



(A Company Limited by Guarantee with Charitable Status)

# **Impact Report and Unaudited Financial Statements for the year ended 31 March 2024**

Registered number: 03500128 (England & Wales)  
Registered Charity Number: 1072902

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## **Accessible Arts & Media**

### **Impact Report for the year ended 31 March 2024**

#### **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 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 accessible music making groups and one-to-one creative and therapeutic sensory sessions. Our user-led projects help people 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

2023-24 saw our programme delivery and participant numbers return to pre-pandemic levels.

### 2.1 Headline figures for 2023-24

- We supported **228** core participants with regular creative learning and wellbeing activities
- We delivered **614** regular activity sessions
- We delivered **10** outreach, training and practice sharing sessions that engaged a further **255** participants and professionals.
- **1,239** people accessed our free learning resources via our website.
- On average, our social media posts reached **6,725** accounts and received **661** engagements every month.
- We worked with **62 partners** across the education, cultural, voluntary, health, social care and business sectors.
- **28** fabulous people **volunteered** with us and collectively gave **576 hours** of their time
- Volunteers' contribution was worth **£6,906** \* *calculated using the 2022-23 Real Living Wage of £12 per hour*
- We received **pro bono support** from professionals and businesses worth **£6,651**
- We created **1,429 hours** of paid employment opportunities for freelance artists

### 2.2 Participant and Supporter feedback

76 children and young people and 86 adults took part in our learning disability group programmes last year. We asked them to reflect on the difference taking part has made:



## When we spoke to their carers/supporters:



## Their feedback included:

There's such a friendly vibe in the sessions. It feels like everyone really cares for each other.

In a world that often sidelines those with disabilities, everything Accessible Arts does says 'you matter'. From the brilliant staff and resources, access to musical instruments, to the great venues, large scale performances and all of the opportunities available, Accessible Arts stop at nothing to show to their service users how much they matter and how much they deserve a voice and opportunities to shine

The staff create such a safe, inclusive space. It's a space that is free of judgement and where everyone is treated with such respect.

She loves her sessions and its an important part of her life

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



82 people accessed our 1:1 iMUSE for Wellbeing programme in 2023-24. We asked them to rate the impact taking part has had, using a 5-point scale (1 = no impact, 5 = significant impact). They gave these average scores:



### 2.3 Audience feedback:

We asked members of the audience at our indoor concerts to feedback on the performances.

- They gave an average score of **9.9 out of 10** when asked to rate the **quality** of the event (with 1 = very poor and 10 = excellent)
- They gave an average score of **10 out of 10** when asked **how important they feel projects like IMPs, Hands & Voices and Movers & Shakers are** (with 1 = not at all and 10 = very important)

Their feedback on the performances included:

**"Brilliant. Great to see so many happy faces. It has been a joy to be here!"**

**"Loved seeing everyone enjoying music and sharing happiness. Such a great community event."**

**“Fantastic show - everyone has so much enthusiasm!”**

When asked to explain why they feel our projects are important, they told us:



*Hands & Voices members  
performing at our 'Can We Ceilidh?  
Yes We Can!' Gig in October '23*

**“These projects are the life line to so many of our adults with learning difficulties.”**

**“Everyone is friendly, welcoming no matter what ability you have. Everyone is made to feel the same - equal.”**

**“They give people opportunities in life that they may never otherwise get. They increase people's well-being, improve their confidence, give them purpose and create fantastic supportive communities - for the parents/ carers as well as the people taking part.”**

## 2.4 Organisational Development

We've developed the following areas in 2023-24.

### Governance:

- Jenny Anderton and David Martin joined our Board, bringing skills, knowledge and experience in access and inclusion, disability, communications and stakeholder engagement.
- Our Board reviewed our Safeguarding, Health & Safety, Disciplinary & Grievance, Lone Working and Conflict of Interest Policies.

### Staff Development:

- We supplemented our in-house training in safeguarding, accessible communication and impact measurement with external training in safeguarding, sign supported communication, First Aid, Mental Health First Aid, fundraising, evaluation, unconscious bias, behavioural management and inclusive music-making.
- We hosted eight student placements on our learning disability programmes and a Duke of Edinburgh Awards placement for a young volunteer on Hands & Voices.

### Fundraising:

- We're very grateful to all the individuals and organisations who've supported our work by fundraising for and donating to AAM this year.
- Long-time supporters and friends of AAM JNJS Classic Soul donated £455, from a fundraising soul night – big thanks!
- We received a donation of £5,006 from 'Big Ian' Donaghy's A Night to Remember – an annual fundraising gig at York Barbican featuring some of York's finest musicians and performers. Our Hands & Voices choir performed at this year's event, and brought the house down with their Abba medley! We're very grateful to Ian and everyone who performed and donated on the night.
- Our Community Fundraising and Marketing Coordinator raised just under £100 for AAM by running a Buffy the Vampire Slayer-themed quiz – thanks Lauren!
- Members of Hands & Voices, IMPs and Movers & Shakers raised £1,449 in donations and sponsorship at three busking performances.
- Big thanks to local businesses Blossom Street Gallery, Art is My Career, Just Sian, York Terrariums, York Theatre Royal, Love Cheese, Acomb Morrisons and the Museum Street Tavern for donating prizes for the raffle we held at our October gig – the event raised over £800.
- Thanks also to our fabulous Social & Events Group. Made up of project participants, their parents and carers and volunteers, the group launched in September 2023. They get together at least once a term to plan social events and fundraisers, supported by our team. They raised £300 last Autumn, by running a cake stall at our October gig (their cakes were delicious!) and holding a coffee morning, organised by IMPs member Daniel.



## 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 supporting their wellbeing by helping them:

- learn new skills 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 happy, valued and connected.

The above outcomes remained a key focus during the past year, with all project activities designed with them in mind.

### 2.5.1 Hands & Voices



*Hands & Voices members performing at our Social Showcase*

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).

***“I join in with a lot of friends, so I do get a lot out of it and I think it’s more fun.” Sue, Hands & Voices member***

***“As a parent of someone who is part of the group I feel it's essential that they get the opportunity to be involved in something some people would take for granted. She gets to meet her peers, sing, sign and has a fantastic time” Leigh, parent of a Hands & Voices member***

- **37 people** took part and we delivered **35 rehearsal sessions**
- We continued with our hybrid model for Hands & Voices, so people who are unable to attend in person can still sing and sign with their friends every week. The ‘Roomies’ meet in person and the ‘Zoomies’ join via video link.
- We held **3 social sessions** for members of Hands & Voices – an afternoon tea party for the King’s Coronation, a gamelan workshop and a session with Creature Ark, where we got to meet some of the animals they work with.
- **5 volunteers** supported Hands & Voices sessions, including a young person working towards their Duke of Edinburgh Award, and 3 students from the University of York Community Music MA course visited sessions.
- Hands & Voices members took part in **10 public performances**, including two Spring Social Showcase events, our Can We Ceilidh, Yes We Can! and Ticket to Ride gigs, and a performance as part of York Castle Museum’s Victorian Christmas event. They also performed at A Night to

Remember, an annual fundraising gig at York Barbican, where they got a standing ovation from the 1400-strong audience.

- Hands & Voices members joined members of our Senior IMPs and Movers & Shakers groups for **three busking performances** – one in York City Centre in the run up to Christmas and two at Asda, Monks Cross, where they entertained Saturday shoppers.
- Three Hands and Voices trainees co-led **two singing and signing workshops**; one for students on the University of York's Music Education Group (made up of students studying music), and a workshop and performance for delegates at the Radix Festival of Ideas.

We're very grateful to the following Hands & Voices funders and donors for their support this year: The Pavers Foundation, The Calmcott Trust, York Common Good Trust, The Charles Ruddock Trust, Norman Collinson Charitable Trust, Ways to Wellbeing York, Ron and Beryl Gatenby, Ian Donaghy, JNJS Classic Soul and City of York Council.

### 2.5.2 IMPs (Inclusive Music Projects)

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 in all the school holidays except Christmas, and a training programme where participants learn leadership, planning and communication skills. We also deliver outreach workshops in schools, youth groups and other community settings, co-led by our IMPs trainees.



*IMPs members Ben and Daniel co-leading a workshop at City of York Council's SEND Conference*

**"I like the people cos they're so friendly, everyone's really happy and everyone's always IMP-ing about!" Ben, Senior IMPs member**

- **76 children and young people** took part in **65 sessions** across the three strands of the programme.
- We delivered **eleven IMPs Holiday Clubs**, fun half-day sessions in the school holidays exploring themes including musical theatre, a sensory circus adventure, a dinosaur disco and a musical Olympics.
- **Three volunteers** supported IMPs sessions, including a student from Bootham School.
- Four Senior IMPs members co-led **four singing and signing workshops**, for children and young people at York Inspirational Kids, York Theatre Royal's inclusive youth theatre group and Clifton Children's Centre. They also led a session for teachers, SEN Coordinators and senior school leaders as part of City of York Council's SEND Conference.
- Senior IMPs members took part in **seven public performances** – our social showcases, Can We Ceilidh, Yes We Can and Ticket to Ride gigs and the York Inspirational Kids carol concert in York Minster.
- Senior IMPs members joined members of Hands & Voices for **three busking performances** – one in York City Centre in the run up to Christmas and two at Asda, Monks Cross.

We're very grateful to the following IMPs funders for their support this year: Youth Music, the Postcode Neighbourhood Trust, True Colours Trust, and City of York Council.

### 2.5.3 iMUSE (Interactive Multi-Sensory Environment)



*Someone relaxing in iMUSE. They're wearing 'The Hugger' a wearable vibro-acoustic device to aid relaxation, designed by a long-term iMUSE participant*

iMUSE is a portable interactive multi-sensory environment. It provides a relaxing, therapeutic and creative 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.

Our iMUSE for Wellbeing programme runs weekly in-person one-to-one sessions, aimed at adults and young people with enduring mental ill-health and/or complex disabilities and people living with dementia. Our iMUSE at Home programme uses simplified versions of the iMUSE technology that people can easily use in their own homes. Some participants access sessions that are facilitated remotely by one of our team, others use the At Home kits in self-guided sessions. iMUSE at Home empowers people to take control of their own mental wellbeing, by building self-care into a regular wellbeing routine.

***"I've been suffering with anxiety most days and the impact iMUSE has is knowing I have a safe place to go. The good thing is it gives me the freedom to find relief in my day-to-day life." Joe, iMUSE participant***

***"it's therapy without talking, and the way it is delivered with such care and enthusiasm makes a huge difference." Carrie, iMUSE participant***

#### 2.5.3.1 iMUSE for Wellbeing:

- We supported **63 people** with **384** x 1:1 iMUSE sessions
- We continued to develop referral routes and partnerships with health and social care services, to ensure the people who will benefit most from accessing iMUSE are reached, and supported to take part.
- We continued working with our adaptive technology partner Apollo Creative to develop the equipment and software used in iMUSE.

#### 2.5.3.2 iMUSE at Home:

***"With the mini kit at home means you can shut away from negative thoughts at home. It's giving me a confidence to deal with my anxiety." Gary, iMUSE participant***

- We supported **4 people** with **69 remotely-facilitated iMUSE sessions**, three of whom have also accessed in-person sessions during the year.

- A further **11 people** used our iMUSE at Home kits for **1,939 self-guided iMUSE sessions**, averaging 3 sessions per person per week.

We're very grateful to the following iMUSE funders and donors for their support this year: The Igen Trust, York Rotary and City of York Council

#### 2.5.4 Movers & Shakers

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, movement/dance, mindfulness activities, storytelling and drama, alongside lots of opportunity for positive social interaction. Movers & Shakers meets weekly during term-time.



*Making music at Movers & Shakers*

***"I like being as a group with people I know and like."** Mandy, Movers & Shakers member*

***"It's so good for G to spend time with others in a friendly atmosphere"**  
Support worker feedback*

- We supported **48 adults with PMLD** who took part in **58 sessions**.
- We secured funding from Culture & Wellbeing York (a grant programme jointly delivered by City of York Council and Make it York) to **expand delivery to two sessions a week** from September 2023.
- Movers & Shakers participants took part in **six public performances** - our two social showcases, Can We Ceilidh, Yes We Can and Ticket to Ride gigs plus two busking performances in Coppergate in York City Centre and at Asda, Monks Cross.
- We hosted **5 students** studying on the MA in Community Music at the University of York.
- We welcomed **two new volunteers** to the Movers & Shakers team.

We're very grateful to the following Movers & Shakers funders for their support this year: Culture & Wellbeing York, Benenden Community Health Fund and City of York Council.

### 3 Future Plans

Priorities for 2024-25 include:

- Relocating to the new Clifton Explore Centre in August 2024. Clifton Explore is a new library and community hub serving Clifton Ward, the city's 2<sup>nd</sup> most deprived Ward. As well as basing our offices at Explore, we'll have our own activity spaces and sensory room. This will create opportunities for us to move to a more venue-based delivery model and expand our programmes from 2025 onwards;
- Fundraising for the installation of our sensory room at Clifton Explore;
- Carrying out consultations with individuals and organisations in the learning disability, mental health and youth sectors in York to: map current provision; identify the gaps between what's currently available and what people want and need; and explore how we can work collaboratively with partners to reduce and remove barriers to access and develop new activities in response to local need;
- Securing funding to support the expansion of our programmes, based on the results of our consultations;
- Working with external recruitment specialists to recruit a successor for Rose Kent, our Creative Director, who will retire in March 2025.



*Members of Movers & Shakers, IMPs and Hands & Voices performing at our Spring Social Showcase*

## **Accessible Arts & Media**

### **Report of the Trustees and Unaudited Financial Statements for the year ended 31 March 2024**

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 31<sup>st</sup> March 2024. 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 27<sup>th</sup> 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 2024

### a) Financial Summary

The 2023-24 financial year continued to be one of consolidation as we navigated our way through the ongoing cost of living crisis and challenging economic climate, and the resulting impact on both our participants and our operating costs. The Finance Sub-Group met quarterly to monitor and mitigate any financial risk and adjust budgets and forecasts accordingly.

We closed the year with a small profit of £5 compared to £2,156 the previous year. Again, Trustees were reassured that the charity managed to deliver a solid performance despite the continued financial challenges. We're holding £69,066 in reserve at the close of the year of which £45,000 has been designated for managed closure costs leaving £24,066 free reserve.

Trustees were pleased to make a small increase of 1% in turnover since last year, and a 7% increase on the previous year, bringing us closer to our pre-Covid position.

Grant funding (from trusts and foundations, Lottery and public funds) continued to be our main source of income. This year showed a small increase of 7% on the previous year. Income from individual donations has stayed almost the same as last year. Earned income has continued to increase this year as participant numbers are back to pre-pandemic levels - up 7% on last year.

Community fundraising has reduced by 42% since last year. This is due to a jump in income during 2022-23 (when AAM was chosen as one of the main beneficiaries of the York Dragon Boat Challenge, resulting in a one-off donation of £13,600). If we remove this one-off donation from our calculations, community fundraising has increased by £7,800 since last year and has returned to pre-pandemic levels.

In line with our recognition of income policy, £78,056 of income from donations and grants has been removed from 2023-24 and will be charged back in 2024-25. This is because donors have specified the grant is to be spent in a future accounting period or when 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, Development Manager and Programme 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 leads on 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 complaint's 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.

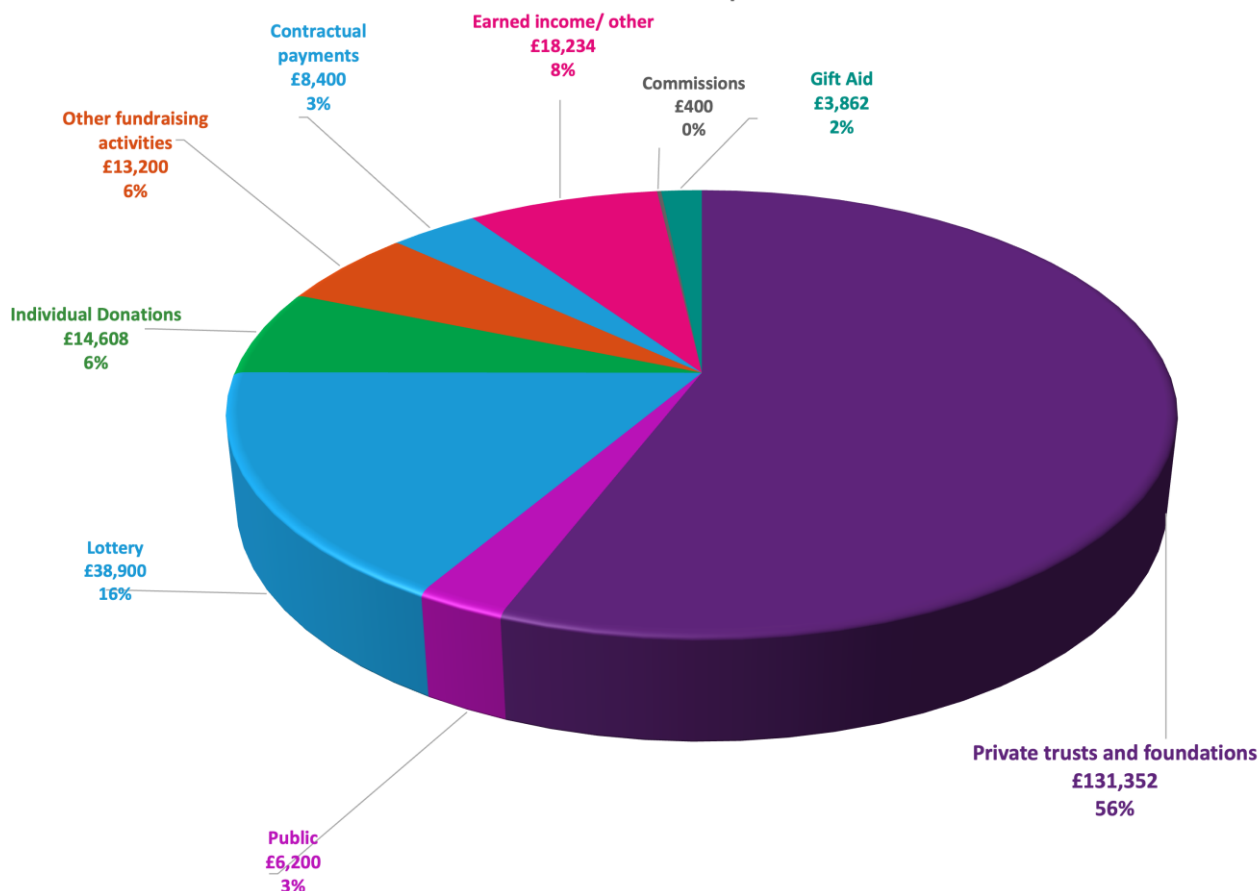
This has been another active year for AAM in terms of raising funds. We're particularly indebted to the following organisations and programmes for supporting our work with grants to the sum of £176,424:

Barchester's Charitable Foundation  
Benenden Community Health Fund  
The Calmcott Trust  
The Charles Ruddock Trust  
City of York Council  
Culture & Wellbeing York  
The Feoffees of St Michael's Spurriergate  
The Henry Smith Charity  
Igen Trust  
Minster Lodge  
National Foundation for Youth Music  
Norman Collinson Charitable Trust  
Pavers Foundation  
Postcode Neighbourhood Trust  
Sylvia & Colin Shepherd Charitable Trust  
True Colours Trust  
Ways to Wellbeing  
Whitwam Family Charitable Foundation  
York Common Good Trust  
York Rotary  
York Vikings Rotary

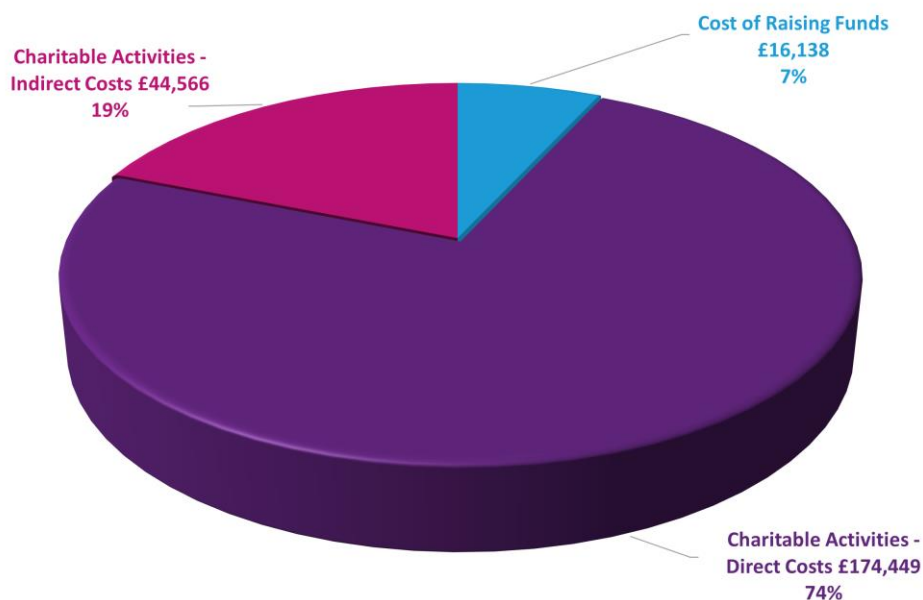


## d) Income and Expenditure Breakdown

INCOME - 2023/24



EXPENDITURE 2023/24



### Costs of raising funds:

Salaries and fees	£13,879
Other fundraising costs	£2,259

### Direct costs:

Salaries and fees	£141,499
Staff training & recruitment	£784
Direct project costs (venue hire, resources, travel expenses, volunteer expenses, training)	£20,692
Premises costs	£7,231
Marketing	£2,005
Project equipment	£2,238

### Indirect costs:

Salaries & fees	£31,060
Premises costs	£5,728
Office and admin costs (printing, postage, stationery, insurance, travel, hospitality)	£6,605
Equipment & IT	£560
Governance & audit (trustee expenses, accountancy)	£613

Support costs for our charitable activities equate to 19% 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 2024, 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.

**Closure Costs:** - The Board has designated £45k 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.

## Unrestricted Reserves:

- **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 £45k.
- 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 16<sup>th</sup> August 2024 and were signed on behalf of the charity's Trustees by:



**Signature:**

**Full Name:** Lucy Galliard  
**Position:** Chair of Trustees

**Date:** 16<sup>th</sup> August 2024

## 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 2024.

### 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:** 16<sup>th</sup> August 2024

## 6. Statement of Financial Activities for the year ended 31st March 2024

	Note	Unrestricted funds	Restricted funds	Total 2024	Total 2023
		£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	8.2.1	32,151	172,836	204,987	192,876
Charitable activities	8.2.2	400	8,400	8,800	13,900
Other trading activities	8.2.3	13,521	1,849	15,370	22,903
Investments	8.2.4	6,000	-	6,000	2,910
		-	-	-	-
<b>Total income</b>	<b>8.2</b>	<b>52,072</b>	<b>183,085</b>	<b>235,157</b>	<b>232,589</b>
<b>Expenditure on:</b>					
Raising funds	8.3.1	4,308	11,830	16,138	13,132
Charitable activities	8.3.2	51,391	167,623	219,014	217,301
<b>Total expenditure</b>	<b>8.3</b>	<b>55,699</b>	<b>179,453</b>	<b>235,152</b>	<b>230,433</b>
<b>Net gains/(losses) on investments</b>					
<b>Net income/(expenditure)</b>		<b>(3,627 )</b>	<b>3,632</b>	<b>5</b>	<b>2,156</b>
<b>Gross transfers between funds</b>		3,632	- 3,632	-	-
<b>Net movement in funds</b>		<b>5</b>	<b>0</b>	<b>5</b>	<b>2,156</b>
<b>Total funds brought forward</b>		69,061	-	69,061	66,905
<b>Total funds carried forward</b>		<b>69,066</b>	<b>-</b>	<b>69,066</b>	<b>69,061</b>

## 7. Balance Sheet as of 31st March 2024

	Note	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible assets	8.6.1	2,772	2,853
<b>Total Fixed Assets</b>		<b>2,772</b>	<b>2,853</b>
<b>Current Assets</b>			
Cash at bank and in hand		147,892	128,330
Debtors & Prepayments	8.7	819	26,406
<b>Total Current Assets</b>		<b>148,711</b>	<b>154,736</b>
<b>Current Liabilities: Amounts falling due within one year</b>			
Creditors and accruals	8.8	(82,417 )	(88,528 )
<b>Net Current Assets/(Liabilities)</b>		<b>66,294</b>	<b>66,208</b>
<b>Total Assets less Current Liabilities</b>		<b>69,066</b>	<b>69,061</b>
<b>Funds of the Charity</b>			
Unrestricted Funds (General)		24,066	39,061
Unrestricted Funds (Designated)		45,000	30,000
Restricted Funds		-	-
<b>Total Funds Carried Forward</b>	8.9	<b>69,066</b>	<b>69,061</b>

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:

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

**Lucy Galliard, Chair of Trustees**





## 8. Notes to the Accounts for the year ending 31st March 2024

### 8.1 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.

### 8.2 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 until those periods when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income;
- 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.

## 8.3 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

### 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.

## 8.2 Income and endowments

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
<b>8.2.1 Donations and legacies</b>						
Individual donations	4,607	10,000	14,607	4,982	10,000	14,982
Corporate donations	-	-	-	250	500	750
Grants	13,616	162,836	176,452	5,000	159,824	164,824
Gift aid	3,863	-	3,863	4,079	-	4,079
Participants' fees	10,065	-	10,065	8,241	-	8,241
	<b>32,151</b>	<b>172,836</b>	<b>204,987</b>	<b>22,552</b>	<b>170,324</b>	<b>192,876</b>
<b>8.2.2 Charitable activities</b>						
Commissions	400	-	400	600	4,900	5,500
SLA	-	8,400	8,400	-	8,400	8,400
	<b>400</b>	<b>8,400</b>	<b>8,800</b>	<b>600</b>	<b>13,300</b>	<b>13,900</b>
<b>8.2.3 Other trading activities</b>						
Community Fundraising activities	13,200	-	13,200	22,878	-	22,878
Other income	14	1,849	1,863	-	-	-
Sales & merchandise	307	-	307	25	-	25
	<b>13,521</b>	<b>1,849</b>	<b>15,370</b>	<b>22,903</b>	<b>0</b>	<b>22,903</b>
<b>8.2.4 Investments</b>						
Bank interest	6,000	-	6,000	2,910	-	2,910
	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>2,910</b>	<b>-</b>	<b>2,910</b>
<b>Total income</b>	<b>52,072</b>	<b>183,085</b>	<b>235,157</b>	<b>48,965</b>	<b>183,624</b>	<b>232,589</b>

<b>8.3 Expenditure</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2024 £</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total 2023 £</b>
<b>8.3.1 Raising funds</b>						
Staff salaries	2,049	2,047	4,096	759	1,655	2,414
Freelance workers		9,783	9,783	5,040	3,360	8,400
Administration fees	1,812		1,812	1,714	0	1,714
Other fundraising costs	447		447	355	249	604
	<b>4,308</b>	<b>11,830</b>	<b>16,138</b>	<b>7,868</b>	<b>5,264</b>	<b>13,132</b>
<b>8.3.2 Charitable activities</b>						
Staff salaries	22,655	96,137	118,792	23,204	90,444	113,648
Freelance workers	10,561	43,206	53,767	1,040	46,414	47,454
Staff training & recruitment	196	588	784	590	2,889	3,479
Staff & volunteer expenses	155	1,408	1,563	147	1,817	1,964
Participant support costs	-	273	273	-	368	368
Venue Hire for events	311	14,205	14,516	75	12,518	12,593
Rent & rates	4,833	6,336	11,169	2,591	9,024	11,615
Cleaning, repairs & maintenance	1,316	473	1,789	104	371	475
Office & administration costs	4,522	486	5,008	5,622	781	6,403
Insurance	1,597	-	1,597	1,668	-	1,668
Web design, marketing & publicity	982	1,023	2,005	1,239	1,662	2,901
Project resources & consumables	615	2,173	2,788	441	4,701	5,142
Equipment	337	667	1,004	478	4,938	5,416
Independent Examiner's fee	600		600	550		550
Membership & subscription	544	648	1,192	457	1,130	1,587
Consultancy & professional fees	373		373	398	-	398
Depreciation	1,794		1,794	1,640	-	1,640
	<b>51,391</b>	<b>167,623</b>	<b>219,014</b>	<b>40,244</b>	<b>177,057</b>	<b>217,301</b>
<b>Total expenditure</b>	<b>55,699</b>	<b>179,453</b>	<b>235,152</b>	<b>48,112</b>	<b>182,321</b>	<b>230,433</b>

## 8.4 Expenses & fees

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

### 8.4.1 Fees for examination of the accounts

	2024	2023
	£	£
Independent Examiner's fees for reporting on the accounts	600	550

## 8.5 Staff costs and emoluments

	2024	2023
	£	£
Gross salaries	115,920	109,552
Employers National Insurance	3,837	3,252
Employer's pension Contributions	3,131	3,258
	<b>122,888</b>	<b>116,062</b>
Average number of employees (full time equivalent)	<b>5</b>	<b>5</b>

## 8.6 Fixed assets

### 8.6.1 Tangible fixed assets

#### Cost or valuation

	Office Equipment £	Workshop Equipment £	Total £
At 1st April 2023	4,619	5,327	9,946
Additions	-	1,713	1,713
At 31st March 2024	<b>4,619</b>	<b>7,040</b>	<b>11,659</b>

#### Depreciation

	£	£	£
At 1st April 2023	3,035	4,058	7,093
Charge for the year	939	855	1,794
At 31st March 2024	<b>3,974</b>	<b>4,913</b>	<b>8,887</b>

#### Net Book Value

	£	£	£
At 31st March 2024	<b>645</b>	<b>2,127</b>	<b>2,772</b>
At 31st March 2023	<b>1,584</b>	<b>1,269</b>	<b>2,853</b>

## 8.7 Debtors and prepayments

### Debtors and prepayments

	2024	2023
	£	£
Trade debtors	819	26,406
Other Debtors & Prepayments	-	-
	<b>819</b>	<b>26,406</b>

<b>8.8 Creditors and accruals</b>	<b>2024</b>	<b>2023</b>
<b>Analysis of creditors falling due within one year</b>	<b>£</b>	<b>£</b>
Trade creditors	3,761	8,647
PAYE & NI	-	411
Accrued expenses	600	550
Deferred income	78,056	78,920
	<b>82,417</b>	<b>88,528</b>

## 8.9 Movement of funds

### 8.9.1 Movement of major funds

#### 2024

<b>Fund Name</b>	<b>Balance b/fwd</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>Balance c/fwd</b>
<b>Unrestricted Funds (General)</b>					
General Unrestricted funds	24,061	52,072	55,699	3,632	24,066
Designated funds	45,000	-	-	-	45,000
	<b>69,061</b>	<b>52,072</b>	<b>55,699</b>	<b>3,632</b>	<b>69,066</b>
<b>Restricted Funds</b>					
Adult (Learning Disability)	-	37,515	44,406	6,891	-
IMPs (York)	-	54,270	47,872	(6,398)	-
iMUSE (Mental Wellbeing)	-	49,844	45,719	(4,125)	-
General running costs	-	41,456	41,456	-	-
	<b>-</b>	<b>183,085</b>	<b>179,453</b>	<b>(3,632)</b>	<b>-</b>
<b>Total Funds</b>	<b>69,061</b>	<b>235,157</b>	<b>235,152</b>	<b>-</b>	<b>69,066</b>

### Transfer between funds

An extra £15,000 has been designated towards closure costs.

Surplus funds have been transferred from restricted to unrestricted funds to cover core running costs with the donor's permission.

### 2023

Fund name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
<b>Unrestricted funds (General)</b>					
General unrestricted funds	36,905	48,965	48,112	(13,697 )	24,061
Designated funds	30,000	-	-	15,000	45,000
	<u>66,905</u>	<u>48,965</u>	<u>48,112</u>	<u>1,303</u>	<u>69,061</u>
<b>Restricted Funds</b>					
Adult (Learning Disability)	-	40,020	41,020	1,000	-
IMPs (York)	-	50,604	48,592	(2,012 )	-
iMUSE (Youth Learning Disability)	-	6,500	7,404	904	-
iMUSE (Mental Wellbeing)	-	26,900	25,849	(1,051 )	-
General running costs	-	59,600	59,456	(144 )	-
	<u>-</u>	<u>183,624</u>	<u>182,321</u>	<u>(1,303 )</u>	<u>-</u>
<b>Total Funds</b>	<u><u>66,905</u></u>	<u><u>232,589</u></u>	<u><u>230,433</u></u>	<u><u>-</u></u>	<u><u>69,061</u></u>

## 8.9.2 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 (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

### Net assets between funds

	Unrestricted Funds	Restricted Funds	Total
	£	£	2024 £
<b>Balances at 31st March 2024</b>			
Fixed assets	2,772	-	2,772
Current assets	148,711	-	148,711
Current liabilities	(82,417 )		(82,417 )
	<b>69,066</b>	<b>-</b>	<b>69,066</b>
	Unrestricted Funds	Restricted Funds	Total
	£	£	2023 £
<b>Balances at 31st March 2023</b>			
Fixed assets	2,853	-	2,853
Current assets	154,736	-	154,736
Current liabilities	(88,528 )		(88,528 )
	<b>69,061</b>	<b>-</b>	<b>69,061</b>



## 9 Legal and Administrative Information

Incorporated: England 27<sup>th</sup> 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  
PMJ Baumann  
ME Cross  
J Anderton (joined 31<sup>st</sup> May 2023)  
DC Martin (joined 31<sup>st</sup> May 2023)

### **Company Secretary**

Ms R Kent

### **Independent examiner**

Outsource  
The Hiscox Building  
Peaseholme Green  
York  
YO1 7P7

### **Bankers**

Virgin Money  
10-12 Paragon Street  
Hull  
HU1 3ND