



# **Access-Ability Communications Technology**

**Trustees' Annual Report**

**&**

**Financial Statements**

**for the year**

**1 September 2011 to 31 August 2012**

**Vice-President:** Lord Low of Dalston CBE

**Founder:** Ken Carter

# Trustees' Annual Report for the year ended 31 August 2012

## Reference and administrative information

**The name of the charity:** Access-Ability Communications Technology.

**Other names by which the charity makes itself known:** AACT (pronounced 'act') & AACT for Children.

**The charity registration number:** 1113302

**The company registration number:** 5538092

**The address of the registered offices of the charity:** 3 Wesley Gate, Queens Rd, Reading, RG1 4AP

### **The names of the charity's trustees on the date this report was approved:**

Professor James Crabbe (Chair)  
Dr A Black  
Adrian Ellison  
Annette Haworth  
Dr James Ohene-Djan

**Accountant:** James Cowper, 3 Wesley Gate, Queens Rd, Reading, RG1 4AP

**Bank:** CAFBank, 25 Kings Hill, West Malling, ME19 4JQ

**Insurance broker:** CaSE Insurance, James House, Emlyn Lane, Leatherhead, KT22 7EP

## Structure, Governance and Management

**The nature of the governing document:** Memorandum and Articles of Association

**How the charity is constituted:** as a company limited by guarantee

**Methods for new trustee recruitment:** personal knowledge of professionals in the IT and communication disability fields and open advertising via the web and voluntary organisations.

**Methods for new trustee appointment:** by members as laid down in the Articles of Association. The Trustees have set a target of increasing the size of the Board to at least eight trustees with a policy of actively seeking professional members in specific areas.

## Public Benefit Statement

The Trustees confirm that they have complied with their duty under section 4(6) of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity in the year covered by this report.

## Risks

Risk analysis undertaken last year resulted in tightened procedures for running projects and raising related funds. Trustees are confident that financial risk is insignificant due to their reserves policy, and that choice of projects to support, and their subsequent management through the Board, will result in the effective and efficient use of resources.

## Strategy

The Board has reaffirmed its strategy of working on projects in partnership with professionals, itself acting as Project Board where appropriate.

## Trustees

**Induction:** Potential new trustees are invited to meet with trustees and to attend Board meetings. All the Charity's policies are made available and activities described through the website. A document, 'Responsibilities and duties of AACT Trustees', was agreed and published this year.

**Training:** The Board has given the administration team the responsibility to keep it updated on governance issues and any changes in charity or other relevant law. A Trustee/Volunteer actively monitors the charity press and Charity Commission communications. Changes to technology are monitored and imparted by those trustees with IT and communications backgrounds.

## Objectives and activities

(a) to promote and advance the education and training of children, young people and adults who are subject to any disability associated with speech, language and different forms of communication principally for the purpose of improving accessibility and inclusiveness through the use of ICT.

(b) to advance the education of the public by providing inclusive and accessible information and training with a view to raising awareness and understanding of persons who are challenged by speech, language and communication difficulties.

Summary of activities undertaken in relation to these objectives	(a)	(b)
Training young people on how to use a video system so helping their communication skills	✓	
Running a programme to increase inclusiveness and accessibility in museums	✓	
Raising awareness through publication (article, blog) and talks		✓
Taking the first steps in initiating work on a 'Musical Memory Box'	✓	
Providing work experience, internships, volunteering, projects (to disabled & non-disabled)	✓	✓

All activities planned for 2011-12 have been undertaken, although the website enhancement for symbol input did not become a service due to difficulty of providing on-going support. Two additional pilot activities were launched: investigating use of touchscreen devices for helping communication between those with early-onset dementia and their carers, and loaning touchscreen devices to three special schools with a view to enabling their use by helping the schools to share their experiences.

In 2012-13, we will: work further on these two pilots as resources allow; complete the assessment of Viewtalk's ability to enhance communication; work with partners (particularly the RSA) to find a further one or two museums to pilot iMuse and, depending on outcomes, seek a business plan with partner museums/trusts to set up a sustainable national advisory service.

## Achievements and performance - charitable activities

### AACT through Viewtalk



A student enjoying Viewtalk training  
March 2012

This project was extended to run to March 2012, the work being completed with the help of four volunteers. Overall the Project paid 23 visits to two special schools, introducing computer-aided video communication to 35 children (alongside 85 parents and teachers) to help them build confidence in communication. While the system was found not fully appropriate for some, non-verbal young people, the introduction of video into the school for those severely affected by their autism has proved beneficial. For those with less severe communication difficulties the sessions were described as 'inspiring' and use of the system continues outside school. The Project was also able to help the schools move video communication forward by providing three mobile touchscreen devices and three video cameras on long-term loan. An SEN (Special Educational Needs) specialist has been commissioned to report on the findings and the schools are being encouraged to keep in touch on developments.

### The iMuse Programme



Taking photos of a favourite object...



...and talking about what you've found out

AACT manages this Programme which aims to work with partners to improve museum engagement and accessibility overall, with a particular emphasis on the Charity's side on enhancing methods of communication. Following its launch in October, the Programme set up its first project, 'iMuse in Reading'. With funding from Reading Borough Council and the Vodafone Foundation, and in partnership with the Museum of English Rural Life, the Project ran from January 2012 to June 2012. It was then extended to August with help from the Foyle Foundation. Additional trials took place with the Ure Museum of Greek Archaeology. The Project trialed low-cost ways of using IT to increase engagement and accessibility, providing 17, mainly family-based, activities with 239 adult and 280 child participants in total. Reports were published as the project went along (<http://aact.org.uk/imusehome.php>). iMuse provided work experience for four young people, two from special schools, and internship, project, and volunteering opportunities to five other people, two with disabilities. Museum-learning and e-inclusion specialist help was funded through the RSA Catalyst scheme. An advisory panel comprising museum-disability, SLCN and mobile-web specialists has been set-up.

### Musical Memory Box



Two postgraduate students worked on design of a musical memory box. This is a simple iPad application to enable those with early onset dementia and their carers communicate - photographs and music bringing back memories. The Concertina Trust has kindly donated a small grant and the Trustees have designated funds to enable further work.

### Raising public awareness



Launching iMuse

Encouraged by a grant from Communications Matters, AACT ran the iMuse launch event as a member of the UK 'Hello Year of Communication' year in October, the campaign's 'It's not just words' month. Forty-five people attended. IT degree students learned of communications disability issues through a lecture on web accessibility. Talks to museum staff in Reading and a short presentation at the Museums on the Web conference in London were given. Through volunteering, internships and consultancy, overall a dozen people had new experience of working with beneficiaries.

## Achievements and performance - fundraising

**Grants** With one exception (an application for help with funding basic underlying costs), the trustees continued their strategy of applying for funds only for specific, agreed, charitable projects which have relevant professionals involved. Of the ten applications made, six resulted in the award of grants, including one from the Vodafone World of Difference scheme for one of our longstanding helpers. Due to voluntary effort, the cost of raising these funds was negligible against a reported national average of around 11%<sup>1</sup>.



**Individual giving** Funds raised from the British 10K run were down on last year, but, combined with those raised by an individual in another sponsored run and other individual donations, 90% of the Charity's basic costs (including governance and fundraising costs) were covered this way, with both the JustGiving and BT MyDonate services being used.



A grant from the Royal Society of Arts (the RSA) to a Fellow under its Catalyst scheme was passed to the Charity to be managed as part of the iMuse programme.

## Other resources

**Volunteers:** AACT has been helped greatly this year by input from thirteen volunteers (eight of whom were students) working variously on projects and manning the administration team.

**Resources:** We are grateful to Correspondent Corporation Ltd and a fellow charity, Deafax, for the free use of their Winkball/Viewtalk video system and provision of video cameras, to the Museum of English Rural Life (MERL) for work space, to the MERL and the Ure Museum of Greek Archaeology for opportunities to trial IT-based systems, and to IT Services and the School of Systems Engineering, University of Reading, for the loan of a laptop computer and printer.

## Financial Review

**Policy on reserves:** the Trustees have a policy of holding enough funds to cover any known future liability without relying on any future income.

**Funds materially in deficit:** none.

**This report was approved by the Trustees and signed on their behalf by**

**date: October 2012**

---

<sup>1</sup> Institute of Fundraising *Fundratios: Charity Fundraising Comparison 2009*

## Statement of Financial Activities for the year to 31 August 2012

	Note	Unrestricted funds £	Restricted Funds £	2012 Total Funds £	2011 Total Funds £	
<b>A Incoming resources</b>						
A1 Incoming resources from generated funds						
A1a	Voluntary income	1	1,590	6,916	8,506	22,387
A1b	Activities for generating funds					
A1c	Investment income	2	24	24	19	
	Total incoming resources		1,614	6,916	8,530	22,406
<b>B Resources expended</b>						
B1 Costs of generating funds						
B1a	Costs of generating voluntary income	3	(618)	(618)	(1,150)	
B1b	Fundraising trading cost of goods sold + other costs					
B2	Charitable activities	4	(975)	(12,119)	(13,094)	(11,133)
B3	Governance costs	5	(615)	(615)	(505)	
	Total resources expended		(2,208)	(12,119)	(14,327)	(12,788)
	Net incoming/(outgoing) resources for the year		(594)	(5,203)	(5,797)	9,618
	Funds brought forward		3,024	21,121	24,145	14,528
	Total funds carried forward		2,430	15,918	18,348	24,146

## Balance sheet at 31 August 2012 (company number: 5538092)

	2012	2011
	£	£
<b>B Current assets</b>		
B2 Debtors	50	2,000
B4 Cash at bank and in hand	21,029	24,268
Total current assets	21,079	26,268
<b>C Current Liabilities</b>		
C1 Creditors	(2,730)	(2,123)
Total current liabilities	(2,730)	(2,123)
<b>Net assets (all current)</b>	18,349	24,145
<b>E The funds of the Charity</b>		
E2 Restricted Funds	15,918	21,121
E3 Unrestricted Funds	2,431	3,024
<b>Total Funds</b>	18,349	24,145

### Audit Exemption Statement

#### Directors' statement

For the year ending 31st August 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Board of Directors on .....  
and are signed on their behalf by

Notes to the financial statement for the year ended 31 August 2012

	Unrestricted	Restricted	sub total
	£	£	£
Note 1			
Grants		6,916	6,916
Donations	1,590		1,590
			8,506
Note 2			
CAFBank account interest	24		24
			24
Note 3			
Justgiving	-216		-216
Union Jack Sports Ltd	-424		-424
From previous year, fundraiser	23		23
			-617
Note 4			
General: Insurance	-189		-189
CRB checks	-70		-70
Web service	-43		-43
Postage, stationery, printing	-36		-36
Project evaluation/expert feedback	-637		-637
			-975
Hello Year event (Communications Matters):			
Catering		-16	-16
Banner		-59	-59
			-75
AACT through Viewtalk: Trainers		-867	-867
iPads and related equipment (for the special schools)		-1,495	-1,495
			-
			2,362
iMuse Programme:			
Equipment (inc. software/apps)		-900	-900
Brochures/worksheets (stationery, printing, postage, artwork)		-447	-447
Specialist help on SLCN, IT, Museum Learning, E-access		-8,236	-8,236
Intern travel to help out at iMuse events		-89	-89
Launch event (catering)		-9	-9
			-
			9,681
Note 5			
Stationery, printing and postage	0		0
Volunteer administrator (travel & printing xs)	-75		-75
Independent examination	-300		-300
Board meetings: room rental	-240		-240
			-615

### Independent Examiner's Report to the Trustees of Access-Ability Communications Technology

I report on the accounts of the charity for the year ended 31 August 2012 which are set out on pages one to eight.

#### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

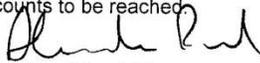
#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Alexander Peal Bsc (Hons) FCA DChA  
Chartered Accountant  
James Cowper LLP  
3 Wesley Gate  
Queens Road  
Reading  
RG1 4 AP

Date... 12 November 2012