



(A Company Limited by Guarantee with Charitable Status)

Impact Report and Unaudited Financial Statements for the year ended 31 March 2022

Registered number: 03500128 (England & Wales)

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Accessible Arts & Media

Impact Report for the year ended 31 March 2022

1 Introduction

Accessible Arts & Media (AAM) has been running arts and creative media learning projects in and around York since 1982. We believe that everyone can learn, everyone can be creative, and everyone can play a part in their local community, they just need the right support. We help people develop the skills and confidence to connect with their local community and have more of a say in the things that matter to them. And everyone has a lot of fun along the way!

Vision

Our vision is for an inclusive society. We level the playing field so that everyone's given the best chance to shine.

Mission

We run a vibrant range of accessible, inclusive, high-quality, and affordable projects, from singing and signing choirs and sensory movement sessions to creative media programmes and one-to-one creative and therapeutic sensory sessions. Our user-led projects help people to find their voice and develop the confidence to use it. And they support people's wellbeing by helping them feel happy, valued, and connected.

Camaraderie, collaboration, and community spirit are at the heart of everything we do. We bring our own brand of humour and a lively sense of fun to the serious business of supporting people to achieve their aspirations.

We work with disabled adults and young people, older people living with dementia and memory loss, people with mental ill health and community groups in York and North Yorkshire. You'll find us delivering workshops in schools, businesses and community centres and putting smiles on faces by performing in venues from concert halls to our local supermarket. We make sure our work, knowledge and expertise have a wider impact through strong local, regional, and national networks and partnerships and the creation of learning resources.

We're experts in creating a caring environment where everyone's supported to take part in the way that suits them best. It's a space where you can be yourself. By providing tailored opportunities for personal development and learning, our projects push boundaries and challenge stereotypes around what people can achieve.

We're registered with the Information Commissioners Office and the Fundraising Regulator, reinforcing our commitment to best practice in data management and ethical fundraising. And we're accredited as a Living Wage Employer because we believe in paying a true living wage.

2 Achievements and Performance

2.1 Covid-19

Covid-19, and our response to the pandemic, continued to influence how we worked this year.

The first half of the year saw our team continue to work from home. Similarly, all our projects continued with online sessions, except for our iMUSE for Wellbeing sessions which restarted in April.

We were delighted to hold our first indoor in-person group sessions since March 2020 over the summer holidays, with our IMPs Holiday Clubs and socials for our adult participants. In the Autumn Term, we started partnerships with two fantastic new venues, enabling us to restart regular in-person activities. Acomb Methodist Church became the new home for Senior IMPs, our weekly music group for disabled young people. And New Earswick Folk Hall started to host Movers & Shakers – our popular weekly music and movement group for adults with complex needs.



Craft and social session

As the largest of our group projects, with 40 members pre-pandemic, we took the decision to continue hosting Hands & Voices sessions on Zoom. Many of the choir members have underlying health concerns and, with singing classed as a 'super spreader' activity, it was proving difficult to find a venue large enough for effective and safe social distancing.

Autumn also saw a welcome return to some office working for the AAM team. While the team coped admirably with working from home during the pandemic, it was great to be back in the office together again after such a long gap. Omicron case numbers over the winter meant we returned to home working in January, with a phased return to the office starting again in March this year.

We're very grateful once again to our funders for being so flexible in their approach to grant-making this year. This enabled us to continue adapting our programmes to meet the changing needs of our participants as we started to emerge from the pandemic.

2.2 Headline figures for 2021-22

- We supported **219** core participants with regular creative learning and wellbeing activities
- We delivered **597** regular activity sessions, a blend of online and in-person
- We delivered **34** outreach, training and practice sharing sessions that engaged a further **94** participants and professionals.
- **799** people accessed our free learning resources via our website.
- On average, our social media posts reached **8,490** accounts and received **1,067** engagements every month.
- We worked with **52 partners** across the education, cultural, voluntary, health, social care and business sectors.
- **34** fabulous people **volunteered** with us and collectively gave **258 hours** of their time

- Volunteers' contribution was worth **£2,451** * *calculated using the 2021-22 Real Living Wage of £9.50 per hour*
- We received **pro bono support** from professionals and businesses worth **£7,600**
- We created **683 hours** of employment for freelance artists

2.3 Participant feedback

We asked our project participants and the people who support them to tell us about the difference AAM and our activities made to them over the past year.

Participants in our group projects:

- **100%** said that taking part in our sessions had made them **feel happy**
- **96%** said taking part has helped them **feel more confident**
- **94%** said taking part has helped them **get better at communicating**
- **89%** said taking part helps them **feel connected to friends**
- **87%** said they feel **they have a say in what happens** in sessions

When we asked what they enjoyed most about taking part in our sessions, they told us:

“Being together seeing my friends, having a laugh, as well as singing together too.”

“Playing noisy instruments!”

“Freedom to dance, sing and express myself”

“All of it!!! I love all of it.”



IMPs member saying she loves “singing, smile, choirs, together”

Supporters:

The people who support our participants gave the following feedback:

- They gave an average score of **4.5 out of 5** when we asked about the impact taking part in our sessions has had on the **confidence** of the person they support (where 1 = no impact and 5 = significant impact)
- They gave an average score of **4.3 out of 5** when we asked about the impact taking part in our sessions has had on **building positive relationships** for the person they support
- They gave an average score of **4.3 out of 5** when we asked if the person they support is given the opportunity to **contribute their own ideas**
- They gave an average score of **3.9 out of 5** when we asked about the impact our sessions had on the **communication skills** of the person they support

Their feedback included:

“M is very happy here (you can tell as she is dancing, more chatty and smiling). People are kind and friendly and make the effort to come and say hello to her.”

“This has been the first activity for J and E since Covid lockdown and it's been something for them to look forward to”

“Singing, playing, performing, receiving applause and positive feedback has helped J's confidence enormously. His self-esteem is quite low so the positive reinforcement is invaluable.”

iMUSE for Wellbeing Participants:

- **100%** said iMUSE helps them **communicate**
- **96%** told us taking part has helped them be **more mindful**
- **82%** feel iMUSE helps them **make decisions**. Participants often rate their decision-making ability lower than what we observe. They express choice and make decisions throughout each iMUSE session, making sure it's tailored to their needs on the day.
- **68%** told us taking part has helped them **feel more confident**. The majority of iMUSE participants have anxiety, which negatively impacts confidence, and their ability to objectively assess self-confidence. For many, managing to leave the house and travel to sessions demonstrates confidence they may not feel they have.

Their feedback included:

"It's a safe place - it's relaxing - there is no pressure. I just gave it a go at first - I wasn't expecting anything. I was surprised how much it has helped. I can't praise it enough."

“The sessions were like a long pause, giving me time to recover. I would go in with my mind whirling around and feeling unable to stop it and control it, but in watching, listening, feeling during the session I would suddenly realize I wasn't worrying about my health, in fact I had forgotten about it for a short while.”

We asked everyone to tell us the three words they'd use to describe our online sessions and this is what they told us (the larger the word, the more times it was given as a response):



2.4 Organisational Development

We've developed the following areas in 2021-22:

Organisational Structure:

- Hannah Hardcastle, our Accessible Communication Coordinator, took on the new role of Programme Manager – Learning Disability in May 2021. With 10 years' experience leading and developing inclusive activities for AAM, Hannah now leads the delivery and development of our programmes with learning-disabled adults and young people.
- We said goodbye to two long-standing members of the team, when Marketing & Campaigns Manager Kelly Langford returned to a career in science in June and iMUSE Development Manager Julie Green retired in July. We're very grateful to both of them for the difference they made here at AAM and wish them all the best for the future.
- Our new Marketing & Community Fundraising Coordinator, Lauren Harrison, joined us in October.

Operational Systems:

- We reviewed and refined the new digital finance systems we put in place in 2020-21, to make sure they're robust and flexible enough to keep supporting the organisation as we emerge from the pandemic.

Staff Development:

- We supplemented our in-house training in safeguarding, accessible communication and impact measurement with external training in digital fundraising and sign supported communication.
- We hosted two student placements on our IMPs and Hands & Voices programmes and a work experience placement for one of the young people who takes part in our IMPs programme.

Human Resources:

- We updated our Staff Handbook.

Fundraising:

- We started to rebuild our community fundraising programme, after more than a year of event cancellations.
- We took part in the York Rotary Dragon Boat Challenge for the first time, raising £2,600 for AAM, and we're absolutely delighted to have been selected as one of the beneficiary charities for the 2022 event.
- We're very grateful to Libbie Waddleton, who did a daredevil wing walk in aid of AAM and The Dogs Trust, raising over £600 for AAM!



Our Dragon Boat Race team, the incredible 'Row'ling Gnomes

- Our Hands & Voices and IMPs singing and signing choirs performed together in public for the first time since 2019, raising £935 at two busking performances.

2.5 Programme Development

The people who take part in our programmes often face difficulty with everyday activities and can end up feeling isolated and cut off. The ongoing development of our projects focuses on helping them:

- learn new skills that they can transfer to other parts of their lives, including education, training and employment;
- explore and connect with the world around them, in a safe, supportive, fun environment;
- learn to work and communicate with other people, making new friends along the way;
- grow the confidence to have more of a say in the things that matter to them;
- contribute to their local community through workshops, exhibitions and performances;
- feel happier and healthier – all of the above contribute to improved wellbeing.

The above outcomes remained a key focus during the past year, with all project activities – online and in-person - designed with them in mind. Participant wellbeing was also a primary focus, ensuring our participants felt safe, happy and connected.

2.5.1 Hands & Voices

A fully inclusive singing and signing community choir, set up in 1997 to help adults with communication and learning difficulties take part in performances. The Hands & Voices programme includes regular choir rehearsals, performances and outreach workshops co-led by Hands & Voices trainees (members of the choir who are learning how to lead workshops).

“Seeing my friends makes me happy, even on Zoom. It means we can all still see each other”



A Hands & Voices member, after co-leading a workshop

- **30 people** took part (lower numbers than pre-pandemic as some choir members struggled with online sessions) and we delivered **43 rehearsal sessions**
- We started the year delivering Hands & Voices on Zoom. Having identified a new venue big enough to enable socially-distanced rehearsals, we planned on launching our new hybrid model (with some choir members meeting in person and others joining from home on Zoom) in January. Unfortunately, the Omicron wave of Covid meant we deemed it unsafe to re-start in-person sessions, so Spring term sessions continued on Zoom.
- We held **3 indoor social sessions** for members of Hands & Voices over the summer break. It was joyful to have everyone together again for lots of musical games and dancing!
- We hosted a placement for a student studying music at York St John University.
- We were delighted to welcome vocalist and music leader Anna Snow to the Hands & Voices team in January this year. Anna now leads sessions alongside our Programme Manager Hannah.

- Hands & Voices members joined members of our Senior IMPs group for two busking performances – one in York City Centre in the run up to Christmas and another at Asda, Monks Cross, in February. These were their first public performances since February 2020 and it was incredible to see everyone back together, doing what they love!
- Three Hands and Voices trainees co-led **two singing and signing workshops** for learning-disabled adults in Door 84's Community Sparks group.

We're very grateful to the following Hands & Voices funders and donors for their continued support and flexibility this year: The Pavers Foundation, Rix Thompson Rothenberg Foundation, The Calmcott Trust, York Common Good Trust, The Charles Ruddock Trust, Ron and Beryl Gatenby and City of York Council.

2.5.2 IMPs (Inclusive Music Projects)



IMPs members busking

IMPs offers year-round fun, inclusive music activities for disabled and non-disabled children and young people aged 5 – 25. The IMPs programme includes weekly sessions during term time (Senior IMPs for young people aged 11+ and Junior IMPs, delivered in partnership with Westfield Community Primary School), holiday activities, and a training programme where participants learn leadership and communication skills. We also deliver outreach workshops in schools, youth groups and other community settings, co-led by our IMPs trainees.

“Made new friends, learnt new songs, singing makes me happy!”

- **80 children and young people** took part in **64 sessions** across the three strands of the programme.
- **Senior IMPs** started the year on Zoom, using breakout rooms to support young people to develop specific skills they'd identified e.g. signing, playing 7th chords, singing.
- We re-started in-person Senior IMPs sessions in September, at our new venue Acomb Methodist Church. We continued the model we'd started on Zoom, using breakout rooms for 1:1/small group skills development work. Some young people who'd taken part in IMPs but had struggled with online sessions re-joined the group. The smiles on everyone's faces as they got to hang out with their friends again lit up the room!
- We delivered **eight IMPs Holiday Clubs** (two online and six in-person), fun half-day sessions exploring themes including musical theatre, write your own movie score, a songwriting safari at Askham Bryan Wildlife and Conservation Park and an African sound safari.
- We restarted our **Junior IMPs** programme at Westfield Community Primary School in the Autumn term, running a weekly music session as part of their after school club.
- We hosted a placement for a student studying music at York St John University.
- Three Senior IMPs members co-led **two singing and signing workshops** at the NYMAZ SEND Music Gathering (a professional development event for music leaders) and a presentation evening by local charities, organised by York Vikings Rotary.
- Senior IMPs members took part in their **first public performances since February 2020**, joining members of Hands & Voices for our two busking performances.

- Members of Senior IMPs appeared in a [short film](#) as part of BBC's Children in Need celebrations. Big thanks to BBC Look North for capturing our incredible young musicians doing what they do best!

We're very grateful to the following IMPs funders for their continued support and flexibility this year: Youth Music, the Ed De Nunzio Charitable Trust, Children in Need and City of York Council.

2.5.3 iMUSE (Interactive Multi-Sensory Environment)

iMUSE is a portable interactive multi-sensory environment. It provides a relaxing, therapeutic and creative learning space where participants can connect with the world around them, make their own choices, reduce anxiety and stress and develop non-verbal ways of communicating. It combines relaxation (using vibro-acoustic technology), music and visuals in one-to-one sessions tailored to each individual's needs and preferences.



An iMUSE for Wellbeing participant relaxing in the iMUSE space

"I usually leave and I feel my lungs can get air inside again - I feel I can do it – anything's possible - gives me more confidence to feel I CAN do things."

- We supported **88 people** with **426** x 1:1 iMUSE sessions
- We re-started our in-person **iMUSE for Wellbeing** sessions at York Wellbeing Centre in April 2021, having started again in Autumn 2020 then having to pause due to rising Covid case numbers. These sessions are targeted at adults and young people with enduring mental ill-health.
- We were delighted to re-start **iMUSE residencies** at Kyra Women's Project and Ryedale Special Families that were paused in 2020 due to Covid.
- Our **iMUSE for Young People** strand saw us work with disabled young people from Ryedale Special Families and Applefields Special School (both residencies delivered in partnership with NYMAZ, as part of their Play it Loud programme). We were also commissioned by SELFA to run iMUSE sessions for disabled young people in the Skipton area. And we delivered technical support for Welburn Hall Special School, enabling them to continue developing their use of iMUSE with their students.
- After an 18-month period where our partnership focus was on keeping existing partners updated on what was happening with iMUSE and iMUSE at Home, we started to build new partnerships and referral routes this year once again. Including Mill Lodge, a York CAMHS residential setting, and Better Connect.

iMUSE at Home:

- This year saw the further development of iMUSE at Home, launched during the pandemic to provide wellbeing support for people unable to leave their homes. We successfully trialled iMUSE at Home with adults with Profound and Multiple Learning Disabilities, who'd previously taken part in in-person sessions.

- We also spent time this year exploring different combinations of the equipment used in the iMUSE at Home 'mini kits' with different participants. In talking to the people who trialled iMUSE at Home during lockdown, we recognised that different people needed different versions of the kit, depending on their wellbeing needs and their levels of confidence with technology. New, stripped back versions of the kit enable people with very little technical know-how to take control of their wellbeing at home by using the kit as and when they need it i.e. without having to wait for a remote session with one of our iMUSE facilitators. Reducing the technical complexity of the kit means people can simply focus on what makes them feel better.

We're very grateful to the following iMUSE funders for their continued support and flexibility this year: The Igen Trust, The Purey Cust Trust, The Garfield Weston Foundation, The Co-op Community Fund, The Gay & Peter Hartley's Hillards Trust, and City of York Council

2.5.4 Sensory Programme

Creative and sensory-based activities designed for adults with profound and multiple learning disabilities (PMLD). Activities are designed to help participants develop communication, motor and learning skills. They include music making, arts and crafts, movement/dance, mindfulness activities, storytelling and drama, alongside lots of opportunity for positive social interaction.



Making music at Movers & Shakers

"E looks forward to coming and stands by the door waiting to come and always says she's 'had a lovely time'"

- We supported **21 adults with PMLD** who took part in **61 sessions**.
- As with our other group programmes, we started the year running Sensory Music and 1:1/small group creative sensory sessions on Zoom.
- Having started the year online, it was brilliant to see our Sensory Programme participants in person, with their friends again, at our summer socials.
- It was even better to be able to re-start our popular **Movers & Shakers** group, a weekly music and movement session, in person in the Autumn term. We started working with another fantastic new venue – New Earswick Folk Hall.
- We hosted a work placement for a Senior IMPs member, who supported a series of Movers & Shakers sessions.

We're very grateful to the following Sensory Programme funders for their continued support and flexibility this year: Two Ridings Community Foundation, York CVS (via the Ways to Wellbeing programme) and City of York Council.

2.5.5 Partnership Projects

Bounceback Food – Secret Dishes from Around the World – book launch and podcast:

Having delivered a series of online sessions involving participants from across our programmes in 2020-21, we were thrilled to welcome Bounceback Food CIC to York in October as part of their

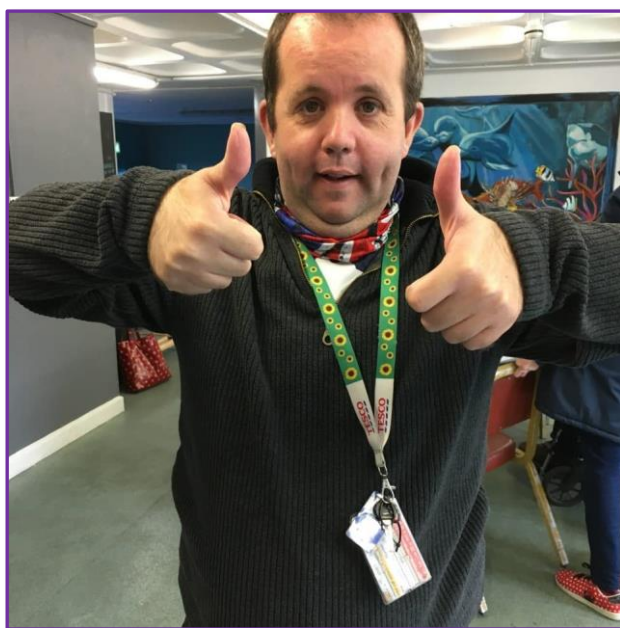
book launch tour. Our participants worked with local artist Adam Higton to create artwork for the Libya section of Bounceback's new cookery book *Secret Dishes from Around the World 3*.

It was great to finally meet Duncan and the rest of the Bounceback team in person, and to see our participants' artwork in print. Several participants joined us at Acomb Methodist Church, to receive their copies of the book and help prepare (and eat!) some of the tasty recipes. Our Development Manager Kirsty and Hands & Voices member Clare were also interviewed for the [Secret Dishes from Around the World podcast](#).

3 Future Plans

Priorities for 2022-23 include:

- Trialling our new hybrid delivery model with Hands & Voices, with some participants together in our new venue (Marjorie Waite Court in Clifton) and others joining on Zoom;
- Staging our first indoor performances since November 2019;
- The second half of the year will see us celebrate Accessible Arts & Media's 40th anniversary, with a Big Birthday Bash concert and social media campaign looking back on some of our highlights from the past four decades;
- Re-establishing our outreach programme and external commissions again. Like us, a lot of our partners focused on keeping their own services going for the past 2 years, and supporting their beneficiaries through the pandemic. It's been great to re-establish contact with existing and new outreach partners this year, and we're looking forward to working with them throughout 2022-23;
- Developing our Board, with the recruitment of new Trustees;
- Continuing the development of our organisational structure, bringing on board a new Project Assistant role, to support our programmes for learning-disabled adults and young people.
- Re-starting fundraising events in earnest, with the York Rotary Dragon Boat Challenge, A Night to Remember at York Barbican (annual fundraising concert organised by Ian Donaghy, of which AAM is one of the beneficiary charities) and our own fundraising events in the form of concerts, busking and community-based events like Clothes Swaps.



Accessible Arts & Media

Report of the Trustees and Unaudited Financial Statements for the year ended 31 March 2022

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31st March 2022. The financial statements comply with the Companies Act 2006 and Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015).

1 Structure, Governance and Management

a) Governing document

Accessible Arts & Media (AAM) is a company limited by guarantee with charitable status, governed by its Memorandum and Articles of Association dated 27th January 1998. In the event of the charity being wound up, members are required to contribute an amount not exceeding £10 and any assets left over must be given to another similar group.

b) Appointment of trustees

The directors of the company are also trustees of the charity. Under the requirement of the Memorandum and Articles of Association, trustees can be voted onto the board at trustee meetings and members of the organisation can be elected as trustees.

c) Trustee induction and training

New trustees are inducted into the charity, including: their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction they will have an opportunity to meet key employees and other trustees and to visit project sessions. They are also encouraged to attend appropriate external training events in order to develop their role.

d) Organisation

Trustees meet a minimum of four times a year, with sub-groups for HR & Governance and Finance meeting between full Board meetings. AAM is not a 'membership' charity in the legal sense of the word.

A Creative Director is appointed by the trustees to manage the day-to-day operations of the charity. To ensure the effective running of AAM, the Creative Director has delegated authority, within the terms of delegation approved by the trustees, for operational matters including finance, employment and artistic programming.

2 Trustees' Financial Review for the Year Ended 31 March 2022

a) Financial Summary

The primary focus for 2021-22 was to respond to the continuing effects of the Covid-19 pandemic ensuring funds were in place for AAM to transition back to face-to-face activity where possible. This included adapting our programmes to meet the changing needs of our participants as we started to emerge from the pandemic.

Trustees were prudent in their approach to managing the transition and the ever-changing situation regarding the pandemic. The Finance Sub-Group met quarterly to monitor and mitigate financial risk and adjust budgets and forecasts in line with the changing situation. We continued to make use of the Government's Job Retention Scheme at different times while it was in operation, and to varying degrees. This enabled us to keep our much-valued team with us throughout the year

A core aim this year was to start getting back to our pre-Covid budget position. Although the charity is still very much in transition, Trustees were pleased to increase turnover by 4% since last year.

As a result of being able to re-start in-person activity, there was a significant increase in earned income – up 57% on the previous year.

Grant funding (from trusts and foundations, Lottery and public funds) continued to be our main source of income. This year showed an increase of 7% on the previous year. Due to the ongoing effects of the pandemic, income from individual donations reduced by 8%, with the biggest reduction being community fundraising which decreased by 58% on the previous year (when the 2.6 Challenge was our most successful community fundraising campaign to date).

In line our recognition of income policy, £71,000 of income from donations and grants has been removed from 2020/21 and will be charged back in 2021/22. The reason for this is because donors have either specified the grant is to be spent in a future accounting period or until the pre-conditions of the grant have been met.

b) Raising Funds

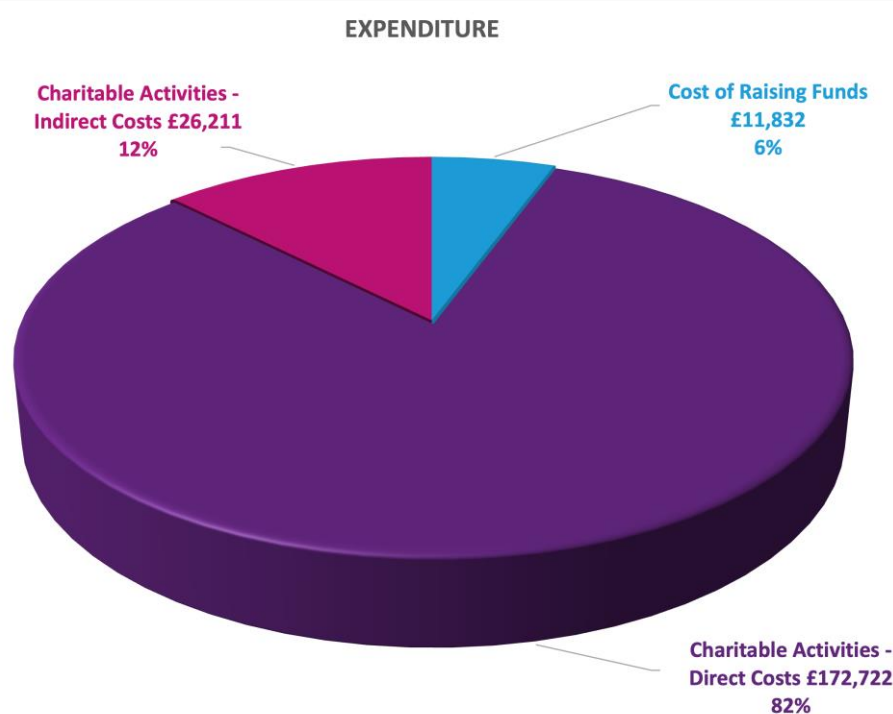
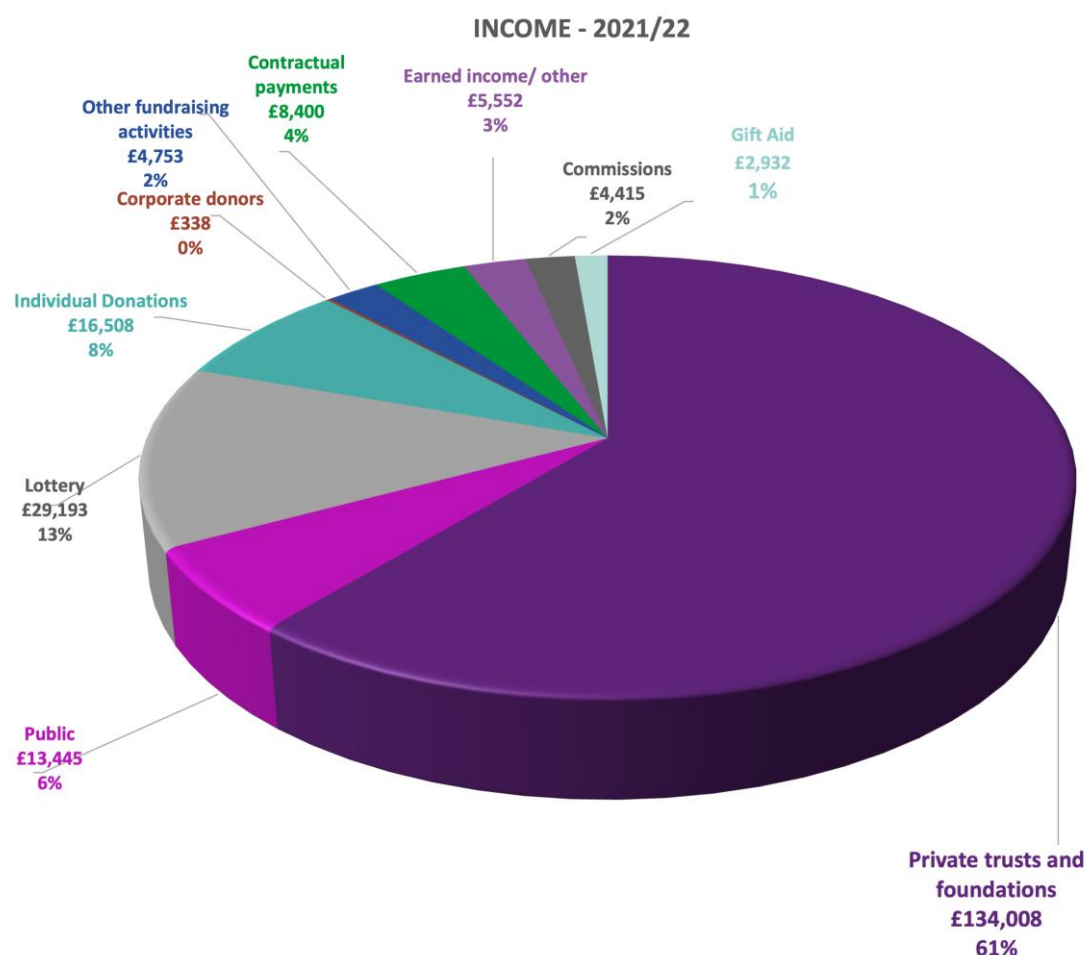
AAM's primary fundraising activity consists of grant applications to private trusts and foundations and Lottery funders, written by our Creative Director and Development Manager. We're very grateful to the individuals and organisations who raised funds for AAM this year. And we're equally indebted to the individuals who make regular and one-off donations to support our work. Our fundraisers are supported by our Marketing & Community Fundraising Coordinator, who also supports AAM's own fundraising events and activities.

AAM is registered with the Fundraising Regulator and we're committed to the standards set out in the Fundraising Code of Practice, reinforcing our commitment to best practice in fundraising. A link to our complaints procedure is included in the fundraising section of our website so that members of the public can notify us of any complaints linked to our fundraising. We received no complaints this year and there were no compliance issues in relation to the Fundraising Code of Practice.

This has been another active year for AAM in terms of raising funds. We're particularly indebted to the following organisations and programmes for supporting our work with grants to the sum of £176,646:

The Calmcott Trust
The Charles Ruddock Trust
Children in Need
City of York Council
Co-op Community Fund
Ed De Nunzio Charitable Trust
The Feoffees of St Michael's Spurriergate
Garfield Weston Foundation
Gay & Peter Hartley's Hillards Trust
The Henry Smith Charity
Igen Trust
National Foundation for Youth Music
Norman Collinson Charitable Trust
NYMAZ
Pavers Foundation
Postcode Community Trust
The Purey Cust Trust
Rix Thompson Rothenberg Foundation
Sylvia & Colin Shepherd Charitable Trust
York Common Good Trust
York CVS (Ways to Wellbeing)

c) Income and Expenditure Breakdown



Costs of raising funds:

Salaries and fees	£8,274
Other fundraising costs	£3,558

Direct costs:

Salaries and fees	£149,505
Direct project costs (venue hire, resources, travel expenses, volunteer expenses, training)	£10,957
Marketing	£1,135
Project equipment	£11,126

Indirect costs:

Salaries & fees	£1,827
Premises costs	£10,358
Office and admin costs (printing, postage, stationery, insurance, travel, hospitality)	£9,259
Equipment & IT	£2,569
Governance (trustee expenses, accountancy)	£513
Depreciation	£1,685

Support costs for our charitable activities equate to 12% of total expenditure. Support costs are allocated proportionately to individual programme budgets, according to the amount of central/core resources drawn upon by each programme.

3 Policies and Risk Management

a) Pay policy

The pay of staff is reviewed annually and normally increased in line with average earnings and benchmarked against comparable pay levels in other similar organisations. As an organisation, we are committed to the Real Living Wage and registered as a Living Wage Employer in 2017.

We rolled out Workplace Pensions for all staff in January 2017. Trustees sought external advice before approving employee and employer contributions. Employees contribute 3% of their salary to which AAM adds a further 5%.

b) Investment Powers and Policy

Under the Memorandum and Articles of Association, the Charitable Company has the power to make any investments that the Trustees see fit. However, the Charitable Company did not hold any investments during the year ended 31 March 2022, nor does it have any investment plans for the immediate future.

c) Reserves Policy

It is the Trustees' policy to designate funds to cover planned commitments for future charitable activities and, as far as is possible, for unplanned events. The charity is dependent upon grants, donations, fundraising and earned income to meet expenditure which, as detailed above, is subject to fluctuating economic circumstances. Trustees have therefore noted the importance to AAM of building reserve from unrestricted sources of income. Trustees also recognise that many supporters only wish to make a direct contribution to project activity costs, as opposed to core running costs and the cost of growing our reserve. A core strategic aim is therefore to continue to make fundraising appeals and applications to support core operating costs, as well as a contribution to reserves and the future long-term sustainability of the charity.

Trustees recognise the need for different types of Reserves, as follows:

Restricted funds – to hold in reserve, funding which has been provided by external organisations or individuals for specific purposes.

Designated funds - to hold in reserve, unrestricted income which Trustees have designated for a specific purpose.

Unrestricted Reserves:

- **Closure Costs:**
 - to meet contractual liabilities should the organisation have to close. These include redundancy payments, amounts due to creditors, rents payable and other non-cancellable lease and loan commitments. Trustees would also wish to support beneficiaries in transitioning to other services. Trustees believe that this work would be undertaken by AAM staff during their periods of notice, prior to closure.
- **Other Needs (External Factors):**
 - to meet unexpected costs of a material nature such as legal costs or unexpected and substantial non-capital purchases.

- to allow the charity to change or modify its operation to respond to adverse external factors over which AAM has no control.
- **Other Needs (AAM-led):**
 - to enable the charity to pursue new funding opportunities where some level of up-front investment is required to be able to secure such funding.
 - to pilot new projects which have the potential to lead to viability through external funding.
 - to make a capital purchase, including software, that will enable AAM to expand an existing or develop a new project or activity.

The Level of Reserves:

- Regarding **Closure Costs**, Trustees believe it is prudent to hold an unrestricted reserve that would allow the charity to be wound up should the need arise. The level of such reserve will be reviewed annually but is currently set at £30k to £35k.
- Regarding **Restricted Funds**, this reserve will always reflect income which has been received for a specific purpose but not yet spent.
- Regarding **Designated Funds**, this reserve is generally received as unrestricted funds then designated by the Board for a specific purpose.
- Regarding **Other Needs (External and AAM-led)**, Trustees will aim to build an unrestricted reserve which would be sufficient to address these objectives. The level of this reserve will be reviewed annually in order that the annual budget can make appropriate provision if it needs increasing.

Our Reserves Policy is reviewed annually. The Finance sub-group meet quarterly to consider performance against the reserve policy objective and report back at quarterly Board meetings (finance is a standing agenda item), including:

- an assessment of the amount of unrestricted reserve available;
- making recommendations for further improving the level of reserve that AAM currently holds;
- assessment of any potential shortfall now and in the future; and
- reviewing the planned specific fundraising aimed at building an emergency operating reserve in adverse economic conditions.

d) Risk Management

The Trustees have considered the risks affecting the organisation, particularly those concerning the flow of funds to meet the programmes, the importance of key personnel, the extent to which the annual business and strategic development plans change and the management of new risks as they arise and allowing the level of reserve to fall below what is considered prudent. The Trustees have a risk management strategy that comprises of:

- An annual review of the risks affecting the organisation;
- The establishment and implementation of policies, systems and procedures to mitigate against those risks identified in the annual review;
- Reserves policy.

4 Statement of Trustees' Responsibilities

Company law requires the Directors (Trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The Directors (Trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information

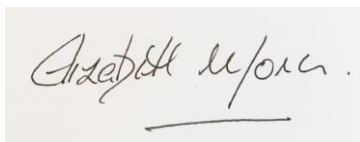
In so far as the Trustees are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- The Trustees have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

The Trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet).

The Trustees declare that they have approved the Trustees Annual Report and Accounts on **November 25th 2022** and were signed on behalf of the charity's Trustees by:

Signature:

A handwritten signature in black ink, appearing to read 'Elizabeth M Jones', with a horizontal line underneath.

Full Name: Elizabeth M Jones

Position: Chair of Trustees

Date: 25th November 2022

5 Independent examiner's report to the trustees of Accessible Arts & Media

I report to the charity trustees on my examination of the accounts of Accessible Arts & Media for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 Company 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 your charity's accounts as 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

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

- accounting records were not kept in respect of the Trust as required by section 386 of the Act; or
- the accounts do not accord with those records; or
- 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
- 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.



Karen Wood (ACMA)

Outsource independent examination service
The Hiscox Building
Peaseholme Green
York
YO1 7P7

Date: 15th December 2021

6. Statement of Financial Activities for the year ended 31st March 2022

	Note	Unrestricted funds	Restricted funds	Total 2022	Total 2021
		£	£	£	£
Income and endowments from:					
Donations and legacies	8.3.1	18,191	183,776	201,967	186,700
Charitable activities	8.3.2	381	12,434	12,815	13,195
Other trading activities	8.3.3	4,762	-	4,762	11,343
Investments	8.3.4	70	-	70	-
		-	-	-	-
Total income	8.3	23,404	196,210	219,614	211,238
Expenditure on:					
Raising funds	8.4.1	5,795	6,037	11,832	1,442
Charitable activities	8.4.2	8,110	190,824	198,934	217,275
		-	-	-	-
Total expenditure	8.4	13,905	196,861	210,766	218,717
Net gains/(losses) on investments					
		-	-	-	-
Net income/(expenditure)		9,499	(651)	8,848	(7,479)
Gross transfers between funds					
		-	-	-	-
Net movement in funds		9,499	(651)	8,848	(7,479)
Total funds brought forward		57,406	651	58,057	65,536
Total funds carried forward		66,905	-	66,905	58,057

7. Balance Sheet as of 31st March 2022

	Note	2022 £	2021 £
Fixed Assets			
Tangible assets	8.7.1	4,493	5,083
Total Fixed Assets		4,493	5,083
Current Assets			
Cash at bank and in hand		129,367	100,513
Debtors & Prepayments	8.8	4,896	33,817
Total Current Assets		134,263	134,330
Current Liabilities: Amounts falling due within one year			
Creditors and accruals	8.9	(71,851)	(81,356)
Net Current Assets/(Liabilities)		62,412	52,974
Total Assets less Current Liabilities		66,905	58,057
Funds of the Charity			
Unrestricted Funds (General)		36,905	27,406
Unrestricted Funds (Designated)		30,000	30,000
Restricted Funds		-	651
Total Funds Carried Forward	8.10	66,905	58,057

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibilities for:

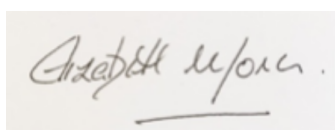
i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and

ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the 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 (Charities SORP (FRS 102)).

The financial statements were approved by the trustees and signed on their behalf by:

Elizabeth Jones, Trustee



8. Notes to the Accounts for the year ending 31st March 2022

8 Basis of preparation

8.1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the 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 (Charities SORP (FRS 102)).

8.1.2 Change of basis of accounting

All accounting policies (valuation rules and methods of accounting) have remained the same except depreciation. The accounting estimate for depreciation is based on straight line basis.

8.1.3 Change to previous accounts

There have been no changes in the basis for accounting over the year.

8 Accounting policies

Income and endowments

Recognition of income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable, and the amount can be measured reliably.

Income from donations and grants is included in Incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in the future accounting periods;
- The income is deferred and not included in incoming resources until the pre-conditions for use have been met.

Income from charitable activities is recognised over the period to which the income relates.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources and receipt is probable.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure and Liabilities

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Raising funds

Cost of raising funds comprise those costs associated with attracting voluntary income.

Charitable activities

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible fixed assets for use by the charity

All fixed assets except software are depreciated over a 7-year period. Software is depreciated over a 3-year period. Where items that would ordinarily be classed as fixed assets are purchased as part of a grant for a specific project/restricted fund, they are written off over the period of time covered by the grant.

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor.

8.3 Income and endowments

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
8.3.1 Donations and legacies						
Individual donations	2,204	14,304	16,508	6,983	11,000	17,983
Corporate donations	338	-	338	379	-	379
Grants	7,174	169,472	176,646	8,952	150,682	159,634
Gift aid	2,932	-	2,932	5,438	-	5,438
Participants' fees	5,543	-	5,543	3,266	-	3,266
	18,191	183,776	201,967	25,018	161,682	186,700
8.3.2 Charitable activities						
Commissions	381	4,034	4,415	220	4,575	4,795
SLA	-	8,400	8,400	-	8,400	8,400
	381	12,434	12,815	220	12,975	13,195
8.3.3 Other trading activities						
Community Fundraising activities	4,753	-	4,753	10,905	400	11,305
Sales & merchandise	9	-	9	38	-	38
	4,762	-	4,762	10,943	400	11,343
8.3.4 Investments						
Bank interest	70	-	70	-	-	-
	70	-	70	-	-	-
Total income	23,404	196,210	219,614	36,181	175,057	211,238

8.4 Expenditure	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
8.4.1 Raising funds						
Staff salaries	2,377	5,897	8,274			
Administration fees	1,641	-	1,641	1,641	-	1,641
Other fundraising costs	1,777	140	1,917	(282)	83	(199)
	5,795	6,037	11,832	1,359	83	1,442
8.4.2 Charitable activities						
Staff salaries		107,173	107,173	34,366	94,938	129,304
Freelance workers	-	42,331	42,331	10,251	30,568	40,819
Staff training & recruitment	365	400	765	-	190	190
Staff & volunteer expenses	256	1,803	2,059	-	2,050	2,050
Participant support costs	-	-	-	-	24	24
Venue Hire for events	-	7,177	7,177	-	850	850
Rent & rates	2,072	8,286	10,358	-	757	757
Cleaning, repairs & maintenance	189	1,212	1,401	307	1,022	1,329
Office costs	1,220	6,541	7,761	2,209	3,352	5,561
Insurance	362	1,447	1,809	645	743	1,388
Web design, marketing & publicity	933	682	1,615	1,368	2,765	4,133
Project resources & consumables	58	2,350	2,408	8	8,007	8,015
Equipment	325	10,978	11,303	64	5,379	5,443
Independent Examiner's fee	500		500	-	500	500
Membership & subscription	145	444	589	498	536	1,034
Consultancy & professional fees	-	-	-	1,980	163	2,143
Depreciation	1,685		1,685	3,768	-	3,768
Loss on asset revaluation	-	-	-	9,967	-	9,967
	8,110	190,824	198,934	65,431	151,844	217,275
Total expenditure	13,905	196,861	210,766	66,790	151,927	218,717

8.5 Expenses & fees

No trustees received a remuneration for services rendered during the year, nor were any trustees' out of pocket expenses reimbursed.

8.5.1 Fees for examination of the accounts

	2022	2021
	£	£
Independent Examiner's fees for reporting on the accounts	500	500

8.6 Staff costs and emoluments

	2022	2021
	£	£
Gross salaries	105,054	122,411
Employers National Insurance	7,480	4,371
Employer's pension Contributions	2,913	2,522
	115,447	129,304
Average number of employees (full time equivalent)	5	5

8.7 Fixed assets

8.7.1 Tangible fixed assets

Cost or valuation

	Office Equipment £	Workshop Equipment £	Total £
At 1st April 2021	3,524	5,327	8,851
Additions	1,095	-	1,095
At 31st March 2022	4,619	5,327	9,946

Depreciation

	£	£	£
At 1st April 2021	1,587	2,181	3,768
Charge for the year	694	991	1,685
At 31st March 2022	2,281	3,172	5,453

Net Book Value

	£	£	£
At 31st March 2022	2,338	2,155	4,493
At 31st March 2021	1,937	3,146	5,083

8.8 Debtors and prepayments

Debtors and prepayments

	2022	2021
	£	£
Trade debtors	4,896	33,817
Other Debtors & Prepayments	-	-
	4,896	33,817

8.9 Creditors and accruals

	2022	2021
Analysis of creditors falling due within one year	£	£
Trade creditors	6,937	5,908
Accrued expenses	500	500
Deferred income	64,414	74,948
	71,851	81,356

8.10 Movement of funds**8.10.1 Movement of major funds****2022**

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds (General)					
General Unrestricted funds	27,406	23,404	13,905	-	36,905
Designated funds	30,000	-	-	-	30,000
	57,406	23,404	13,905	0	66,905
Restricted Funds					
Adult (Learning Disability)	90	38,441	38,531	-	-
IMPs (York)	561	47,296	47,857	-	-
iMUSE (Youth Learning Disability)	-	14,677	14,677	-	-
iMUSE (Mental Wellbeing)	-	36,004	36,004	-	-
General running costs	-	59,792	59,792	-	-
	651	196,210	196,861	-	-
Total Funds	58,057	219,614	210,766	-	66,905

Transfer between funds

Transfers have been made to remove fixed assets from restricted funds.

2021

Fund name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted funds (General)					
General unrestricted funds	40,966	36,181	66,790	17,049	27,406
Designated funds	15,000	-	-	15,000	30,000
	<u>40,966</u>	<u>36,181</u>	<u>66,790</u>	<u>32,049</u>	<u>57,406</u>
Restricted Funds					
AbleWeb Radio	983	-	-	(983)	-
AbleWeb	1,635	-	-	(1,635)	-
Hands & Voices	134	33,383	33,383	(134)	-
IMPs (East Riding)	867	-	-	(867)	-
IMPs (York)	697	47,420	47,198	(358)	561
iMUSE (Inhouse)	1,519	-	920	(599)	-
iMUSE (Learning Disability)	-	15,765	15,849	84	-
iMUSE (Mental Wellbeing)	-	30,403	30,403	-	-
iMUSE(Outreach)	-	1,213	1,213	-	-
NYMAZ iMUSE	-	4,575	4,575	-	-
Creative Sensory Programme	7	11,095	11,012	-	90
Sensory (CYC)	1,867	-	-	(1,867)	-
Strategic Development	647	-	-	(647)	-
General running costs	-	31,203	6,825	(24,378)	-
YorMusic	1,214	-	549	(665)	-
					-
	<u>9,570</u>	<u>175,057</u>	<u>151,927</u>	<u>- 32,049</u>	<u>651</u>
Total Funds	<u>50,536</u>	<u>211,238</u>	<u>218,717</u>	<u>-</u>	<u>58,057</u>

8.10.2 Details of Funds Held

Unrestricted Funds (General)

The General fund is unrestricted and available for the general purposes of the Charity.

Unrestricted Funds (Designated)

The Designated fund is for closure costs

Restricted Funds

The restricted funds are only available for the purposes specified for each fund, which are:

Adult (Learning Disability)

A creative programme for local adults with learning disabilities, including: Hands & Voices, inclusive singing and signing choir to help adults with communication and learning difficulties communicate through music and performance; and Movers & Shakers, a group of learning-disabled adults who like to get together to sing, play, dance, and have fun.

IMPs (York)

A year-round programme of fun, inclusive music activities for disabled and non-disabled children and young people from York and the surrounding area.

iMUSE (Youth Learning Disability)

iMUSE provides a relaxing and creative learning space where participants can connect with the world around them, make their own choices and develop non-verbal ways of communicating.

iMUSE (Mental Wellbeing)

iMUSE provides a space where people can relax, forget the outside world and feel their stress and anxiety reduce

General running costs

Funding that has been secured to cover our organisational running costs

8.11 Net assets between funds

	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£
Balances at 31st March 2022			
Fixed assets	4,493	-	4,493
Current assets	134,263	-	134,263
Current liabilities	(71,851)		(71,851)
	66,905	-	66,905
	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£
Balances at 31st March 2021			
Fixed assets	5,083	-	5,083
Current assets	133,679	651	134,330
Current liabilities	(81,356)		(81,356)
	57,406	651	58,057

9 Legal and Administrative Information

Incorporated:	England 27 th January 1998
Registered Company Number:	03500128 (England and Wales)
Registered Charity Number:	1072902

Registered and principal office

Sanderson House
Bramham Road
York
North Yorkshire
YO26 5AR

Trustees

L Corker
L Galliard
E Jones
S Middleton
CEM Wright

Company Secretary

Ms R Kent

Independent examiner

Outsource
The Hiscox Building
Peaseholme Green
York
YO1 7P7

Bankers

Yorkshire Bank
Queen Victoria Square
Hull
HU1 3EB