

Braillists Foundation CIO

Annual Report for the Period 01/04/2022 to 31/03/2023

Trustees

The following people served as Trustees during the financial period:

- Dave Williams (Chair)
- Megan Hastings (née Paul) (Secretary)
- Elaine Cheong (Treasurer from 11/11/2022)
- Ed Rogers
- Ilka Staeglin
- Ben Mustill-Rose (to 22/01/2023)
- Stuart Lawler (from 06/01/2023)

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.

In addition, the Foundation procured the services of a freelance text transcriber and two freelance braille transcribers for which remuneration was arranged in line with industry best practice. The Foundation also procured the services of a freelance logistics executive during the previous financial period, a final invoice from whom was paid at the start of this period.

Income and Expenditure

The Foundation's income was obtained entirely through grant funding.

All expenditure was made against grant funding.

Decision-Making and Supervision

The Trustees met 8 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.

Staff and volunteers met on a weekly basis, except where holiday or conflicts with significant events prevented this, and there was usually at least one Trustee present at all such meetings.

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:

- Establishing and delivering a free “Braille for Beginners On-Demand” course
- Collaborating with Sight and Sound Technology Ltd to present the UK's first World Braille Day conference, Six Dots to Success
- Helping to deliver three Hable Challenges in collaboration with Hable and Sight and Sound Technology Ltd
- Supporting Bristol Braille Technology CIC's “Canute for Computer Science” project

- Holding a local face-to-face Braillists group meeting in Bristol
- Expanding the braille Book Club into four breakout rooms to allow braillists to practice their reading based on their ability
- Procuring text and braille transcripts for all Braillists recordings, including Masterclasses, special events and the Braillecast podcast
- Producing 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
- Delivering a free “Braille Improvers” drop-in service in Q1, to introduce users of grade 1 braille to grade 2
- Continuing to deliver free Masterclasses to improve competency amongst braille users, with recordings available afterwards
- Continuing to deliver a free “Braille Bar” drop-in service
- Continuing to support the Braillists email forum for braille users to exchange advice and support, alongside dedicated groups for beneficiaries of “Braille for Beginners On-Demand” and Book Club
- Continuing to publish the Braillecast podcast
- Continuing to provide personalised and personable email support
- Continuing to offer face-to-face “Braille and Beer” social gatherings

The Chairman was honoured to have received a Point of Light award from the Prime Minister in recognition of his services to braille through the Braillists Foundation, which he dedicated to all of the Trustees, staff and volunteers who make the Braillists Foundation possible.

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 This Year	Reach Last Year
Newsletter	1596 subscribers	1272 subscribers
Braillecast	c.616 weekly downloads	c.410 weekly downloads
Masterclasses	582 registrants	417 registrants
Braille for Beginners	123 registrants	137 registrants
Braille Bar	c.30 attendees	c.30 attendees
Book Club	c.25 attendees	c.20 attendees
Facebook	376 likes/420 followers	359 likes
Twitter	862 followers	636 followers

Future Plans

In 2023-24, the Braillists plans to build on the work undertaken in 2022-23. In particular, we hope to:

- Develop and expand our social media output to increase two-way interaction
- Improve the functionality of the Braillists' website and IT systems
- Improve the discoverability of Braillists content on smart speakers
- Be present at key conferences and events as they arise
- Expand opportunities for braille groups to meet in person

Receipts and payments accounts

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Period start Period end
 For the pe To
 from 01/04/2021 31/03/2022

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest	to the nearest	to the nearest	to the nearest	to the nearest
A1 Receipts					
Grants	-	9,100	-	9,100	16,000
Donations	-	-	-	-	3,000
Awards	-	-	-	-	320
Interest	-	-	-	-	140
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (loss income AR)	-	9,100	-	9,100	20,460
A2 Asset and investments (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	9,100	-	9,100	20,460
A3 Payments					
Staff	-	7,780	-	7,780	4,900
Contractors	-	2,026	-	2,026	6,000
Donated equipment/resources	-	498	-	498	210
Equipment/resources for future donation	-	-	-	-	350
Postage	-	-	-	-	230
Infrastructure	-	570	-	570	380
Memberships	-	75	-	75	-
Presenters	-	350	-	350	660
Transport	-	188	-	188	340
	-	-	-	-	-
Sub total	-	11,487	-	11,487	12,400
A4 Asset and investments purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	11,487	-	11,487	12,400
Net of receipts/(payments)					
CCXX R1 accounts (SS)	--1	2,387	- -	2,387	05/10/2023

A5 Transfers between funds	-	-	-	-	
A6 Cash funds last year end	763	9,606	-	10,369	
<i>Cash funds this year end</i>	763	7,219	-	7,982	1

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Great Western Credit	763	7,219	-
		-	-	-
		-	-	-
	Total cash	763	7,219	-
	(agree balances with accounts)	OK	OK	OK
	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Stock items for future	-	284	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to value asset	Cost (optional)	Current (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for charity's own use		Fund to value asset	Cost (optional)	Current (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to value liability	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two
behalf of all the tr

Signature

Print Name

Date of
approval