

Braillists Foundation CIO

Annual Report for the Period 01/04/2021 to 31/03/2022

Trustees

The following people served as Trustees during the financial period:

- Dave Williams (Chair)
- Matthew Horspool (Secretary and Treasurer to 24/09/2021)
- Megan Paul (Secretary from 05/11/2021)
- Ed Rogers
- Ilka Staeglin
- Ben Mustill-Rose

Staff and Contractors

The role of General Manager was the only designated paid role during the financial period. This was filled on a self-employment basis, with the General Manager responsible for his own tax, national insurance, holiday and sick pay.

There were three designated paid roles during the previous financial period, for which final invoices were paid at the start of this period: Community Campaigner, Course Manager and Equipment Manager.

In addition, the Foundation procured the services of a freelance text transcriber, two freelance braille transcribers and a freelance logistics executive for which remuneration was arranged in line with industry best practice.

Income and Expenditure

The Foundation's income was obtained through the following sources:

Source	Percentage
Grant funding	83.23%
Donations (restricted)	14.78%
Awards	1.61%
Donations (unrestricted)	0.31%
Interest	0.07%

All expenditure was made against grant funding, restricted donations and restricted funds remaining from the previous financial period.

Two Trustees received remuneration from the Foundation during the financial period for presenting Masterclasses. The remaining Trustees believe that the specialist nature of these Masterclasses renders the activity outside the scope of a Trustee's regular duties, and thus the remuneration is legal and appropriate. The level of remuneration received by the Trustees was equal to the remuneration offered to other specialists presenting Masterclasses who were not Trustees.

Decision-Making and Supervision

The Trustees met 11 times during the financial period, with meetings lasting an hour on average. No meetings were declared inquorate and all business was ratified in meetings, although discussions took place by email outside meetings from time to time.

At least two trustees met with staff and volunteers on a weekly basis, except where sickness absence or holiday prevented this.

Management of contractors was delegated to the General Manager, with Trustee supervision as appropriate.

Activities and Achievements

The following activities and achievements occurred during the financial period:

- Continuation of free Masterclasses to improve competency amongst braille users, with recordings available afterwards and text transcripts available for all recordings
- Delivery of a third free "Braille for Beginners" course
- Introduction of a "Braille Bar" drop-in service
- Provision of opportunities for braille users to talk with producers and experts in the field
- Expansion of the braille Book Club into three breakout rooms to allow braillists to practice their reading based on their ability
- Continued upkeep of the Braillists email forum for braille users to exchange advice and support, alongside dedicated groups for beneficiaries of "Braille for Beginners" and Book Club
- Distribution of all low cost braille equipment remaining from the previous financial period
- Continued publication of the Braillecaster podcast
- Continued provision of personalised and personable email support
- External promotion of the Braillists through presentations at leading national conferences for professionals in the blindness field and appearances on podcasts and radio programmes heard by blind and partially sighted people
- Re-introduction of face-to-face "Braille and Beer" social gatherings

We were particularly honoured to have been shortlisted for the Partner of the Year award from Visionary, and to have received an honorary mention from the judging panel of the Touch of Genius prize from National Braille Press.

The weekly community support Zoom calls in response to the Coronavirus pandemic were phased out during the first quarter of this financial period, but signposting to other sources of support was offered to ensure that beneficiaries were not left isolated.

The reach of the Braillists Foundation is comprised predominantly of blind and partially sighted people, but also includes teachers and other professionals supporting braille users. It can be summarised at the end of this financial period as follows:

Medium	Reach
Newsletter	1272 subscribers
Braillecaster	c.410 weekly downloads
Masterclasses	417 registrants
Braille for Beginners	137 registrants
Braille Bar	c.30 attendees
Book Club	c.20 attendees
Facebook	359 likes
Twitter	636 followers

Future Plans

In 2022-23, the Braillists plans to build on the work undertaken in 2021-22. In particular, we hope to:

- Continue to expand the Book Club into additional breakout rooms
- Introduce a "Braille Improvers" drop-in service
- Develop and expand our social media output to increase two-way interaction
- Make text transcripts of Braillecast available, and offer braille versions of all text transcripts
- Create an SD card containing all audio and text content for distribution at exhibitions and by post to people who do not have access to the internet
- Improve the functionality of the Braillists website
- Improve the discoverability of Braillists content on smart speakers
- Offer a self-service version of "Braille for Beginners"
- Be present at key conferences and events as they arise
- Re-introduce formal face-to-face Braillists gatherings



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Braillists Foundation CIO

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Receipts and payments accounts

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For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	-	16,900	-	16,900	10,000
Donations	62	3,000	-	3,062	353
Awards	327	-	-	327	-
Interest	14	-	-	14	6
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	404	19,900	-	20,304	10,359
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	404	19,900	-	20,304	10,359
A3 Payments					
Staff	-	4,900	-	4,900	4,960
Contractors	-	6,055	-	6,055	116
Donated Equipment	-	213	-	213	1,646
Stock items for future donation	-	354	-	354	500
Postage	-	239	-	239	35
Infrastructure	-	389	-	389	144
Memberships	-	-	-	-	50
Presenters	-	660	-	660	-
Transport	-	34	-	34	-
	-	-	-	-	-
Sub total	-	12,843	-	12,843	7,451
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	12,843	-	12,843	7,451
Net of receipts/(payments)	404	7,057	-	7,461	2,908
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	359	2,549	-	2,908	-
Cash funds this year end	763	9,606	-	10,369	2,908

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bristol Credit Union	763	9,605	-
		-	-	-
		-	-	-
	Total cash funds	763	9,606	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Stock items for future donation	-	354	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	