness hub training courses.

**Museums and Galleries programme**

Barchester Foundation - Towards the cost of equipment and resources to create Tactile Diagrams for use in museums, galleries and heritage sites.

**Audience Development Project**

John Ellerman Foundation - Towards costs of marketing and Audience Manager salary costs and other marketing costs.

**Newsletter project**

Ulverscroft Foundation - Towards the cost of VocalEyes' quarterly What's On guide in clear print, braille and audio which promotes accessible events to the blind and visually impaired community.

Scott (Eredine) Charitable Trust - Towards the cost of the quarterly What's On Guide in clear print, braille and audio which promotes accessible events to the blind and visually impaired community.

**Training new describers project & CPD**

The D'Oyly Carte Charitable - The D'Oyly Carte Charitable Trust - Towards the cost of delivering training for new Audio Describers.

**DESIGNATED FUNDS**

Office-related costs, including dilapidations - Reserved for potential costs – e.g. access alterations or dilapidations / making good at end of lease, planned spend during the year 2023- 24.

Fixed assets – represents the value of funds tied up in fixed assets.

Creative workshops and other initiatives supporting the individual creativity of blind and visually impaired people - Planned spend during the years 2022-23 and 2023-24.

Initiative supporting blind and visually impaired people in the arts and heritage workforce - Planned spend during the years 2022-23 to 2025-26.

Supporting access and skills development at small arts and heritage venues - planned spend during the years 2022-23 to 2025-26.

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**15. STATEMENT OF FUNDS (CONTINUED)**

Staff and describer CPD - Planned spend during the years 2022-23 to 2025-26.

Training new describers - Planned spend during the years 2022-23 to 2024-25.

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

|                               | Restricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Tangible fixed assets         | -                                | 4,659                              | <b>4,659</b>                |
| Current assets                | 93,988                           | 258,388                            | <b>352,376</b>              |
| Creditors due within one year | (15,771)                         | (86,708)                           | <b>(102,479)</b>            |
| <b>TOTAL</b>                  | <b>78,217</b>                    | <b>176,339</b>                     | <b>254,556</b>              |

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

|                               | Restricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
|-------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Tangible fixed assets         | -                                | 7,350                              | 7,350                       |
| Current assets                | 105,418                          | 310,570                            | 415,988                     |
| Creditors due within one year | -                                | (142,678)                          | (142,678)                   |
| <b>TOTAL</b>                  | <b>105,418</b>                   | <b>175,242</b>                     | <b>280,660</b>              |

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

**17. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

|  | 2023<br>£        | 2022<br>£     |
|--|------------------|---------------|
| Net (expenditure)/income for the year (as per Statement of Financial Activities) | (26,104)         | 24,149        |
| <b>ADJUSTMENTS FOR:</b>  |                  |               |
| Interest receivable  | (1,826)          | (57)          |
| Depreciation   | 4,811            | 4,540         |
| Loss on the sale of fixed assets   | 359              | -             |
| Increase in debtors  | (48,462)         | (24,281)      |
| (Decrease)/increase in creditors   | (40,199)         | 91,512        |
| <b>NET CASH (USED IN)/PROVIDED BY OPERATING ACTIVITIES</b>                       | <b>(111,421)</b> | <b>95,863</b> |

**18. ANALYSIS OF CASH AND CASH EQUIVALENTS**

|  | 2023<br>£      | 2022<br>£      |
|--|----------------|----------------|
| Cash in hand                           | 252,522        | 364,596        |
| <b>TOTAL CASH AND CASH EQUIVALENTS</b> | <b>252,522</b> | <b>364,596</b> |

**19. ANALYSIS OF CHANGES IN NET DEBT**

|                          | At 1 April<br>2022<br>£ | Cash flows<br>£  | At 31 March<br>2023<br>£ |
|--------------------------|-------------------------|------------------|--------------------------|
| Cash at bank and in hand | 364,596                 | (112,074)        | 252,522                  |
|                          | <b>364,596</b>          | <b>(112,074)</b> | <b>252,522</b>           |

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**20. PENSION COMMITMENTS**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £16,911 (2022: £13,779). At the year-end, £1,297 was payable to the scheme (2022: £474).

**21. OPERATING LEASE COMMITMENTS**

At 31 March 2023 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

|  | <b>2023</b><br>£ | 2022<br>£ |
|--|------------------|-----------|
| <b>Leased premises</b>                       |                  |           |
| Not later than 1 year                        | <b>11,943</b>    | 16,640    |
| Later than 1 year and not later than 5 years | -                | 11,943    |
|  | <b>11,943</b>    | 28,583    |

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

|                         | <b>2023</b><br>£ | 2022<br>£ |
|-------------------------|------------------|-----------|
| Operating lease rentals | <b>16,640</b>    | 16,640    |

**22. RELATED PARTY TRANSACTIONS**

Lynette Alston, director of VocalEyes from 30 July 2018, is Company Secretary of Polka Children's Theatre Limited. During the year a total amount of £800 (2022: £2,050) was invoiced by VocalEyes to Polka Children's Theatre Limited and as at 31 March 2023, an amount of £Nil (2022: £Nil) was owed to VocalEyes by Polka Children's Theatre Limited.