

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2022
for
Compass Braille

A J Bennewith FCA, FCPA, FFA, FFTA,
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3 Wey Court
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for the Year Ended 31 March 2022

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Report of the Trustees
for the Year Ended 31 March 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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 2019).

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 development and 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 provide rural house churches in India with Braille. Each mini library consists of 10 Braille Bible portions chosen by the group for use in Bible Studies. When and where appropriate additional portions are added.
- 3 The transcription of Bibles into Giant Print in various languages in digital format only.

Policy on grant making and programme related investment:

We are not in a position to make grants. We continue to send our Braille free of charge to the end user.

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. Their valued help enables us to produce large quantities of Braille each year. The huge difference they make was particularly evident during this financial year when they returned to work having been laid off for a long period due to Corona Virus restrictions. Outside volunteers (usually overseas) proofread sample Braille to check for errors.

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 also produce a number of Braille Booklets which consist of 'lifestyle' books, children's Bibles and story books, health awareness books, etc. Even through the pandemic we have kept up with a continued demand for Braille which remains as high as ever as well as adding new languages.

Trustees/Staff/Volunteers:

We have a committed team of 5 Trustees, 5 staff and 6 volunteers.

Transcription and software development:

So far, we have transcribed Braille into more than 55 languages for use in various parts of the world. During this financial year we have completed work on the whole Acholi and Swahili Bibles, and several books from the Urdu and Armenian Bibles. Work has just begun on the Kinyarwanda Bible. We have continued to develop our Braille transcription program that has improved efficiency and accuracy as well as reducing our overall transcription costs. We have developed new templates for Giant Print transcription. 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 of the transcription program.

Report of the Trustees
for the Year Ended 31 March 2022

FINANCIAL REVIEW

Policy statement on Reserves:

We have a Reserve Fund for filtering money into our instant access account and this includes any money donated for special projects. This Reserve Fund is also for emergency use should we suffer shortfalls during low income periods and to cover the lease of our present premises.

Principal sources of funds:

UBS part-fund all the Bible Society Braille projects. 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 and have a Website 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 improves our financial position. We occasionally receive financial gifts when we carry out talks about the charity in churches or at social groups but these have diminished now.

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 3.5 full-time posts. The trustees meet two 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) Helpdesk for People with Visual Disability based in Germany. They facilitate Braille provision and collaboration 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 and quarterly newsletters have 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, in so many languages. Our Press is fully computerised and this means we can produce Braille in small or large quantities in any language.

The premises at Crane Mead Business Park are leased on a 5-year contract and a contingency amount is 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

Report of the Trustees
for the Year Ended 31 March 2022

Principal address

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

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 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 Compass Braille (the Trust) for the year ended 31 March 2022.

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.

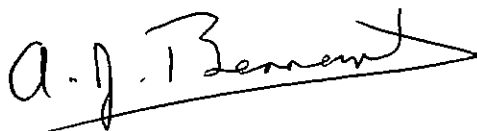
Independent examiner's statement

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: 14 September 2022

Statement of Financial Activities
for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		23,527	-	23,527	31,811
Charitable activities					
Braille production		61,144	-	61,144	56,832
Investment income	2	26	-	26	114
Total		<u>84,697</u>	<u>-</u>	<u>84,697</u>	<u>88,757</u>
EXPENDITURE ON					
Charitable activities					
Braille production		115,565	-	115,565	108,531
Support costs		610	-	610	2,085
Total		<u>116,175</u>	<u>-</u>	<u>116,175</u>	<u>110,616</u>
NET INCOME/(EXPENDITURE)		(31,478)	-	(31,478)	(21,859)
RECONCILIATION OF FUNDS					
Total funds brought forward		121,841	-	121,841	143,700
TOTAL FUNDS CARRIED FORWARD		<u>90,363</u>	<u>-</u>	<u>90,363</u>	<u>121,841</u>

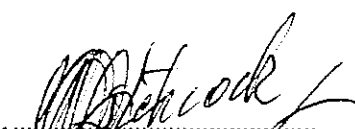
CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Balance Sheet
31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	7	26,161	-	26,161	34,881
CURRENT ASSETS					
Debtors	8	1,855	-	1,855	6,236
Cash at bank		65,789	-	65,789	82,906
		<u>67,644</u>	<u>-</u>	<u>67,644</u>	<u>89,142</u>
CREDITORS					
Amounts falling due within one year	9	(3,442)	-	(3,442)	(2,182)
NET CURRENT ASSETS		<u>64,202</u>	<u>-</u>	<u>64,202</u>	<u>86,960</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>90,363</u>	<u>-</u>	<u>90,363</u>	<u>121,841</u>
NET ASSETS		<u>90,363</u>	<u>-</u>	<u>90,363</u>	<u>121,841</u>
FUNDS	10				
Unrestricted funds				90,363	121,841
TOTAL FUNDS				<u>90,363</u>	<u>121,841</u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:


.....
G. Hitchcock - Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2022

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 2019)', 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.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Interest	26	114
	<u>26</u>	<u>114</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

During the year ended 31 March 2022 remuneration totalling £5,348 (2021: £5,347) 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 £10,160 (2021: £10,167).

N A Dowling, a family member of a trustee is employed by the charity and received remuneration totalling £9,021 (2021: £8,694).

R J Dowling, a family member of a trustee is employed by the charity and received remuneration totalling £21,540 (2021: £16,996).

Trustees' expenses

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

The charity purchased Trustees' Indemnity Insurance at a cost of £263 (2021: £263).

4. STAFF COSTS

Staff costs incurred by the charity were as follows:

	31.3.22	31.3.21
	£	£
Gross wages	72,133	65,079
Employer's National Insurance	-	-
Pension costs	968	681
	<u>968</u>	<u>681</u>
Total	<u>£73,101</u>	<u>£65,760</u>

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

	31.3.22	31.3.21
Charitable activities	5	5

There were no employees whose remuneration exceeded £60,000 (2021: none).

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	31,811	-	31,811
Charitable activities			
Braille production	56,832	-	56,832
Investment income	114	-	114
Total	<u>88,757</u>	<u>-</u>	<u>88,757</u>
EXPENDITURE ON			
Charitable activities			
Braille production	108,531	-	108,531
Support costs	2,085	-	2,085
Total	<u>110,616</u>	<u>-</u>	<u>110,616</u>
NET INCOME/(EXPENDITURE)	(21,859)	-	(21,859)
RECONCILIATION OF FUNDS			
Total funds brought forward	143,700	-	143,700
TOTAL FUNDS CARRIED FORWARD	<u>121,841</u>	<u>-</u>	<u>121,841</u>

6. INDEPENDENT EXAMINER'S REMUNERATION

	31.3.22 £	31.3.21 £
Independent Examiner's remuneration	£1,300	£1,300
Other accountancy services	-	-

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

7. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2021 and 31 March 2022	246,415
DEPRECIATION	
At 1 April 2021	211,534
Charge for year	8,720
At 31 March 2022	220,254
NET BOOK VALUE	
At 31 March 2022	26,161
At 31 March 2021	34,881

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22 £	31.3.21 £
Other debtors	-	2,784
Tax recoverable	1,233	2,818
VAT	622	634
	<u>1,855</u>	<u>6,236</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22 £	31.3.21 £
Taxation and social security	752	726
Other creditors	2,690	1,456
	<u>3,442</u>	<u>2,182</u>

10. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	112,684	(31,478)	81,206
Special Bible Fund	6,575	-	6,575
Special Booklet Fund	2,582	-	2,582
	<u>121,841</u>	<u>(31,478)</u>	<u>90,363</u>
TOTAL FUNDS	<u>121,841</u>	<u>(31,478)</u>	<u>90,363</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	84,697	(116,175)	(31,478)
TOTAL FUNDS	<u>84,697</u>	<u>(116,175)</u>	<u>(31,478)</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	134,543	(21,859)	112,684
Special Bible Fund	6,575	-	6,575
Special Booklet Fund	2,582	-	2,582
	143,700	(21,859)	121,841
TOTAL FUNDS	<u>143,700</u>	<u>(21,859)</u>	<u>121,841</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	88,757	(110,616)	(21,859)
TOTAL FUNDS	<u>88,757</u>	<u>(110,616)</u>	<u>(21,859)</u>

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.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

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. The property lease expires after more than five years of the Balance Sheet date.

The rental payments recognised as an expense in the year ended 31 March 2022 were £11,500 (2021: £11,500).

The minimum total lease payments due over the remaining lifetime of the lease are £64,687.50.

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 2022, or for the year ended 31 March 2021.