

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2020
for
Compass Braille

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

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for the Year Ended 31 March 2020

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Report of the Trustees
for the Year Ended 31 March 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

The objects of the charity are to support the work of overseas Christian partner groups and individuals, who work amongst people with visual disabilities with an emphasis on underdeveloped countries and with the object of upholding the Gospel by providing Braille.

Summary of main activities:

The principal activities of the charity are:

1. The production of Braille including preparation of computer software and the transcription of various languages into the Braille format.
2. Mini-Braille library projects supported by our Special Bible Fund are now providing rural house churches in India with Braille. Each mini library consists of 10 Braille Bible portions of the group's choice for use in weekly Bible Studies. When and where appropriate additional portions are also provided.
3. Also, the transcription of Bibles into Giant Print in various languages in digital format only.

Public benefit:

The trustees have had regard to the Charity Commission's guidance on public benefit.

Policy on grant making and programme related investment:

Small donations that were for 2 or 3 existing overseas partner groups working in India have ceased as these groups are now in a stronger financial position. Also there is no way for us to guarantee how overseas financial gifts might be used so at present we no longer give financially. We continue to send our Braille free of charge.

Contribution made by volunteers:

The charity gratefully acknowledges the contribution made by its volunteers in the preparation of the Braille portions - cutting, binding, labelling and packaging of books and Bible portions. Nine regular volunteers along with occasional volunteers have given their time during this financial year. Their valued help enables us to produce large quantities of Braille each year. Other volunteers (usually overseas) proofread samples of our Braille to check for errors but because we receive electronic text files in each regional language it is not necessary for the entire Bible to be checked in each case.

ACHIEVEMENT AND PERFORMANCE

Braille Bible and Braille Booklet Production:

As well as the large number of Braille Bible volumes that we produce each year, we have also produced a large number of Braille Booklets which consist of 'lifestyle' books, children's story books, health awareness books, etc. We have kept up with demand for Braille which remains as high as ever as well as adding several new languages thanks to donations, grants and legacies.

Trustees/Staff/Volunteers:

We have a committed team of 5 trustees, 5 staff and 9 volunteers.

Transcription and software development:

So far, we have transcribed Braille into more than 50 languages for use in various parts of the world. We have developed a new Braille transcription program as well as a new Giant Print transcription program that have improved efficiency and accuracy as well as reducing our overall transcription costs. Compass Braille is a licensed member of the Digital Bible Library as part of our partnership with the United Bible Societies and this involves ongoing transcription work and updating the transcription program.

FINANCIAL REVIEW

Policy statement on Reserves:

Report of the Trustees
for the Year Ended 31 March 2020

FINANCIAL REVIEW

We have a Reserve Fund for filtering money into our instant access account - it includes money that has been donated for projects. This Reserve Fund is also for emergency use should we suffer shortfalls during low income periods. We also have a second Reserve Fund to cover the lease of our present premises.

Principal sources of funds:

The United Bible Societies part-fund all the Bible Society project requests for Braille portions through donations. We also receive UK donations from individual supporters, church groups, grant making bodies and legacies. We do not run fundraising campaigns neither do we use any funds to engage a professional fund-raiser or commercial participator. We do produce a quarterly newsletter to raise awareness of the needs and we occasionally approach grant making bodies for support of new projects or new equipment. Income from legacies bequeathed by our supporters is occasionally received and this often improves our financial position considerably. We occasionally receive financial gifts when we carry out talks about the charity in churches or at social groups.

We also have our own projects, such as Mini Braille Libraries and Braille for individuals or small groups who have no Bible Society support in their area.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document: Trust deed

How the charity is constituted: Declaration of Trust

Trustee selection methods: Appointed by existing trustees

Organisational structure:

The chief executive reports to and liaises with the trustees in matters concerning the management and development of the charity. There are five members of staff whose hours equate to an equivalent of 3 full-time posts. The trustees meet two or three times per annum.

Partnerships/relationship with related parties:

Whilst the charity is independent of any other organisation, it works in partnership with the UBS (United Bible Societies) Worldwide Braille Coordination Department based in Germany. They facilitate Braille provision and cooperation with many Bible Societies around the world who distribute Braille portions on behalf of Compass Braille. We also partner other Overseas Mission Groups who run projects in their countries, particularly those working in Outreach, Education, Vocational Training, Community Healthcare and Healthcare Awareness.

Consideration of major risks:

We recognise that, having one main partner and only a few smaller partner groups, Compass Braille's ability to function is dependent on these groups so we continue to seek new partnerships and add new languages. Our website has helped to increase the number of enquiries which can lead to the production of Braille for new countries or new language areas. One of Compass Braille's unique strengths is that we are the only group in the UK (and probably worldwide) who transcribe and produce the Braille Bible, with its complex layout. Our Press is fully computerised and this means we produce Braille in small or large quantities in many languages.

The premises at Crane Mead Business Park are leased on a 5-year contract and a contingency amount has been invested in a no risk savings account to cover this cost should there be cause to dissolve the charity before the lease expires. The charity does not own any property.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
292625

Principal address
16 Crane Mead Business Park
Crane Mead
Ware
Hertfordshire
SG12 9PZ

Report of the Trustees
for the Year Ended 31 March 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Glennis Anne Dowling

Paul East

Susannah Joan East

Gwilym Aylward Hitchcock (Chair of Trustees)

Madhukanta Jacob Hitchcock

Chief Executive

Colin P Dowling

Independent examiner

A J Bennewith FCA, FCPA, FFA, FFTA,

FIPA, DChA, FRSA

3 Wey Court

Mary Road

Guildford

Surrey

GU1 4QU

Bankers

Lloyds Bank PLC

Fore Street

Okehampton

EX20 1HJ

Approved by order of the board of trustees on 28 August 2020 and signed on its behalf by:

G Hitchcock - Trustee

Independent Examiner's Report to the Trustees of
Compass Braille

Independent examiner's report to the trustees of Compass Braille

I report to the charity trustees on my examination of the accounts of the Compass Braille (the Trust) for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Date:

Statement of Financial Activities
for the Year Ended 31 March 2020

		Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
	Notes				
INCOME AND ENDOWMENTS FROM					
Donations and legacies		32,053	-	32,053	43,304
Charitable activities					
Braille production		57,402	-	57,402	76,247
Investment income	2	348	-	348	260
Total		89,803	-	89,803	119,811
EXPENDITURE ON					
Charitable activities					
Braille production		112,546	-	112,546	116,758
Support costs		2,924	-	2,924	3,279
Total		115,470	-	115,470	120,037
NET INCOME/(EXPENDITURE)		(25,667)	-	(25,667)	(226)
RECONCILIATION OF FUNDS					
Total funds brought forward		169,367	-	169,367	169,593
TOTAL FUNDS CARRIED FORWARD		143,700	-	143,700	169,367

The notes form part of these financial statements

Balance Sheet
At 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
FIXED ASSETS					
Tangible assets	7	24,751	-	24,751	33,002
CURRENT ASSETS					
Debtors	8	7,352	-	7,352	7,377
Cash at bank		113,991	-	113,991	130,800
		<u>121,343</u>	<u>-</u>	<u>121,343</u>	<u>138,177</u>
CREDITORS					
Amounts falling due within one year	9	(2,394)	-	(2,394)	(1,812)
NET CURRENT ASSETS		<u>118,949</u>	<u>-</u>	<u>118,949</u>	<u>136,365</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>143,700</u>	<u>-</u>	<u>143,700</u>	<u>169,367</u>
NET ASSETS		<u>143,700</u>	<u>-</u>	<u>143,700</u>	<u>169,367</u>
FUNDS	10				
Unrestricted funds				<u>143,700</u>	<u>169,367</u>
TOTAL FUNDS				<u>143,700</u>	<u>169,367</u>

The financial statements were approved by the Board of Trustees on 28 August 2020 and were signed on its behalf by:

G Hitchcock -Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 25% on reducing balance

Individual fixed assets costing £1,000 or more are capitalised at cost.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	31.3.20	31.3.19
	£	£
Interest	348	260
	<u> </u>	<u> </u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

3. TRUSTEES' REMUNERATION AND BENEFITS

During the year ended 31 March 2020 remuneration totalling £9,804 (2019: £10,695) was paid to G A Dowling, a trustee. The remuneration is approved by the Charity Commission.

C P Dowling, a member of key management personnel, who is also the spouse of a trustee, received remuneration of £24,204 (2019: £11,328).

N A Dowling, a family member of a trustee is employed by the charity and received remuneration totalling £8,694 (2019: £8,441).

R J Dowling, a family member of a trustee is employed by the charity and received remuneration totalling £4,867 (2019: £nil).

Trustees' expenses

There were no trustee expenses during the year (2019: 2 trustees were reimbursed a total of £52 in respect of travel expenses incurred in carrying out their duties as trustees).

The charity purchased Trustees' Indemnity Insurance at a cost of £263 (2019: £263).

4. STAFF COSTS

Staff costs incurred by the charity were as follows:

	31.3.20	31.3.19
	£	£
Gross wages	69,410	73,889
Employer's National Insurance	2,101	1,384
Pension costs	641	868
Total	<u>£72,152</u>	<u>£76,141</u>

The average number of full and part-time staff employed by the charity was as follows:

	31.3.20	31.3.19
Charitable activities	5	5

There were no employees whose remuneration exceeded £60,000 (2019: none).

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	43,304	-	43,304
Charitable activities			
Braille production	76,247	-	76,247
Investment income	260	-	260
Total	119,811	-	119,811

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Charitable activities			
Braille production	116,758	-	116,758
Support costs	3,279	-	3,279
Total	120,037	-	120,037
NET INCOME/(EXPENDITURE)	(226)	-	(226)
RECONCILIATION OF FUNDS			
Total funds brought forward	169,593	-	169,593
TOTAL FUNDS CARRIED FORWARD	169,367	-	169,367

6. INDEPENDENT EXAMINER'S REMUNERATION

	31.3.20 £	31.3.19 £
Independent Examiner's remuneration	<u>£1,300</u>	<u>£1,300</u>

7. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2019 and 31 March 2020	<u>227,766</u>
DEPRECIATION	
At 1 April 2019	194,764
Charge for year	<u>8,251</u>
At 31 March 2020	<u>203,015</u>
NET BOOK VALUE	
At 31 March 2020	<u>24,751</u>
At 31 March 2019	<u>33,002</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Other debtors	7,352	7,377
	<u>7,352</u>	<u>7,377</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Taxation and social security	969	353
Other creditors	1,425	1,459
	<u>2,394</u>	<u>1,812</u>

10. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	160,469	(25,926)	134,543
Special Bible Fund	6,856	(281)	6,575
Special Booklet Fund	2,042	540	2,582
	<u>169,367</u>	<u>(25,667)</u>	<u>143,700</u>
	<u>169,367</u>	<u>(25,667)</u>	<u>143,700</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	89,262	(115,188)	(25,926)
Special Bible Fund	1	(282)	(281)
Special Booklet Fund	540	-	540
	<u>89,803</u>	<u>(115,470)</u>	<u>(25,667)</u>
	<u>89,803</u>	<u>(115,470)</u>	<u>(25,667)</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
Unrestricted Funds			
General fund	160,577	(108)	160,469
Special Bible Fund	7,569	(713)	6,856
Special Booklet Fund	1,447	595	2,042
	169,593	(226)	169,367
TOTAL FUNDS	<u>169,593</u>	<u>(226)</u>	<u>169,367</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	118,492	(118,600)	(108)
Special Bible Fund	599	(1,312)	(713)
Special Booklet Fund	720	(125)	595
	119,811	(120,037)	(226)
TOTAL FUNDS	<u>119,811</u>	<u>(120,037)</u>	<u>(226)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	160,577	(26,034)	134,543
Special Bible Fund	7,569	(994)	6,575
Special Booklet Fund	1,447	1,135	2,582
TOTAL FUNDS	<u>169,593</u>	<u>(25,893)</u>	<u>143,700</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	207,754	(233,788)	(26,034)
Special Bible Fund	600	(1,594)	(994)
Special Booklet Fund	1,260	(125)	1,135
	209,614	(235,507)	(25,893)
TOTAL FUNDS	209,614	(235,507)	(25,893)

General fund

This represents the general funds of the charity, to be used to further its charitable objectives.

Special Bible Fund

Gifts which donors make specifically to the Special Bible Fund are used for our own projects. Unlike our other projects that are supported through our partnership with the United Bible Societies, these projects are either urgent or fall outside of the normal remit. The purpose is to help smaller overseas groups who only use small amounts of Braille.

Special Booklet Fund

This fund supports the production of Braille Booklets. These consist of 'lifestyle' books, children's story books, health awareness books, etc.

11. OTHER FINANCIAL COMMITMENTS

Operating lease commitments

At the Balance Sheet date the charity had a commitment under a non-cancellable operating lease to make rental payments of £11,500 per annum. The property lease expires within one to five years of the Balance Sheet date.

The rental payments recognised as an expense in the year ended 31 March 2020 were £11,500 (2019: £11,500).

The minimum total lease payments due over the remaining lifetime of the lease are £30,187.

12. RELATED PARTY DISCLOSURES

Please see note 3 to the accounts for details of trustees' remuneration and benefits. There were no further related party transactions for the year ended 31 March 2020, or for the year ended 31 March 2019.