



Accessible Arts & Media

(A company limited by guarantee with charitable status)

Impact Report and Report of the Trustees and Unaudited Financial Statements

31 March 2020

Registered number: 03500128 (England & Wales)

Registered Charity Number: 1072902



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Accessible Arts & Media

Impact Report for the year ended 31 March 2020

1 Introduction

Accessible Arts & Media (AAM) has been running arts and creative media learning projects in and around York since 1982. We believe that everyone can learn, everyone can be creative, and everyone can play a part in their local community, they just need the right support. We help people develop the skills and confidence to connect with their local community and have more of a say in the things that matter to them.

VISION



Our vision is for an inclusive society. We level the playing field so that everyone's given the best chance to shine.

MISSION



We run a vibrant range of accessible, inclusive, high-quality and affordable projects, from singing and signing choirs and sensory movement sessions to creative media programmes and one-to-one creative sensory sessions. Our user-led projects help people to find their voice and develop the confidence to use it.



Camaraderie, collaboration and community spirit are at the heart of everything we do. We bring our own brand of humour and a lively sense of fun to the serious business of supporting our participants to achieve their aspirations.



We work with disabled adults and young people, older people living with dementia and memory loss, people with mental ill health and community groups in York and North Yorkshire. You'll find us delivering workshops in schools, businesses and community centres and putting smiles on faces by performing in venues from concert halls to our local supermarket. We make sure our work, knowledge and expertise have a wider impact through strong local, regional, and national networks and partnerships and the creation of learning resources.



We're experts in creating a caring environment where everyone's supported to take part in the way that suits them best. It's a space where you can be yourself. By providing tailored opportunities for personal development and learning, our projects push boundaries and challenge stereotypes around what people can achieve.

We're registered with the Information Commissioners Office and the Fundraising Regulator, reinforcing our commitment to best practice in data management and ethical fundraising. And we're accredited as a Living Wage Employer, because we believe in paying a true living wage.

2. Achievements & Performance

2.1 Headline Figures for 2019-20

Regular Project Activities



We engaged **325** people in regular creative learning activities.



We delivered **914** regular activity sessions.

Volunteers



28 fabulous people volunteered with us and collectively gave **452** hours of their time.



Volunteers' contribution was worth **£4,070***.

* calculated using the real living wage of £9 per hour

Community Outreach



We engaged **204** people in outreach workshops and **1,131** professionals in training and practice sharing sessions.



We delivered **36** outreach, training and practice sharing sessions.

Performances



We gave **4** public performances, where learning disabled adults and young people took centre stage.



547 people came to see our performances.

Digital Engagement



5,461 people visited our website



284 of our learning resources were downloaded from our website for use in schools and community settings.



On average, our social media posts were seen **24,734** times and received **1,783** engagements every month.



Our videos were viewed **18,976** times.

Partnerships



We worked with **66** partners across the education, voluntary, health and social care, and business sectors.



We received corporate volunteering support and pro bono support worth **£9,550** from local and national businesses.

2.2 Participant Feedback

In our last in-depth evaluation sessions, in 2019, we asked project participants, their supporters and other key stakeholders to let us know about the difference that AAM had made to them over the past year.

100%

said that taking part in our activities had **made them more happy**

90%

said that taking part had **made them feel more confident**

97%

said that our activities **make them smile more**

86%

said that taking part had **helped them to express their opinions more**

93%

said that taking part had **helped them to communicate more**

83%

said that taking part had **made them more active**

89%

said that taking part had **helped them be more creative**

91%

said that they had **made friends** at our activities

97%

said that taking part had **helped them to make their own choices**

83%

said that taking part had **helped them get better at concentrating**

2.3 Strategic Development

We've developed the following areas in 2019-20:

- **Governance** we created a new Lone Worker Policy and Disciplinary and Grievance Policy, along with a new Staff Handbook. Trustees carried out training in safeguarding and focused an away day on the Governance Code of Practice, discussing areas for potential review and development that will form the basis of our Board development plan moving forward.
- **Operational systems** we implemented a new fundraising CRM system and further developed our financial monitoring and reporting systems and our cloud-based office systems.
- **Accounting** we appointed a new independent examiner, working with third sector support specialists Outsource.
- **Staff Development** we supplemented our in-house training in safeguarding, accessible communication and impact measurement with external training in Mental Health First Aid and First Aid.
- **Digital Reach** we reached new digital audiences, donors and fundraisers by launching an Instagram account and Facebook fundraising.
- **Internship Opportunities** we supported an intern on the Rank Foundation's Time to Shine programme, providing learning and development opportunities to someone at the early stage of their career in the third sector.

We also developed our external consultancy and training offer, drawing on our experience and expertise in person-centred delivery and inclusive practice. We delivered: a term's worth of inclusive music activities and associated staff training at Fullerton House, a specialist residential school for young people with complex needs; accessible communication and music-making workshops for students at York College, co-led by our learning-disabled apprentices; Signalong training (sign-supported communication) for education and social care practitioners; iMUSE training for staff at Henshaws Specialist College and Ryedale Special Families, enabling them to deliver iMUSE for the disabled children and young people they support; and we were commissioned by NYMAZ to deliver sensory story training to music practitioners and teachers from across the region.

We were also invited to give one of the opening presentations at the 9th International Conference on Health and Mental Health in Social Work, organised by the Social Policy Research Department at the University of York.

2.3.1 COVID-19

Some of the biggest changes and challenges came about in the final weeks of the year, with the impact of the COVID-19 pandemic. In early March, putting the safety of our participants, staff and artists first, we took the decision to stop all face-to-face activities and move our delivery online. National lockdown also meant that our team had to start working remotely. Our investment in developing operational systems over the past 3 years meant we were well-placed to adapt quickly to this new working environment.

We're proud of the way the team rose to the challenge, producing the first of our online sessions within a week of lockdown starting, getting to grips with new digital platforms and remote working and making sure our participants felt connected and were consulted on a regular basis.

2.3.2 Partnerships and Networks

We worked with 66 partners across the voluntary, public, cultural, educational and health and social care sectors. Working in partnership on all our programmes ensures that we share our knowledge and expertise, learn from the expertise, skills and experience of others, and reach the people who will most benefit from taking part in our activities.

Key new partnerships include links with several teams and services in the Tees, Esk and Wear Valleys NHS Trust, who provide NHS mental health care in the Vale of York. Staff from these teams make referrals and support people to attend our iMUSE for mental wellbeing sessions.

We also continued to contribute to York's Learning Disability Partnership, York Care Providers Forum, the NYMAZ SEND Music Steering Group, Culture & Wellbeing in York, York Cultural Leaders Group, York Cultural Education Partnership, York Youth Sector Network, and York Music Hub.



2.3.3 Awards

We were delighted and proud to be shortlisted for a National Diversity Award, in the Community Organisation – Multi-Strand category.

The National Diversity Awards were launched in 2012 to celebrate the achievements of people and organisations from grass-roots communities who tackle the issues in today's society and champion diversity and inclusion.

In 2019, over 28,000 nominations were received from members of the public. AAM was one of 124 community organisations and role models shortlisted as finalists and our work was featured on national and regional ITV News in the lead up to the awards ceremony. We feel honoured to have been shortlisted alongside some incredible organisations and we were humbled to read the statements people made about AAM and our incredible staff team when they nominated us:

“Accessible Arts & Media are an incredible organisation! Nothing is ever too difficult or too much trouble. Everyone is made to feel welcome and encouraged to share their skills with others, who might not yet know they have skills yet. They are masters at making people feel good about themselves and living every moment to the full. People blossom at AAM and everyone has huge amounts of fun doing it!”

“There is a real sense of joy and celebration of the uniqueness of everyone who is involved with Accessible Arts and Media, and this sense is not just communicated to participants but is taken out into the wider community through their live performance work... The sense of infectious joy and commitment that Accessible Arts and Media performers bring to any audience, whether in a traditional performance space, or on the streets of York, is great enough to show that diversity is not only important, but a joy and privilege to be part of.”

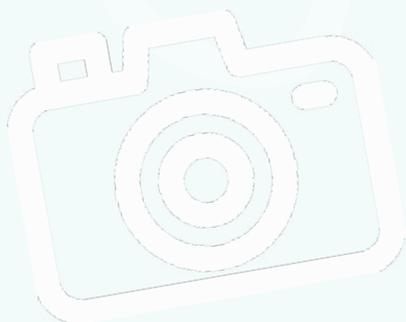
“Diversity and inclusiveness is the air they breathe, and visible in all they do.”

“Wonderful team of people who always go the extra mile to make those struggling more at ease, even for those few hours! Its benefits are huge! We can't thank you enough for the time you give & the absolute joy it gives my mum in law suffering with dementia!”

“As an organisation, their hearts are in everything they do... The team who prepare and deliver this work are second to none in their dedication and enthusiasm and always give over and beyond what is required of them.”

“There is nothing nicer than people realising they are special and unique, but also feeling normal, and part of the community; not outside of it.”

“They deliver fun, fun and more fun in all that they do.”



2.4 Programme Development

Across all our programmes, alongside the ongoing development of our co-production model, there was a growing emphasis on supporting participants' wellbeing. This saw the introduction of more sensory and mindfulness activities into sessions, a community media project working with young people with mental ill-health and the further development of our iMUSE for mental wellbeing programme.

The people who take part in our programmes often face difficulty with everyday activities and can end up feeling isolated and cut off. The ongoing development of our projects focuses on helping them:



learn new skills that they can transfer to other parts of their lives, including education, training and employment;



explore and connect with the world around them, in a safe, supportive, fun environment;



learn to work and communicate with other people, making new friends along the way;



grow the confidence to have more of a say in the things that matter to them;



contribute to their local community through workshops, exhibitions and performances;



feel happier and healthier – all of the above contribute to improved wellbeing.

2.4.1 Hands & Voices

A fully inclusive singing and signing community choir set up in 1997 to help adults with communication and learning difficulties take part in performances.



39 people took part in



33 term-time weekly rehearsals and a training programme where choir members learn leadership and communication skills.

Key Developments in 2019-20:

Key developments and achievements for Hands & Voices this year included:

- Developing our training programme, building leadership development activities into all sessions. All participants now have the chance to learn leadership and communication skills, appropriate to their abilities.
- As a result, Hands & Voices members worked alongside our staff to deliver workshops and presentations in a range of settings including York College, Fullerton House, a local inclusive day centre and the launch of City of York Council's All Age Learning Disability Strategy.

"I love singing and signing with Hand & Voices, it relaxes me, makes me feel good, the endorphins make me feel happy, I love it!"

B, choir member

"I liked everyone joining in and teaching them how to sign."

E, choir member

- Choir members and one of our volunteers also presented to 520 delegates at the International Conference on Health and Mental Health in Social Work, their biggest workshop audience to date. Although nervous beforehand, they were completely unfazed on stage, taking delegates through a warm-up, teaching them a song and talking about how important Hands & Voices is to their wellbeing.
- Incorporating more movement and drama activities into weekly sessions and performances, following feedback from participants. Choir members also formed the first Hand & Voices band – Baked Beans, Sausage and Eggs. They made their debut at a concert in October and brought the house down!
- Securing funding from The Pavers Foundation, enabling us to recruit a Learning & Participation Coordinator for Hands & Voices in 2020-21. This will enable us to create more opportunities for choir members to develop leadership and communication skills and share these skills by leading outreach workshops.

The choir also took part in several performances:

Sing Out! – an inclusive music showcase delivered as part of our IMPs programme.



Busking performances in York city centre and at York Station.



Let There be Love – a collaboration with Musical Connections at the National Centre for Early Music.



“It makes me excited, gives me lots of energy.”

C, choir member

“It was good when the audience were clapping. I like it, felt good after it.”

M, choir member



2.4.2 IMPs (Inclusive Music Projects)

IMPs offers year-round fun, inclusive music activities for disabled and non-disabled children and young people aged 5 – 25. The IMPs programme includes weekly sessions during term time, holiday activities, and a training programme where participants learn leadership and communication skills. We also deliver outreach workshops in schools, youth groups and other community settings, co-led by our IMPs trainees.



129 children and young people
took part in



50 IMPs activity sessions.

Key Developments in 2019-20:

Key achievements for the IMPs programme this year included:

- Delivering Sing Out! an inclusive music showcase that brought together young performers from IMPs, Castaway's Sloop Groop, the Orange Box Choir and Sparkle Sistaz (an inclusive pop group from Sheffield), alongside our Hands & Voices Choir and Copmanthorpe Community Choir, a local multi-generational choir.
- Further developing our IMPs holiday clubs programme, working with partners including the Yorkshire Wildlife Park, Apollo Creative, SLAP Festival and Lollipop, a local charity supporting hearing-impaired children. Holiday club sessions this year covered a broad range of exciting creative activities including building a musical escape room using accessible music and interactive technology; a musical safari at the Yorkshire Wildlife Park, involving music creation and animation; a holiday club for hearing impaired children; and two sessions on the sounds of comedy, combining music creation and physical theatre.

- Delivering four outreach workshops and presentations, all co-led by Senior IMPs members.
- Developing our Junior IMPs programme, in partnership with Westfield Primary School, working with children with communication and learning difficulties and their parents. These sessions are part of a social mobility project in the West of the city, aimed at supporting and encouraging parents to get more involved in their child's learning.

“IMPs helped me build confidence and be myself more and open up”

S, Junior IMPs member aged 10

“Awesome day!!!”

J, holiday club participant aged 16

- Supporting two Senior IMPs members to work towards their Bronze Duke of Edinburgh Award.
- Senior IMPs members taking part in a workshop where they were supported to feed into the development of York's new Cultural Strategy.
- Partnering with Takeover Festival, a youth-led festival at York Theatre Royal. Senior IMPs members taught a group of young people how to sing and sign and took part in a performance at the Theatre.
- Securing 3-year continuation funding from Children in Need, the Ed De Nunzio Charitable Trust and Youth Music.the Theatre.



A **Busking**, performance in York city centre;

“To eventually live independently means being welcomed and accepted from a young age. IMPs is an essential arts programme. THANK YOU!”

L, parent of IMPs holiday club participants

“I like doing recording when we do our own music.”

J, Senior IMPs member aged 15



IMPs members took part in several performances:

Sing Out!



and **busking** at York station.



2.4.3 iMUSE (Interactive Multi-Sensory Environment)

iMUSE is a portable interactive multi-sensory environment. It provides a relaxing, therapeutic and creative learning space where participants can connect with the world around them, make their own choices, reduce anxiety and stress and develop non-verbal ways of communicating. It combines relaxation (using vibro-acoustic technology), music and visuals in one-to-one sessions tailored to each individual's needs and preferences.

The logo for iMUSE, featuring the text 'iMUSE' in a bold, green, sans-serif font inside a white rectangular box with a green border. The box is slightly tilted and has a green shadow effect.

“I’ve experienced a huge and long-lasting change in many areas, particularly my overall stress levels. My mood and anxiety underwent a transformation.”

P, iMUSE participant



167 people took part in



722 individual sessions.

Key Developments in 2019-20:

Key developments this year included:

- Offering wraparound creative sensory activities for people attending our iMUSE for complex needs sessions.
- Launching weekly iMUSE for mental wellbeing sessions at our base in Sanderson House, supported by the Igen Trust, for adults with enduring mental ill health. The development of new partnerships in health and social care has been key to the success of these sessions. New referral routes have been established with mental health settings, community-based mental health teams, third sector wellbeing partners, City of York Council's Local Area Coordinators (wellbeing support workers who work with individuals and families in the community) and NHS Link Workers (social prescribers linked to GP practices).
- Securing funding from the Green Hall Foundation to develop a smaller, easier-to-use version of the iMUSE kit. It's now easier and quicker to set up, meaning we can take iMUSE to more settings and events.

- Delivering iMUSE residencies in settings including Peppermill Court, an NHS in-patient facility; Kyra Women's Project, a York charity supporting women to make positive changes; SELFA, a children's charity in Skipton; and Glen Lodge, a sheltered housing with extra care scheme. Residencies involve weekly or monthly iMUSE days, with up to 8 individual iMUSE sessions each day.
- Developing our iMUSE for young people programme, delivering regular sessions for young people with complex needs at Henshaws Specialist College and Ryedale Special Families. We also rolled out a new training and mentoring programme for settings staff, enabling them to deliver iMUSE for the young people they support.

- Speaking about iMUSE and offering taster sessions for over 420 wellbeing, health and social care professionals at a range of events including: York Cultural and Wellbeing conference; a GP training event organised by Vale of York CCG General Practice Vocational Training Scheme and attended by over 300 GPs; and an event run by the NHS Mental Health Crisis team in York. As a direct result of these events, more people are now being referred to our iMUSE sessions and we're receiving more requests for outreach work in a range of settings.

“AAM's iMUSE programme has made a huge difference to my mother's happiness and mental health. To see her face light up and hear her singing during the sessions and afterwards is wonderful when during much of the rest of the week she is reluctant to socialise and engage with people.”

Daughter of an iMUSE participant living with dementia

2.4.4 Sensory Programme

Creative and sensory-based activities designed for adults with complex needs. Activities are designed to help participants develop communication, motor and learning skills and include music making, arts and crafts, movement/dance, mindfulness activities, storytelling and drama.



38 people took part in



70 group sessions.



Key Developments in 2019-20:

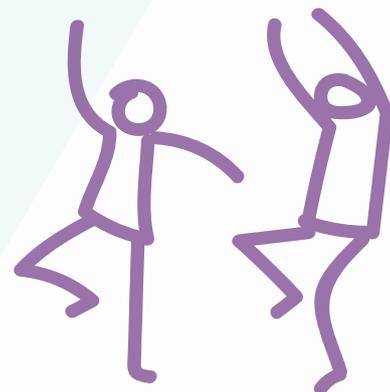
Key achievements for our Sensory Programme this year included:

- The launch of Creative Sensory arts and crafts sessions for people attending our iMUSE for complex needs sessions. These person-centred activities encourage social interaction and help people prepare for iMUSE so they can get the most out of their session.
- Re-launching Movers & Shakers, following requests from participants. One of the most popular and lively sessions in the sensory programme we delivered for City of York Council until 2018, weekly sessions offer inclusive music and movement activities.



“Our students absolutely love their sessions, so do the staff, thank you so much for such a wonderful provision!”

Zsuzi, teacher who supports young adults with complex needs to attend our sessions.



2.4.5 Project Commissions

We want to use our expertise and knowledge to support partners in delivering inclusive creative learning activities. We've identified project commissions as a key development area, in terms of both sharing practice and income generation.

As well as the iMUSE residencies mentioned above, other project commissions this year included:

- A 10-week residency at Fullerton House, a residential setting for young people with behavioural and emotional difficulties. Commissioned by the Hesley Group, the residency featured weekly music sessions for young people alongside training and mentoring for staff, supporting them to design and deliver their own accessible music making sessions.
- A 6-week residency at Mill House, a mental health in-patient facility for young people. Commissioned by our local NHS Child and Adolescent Mental Health Services, the residency saw us support 13 young people to create a short animated film exploring some of the issues they've encountered because of mental ill-health.

3 Future Plans

Development priorities for AAM for 2019-20 include:

- Responding to the impact of COVID-19 with the further development of online activities and new ways of supporting our participants, alongside developing our remote working model.
- Developing iMUSE at Home, a pared-back version of the iMUSE kit that will enable us to deliver iMUSE sessions remotely to people unable to leave their home due to anxiety or ill health.
- Developing our Board, including carrying out a trustee skills audit and potential recruitment of new trustees.
- Developing our website with the creation of a new resources bank for our online learning resources and the addition of a new donations function, making it possible for people to donate directly to AAM via our website.
- Creating new opportunities for people to fundraise for or donate to AAM via online/virtual fundraising activities and events.
- Continuing the review of our financial reporting processes and systems, in line with our new remote working model.



Accessible Arts & Media

Report of the Trustees and Unaudited Financial Statements for the year ended 31 March 2020

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31st March 2020. The financial statements comply with the Companies Act 2006 and Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015).

1. Structure & Management

a) Governing document

Accessible Arts & Media (AAM) is a company limited by guarantee with charitable status, governed by its Memorandum and Articles of Association dated 27th January 1998. In the event of the charity being wound up, members are required to contribute an amount not exceeding £10 and any assets left over must be given to another similar group.

b) Appointment of trustees

The directors of the company are also trustees of the charity. Under the requirement of the Memorandum and Articles of Association, trustees can be voted onto the board at trustee meetings and members of the organisation can be elected as trustees.

c) Trustee induction and training

New trustees are inducted into the charity, including: their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction they will have an opportunity to meet key employees and other trustees and to visit project sessions. They are also encouraged to attend appropriate external training events in order to develop their role.

d) Organisation

Trustees meet a minimum of four times a year, with sub-groups for HR & Governance and Finance meeting between full Board meetings. AAM is not a 'membership' charity in the legal sense of the word.

A Creative Director is appointed by the trustees to manage the day-to-day operations of the charity. To ensure the effective running of AAM, the Creative Director has delegated authority, within the terms of delegation approved by the trustees, for operational matters including finance, employment and artistic programming.

2. Trustees' Financial Review for the Year Ended 31 March 2020

a) Financial Summary

2019/20 has been a year of consolidation at AAM. As noted in our 2018/19 report, last year was a year of significant change and upheaval for the charity (as a result of Local Authority-led changes leading to the loss of the sensory programme we'd delivered since 2009 and the closure of our former office and project base). During 2019/20 our focus has been to maintain core programmes and Trustees are pleased to report that growth has been achieved in some project areas through an increase of 81% in external commissions. These include: a 10-week residency at Fullerton House, a residential school near Doncaster for young people with behavioural and emotional difficulties; and a 6-week residency at Mill House, a mental health in-house facility for young people in York. We also received a number of commissions for our iMUSE programme, including: Peppermill Court, an NHS in-patient facility; Kyra Women's Project, a York charity supporting women to make positive changes; SELFA, a children's charity in Skipton; and Glen Lodge, a sheltered housing with extra care scheme.

Furthermore, a key growth area in our fundraising strategy continues to be to increase income from private sources. During 2019/20 we have increased the proportion of our income that comes from private trusts and foundations by 28%.

Income exceeded expenditure by over £17k, £15k of which resulted from a transfer from unrestricted general funds to designated funds in recognition of in-year revisions to the Charity's Reserve Policy and to provide greater clarity on AAM's reserve position. Overall, the Charity showed a small surplus, in line with the stated objectives of the Trustee Board.

In line with previous years, monies received in a year that relate to the delivery of programmes in the next and subsequent years, are removed from that year's income and charged into the matching year. Almost £41k of such income has been removed from 2019/20, - (£79k in 2018/19), - and will be charged back in 2020/21.

The 2019/20 move to a new firm of auditors, Outsource, who are Charity specialists, has been of considerable help in improving the presentation of the Charity's results and highlighting key focus areas. AAM looks forward to a long-lasting partnership with Outsource.

b) Raising Funds

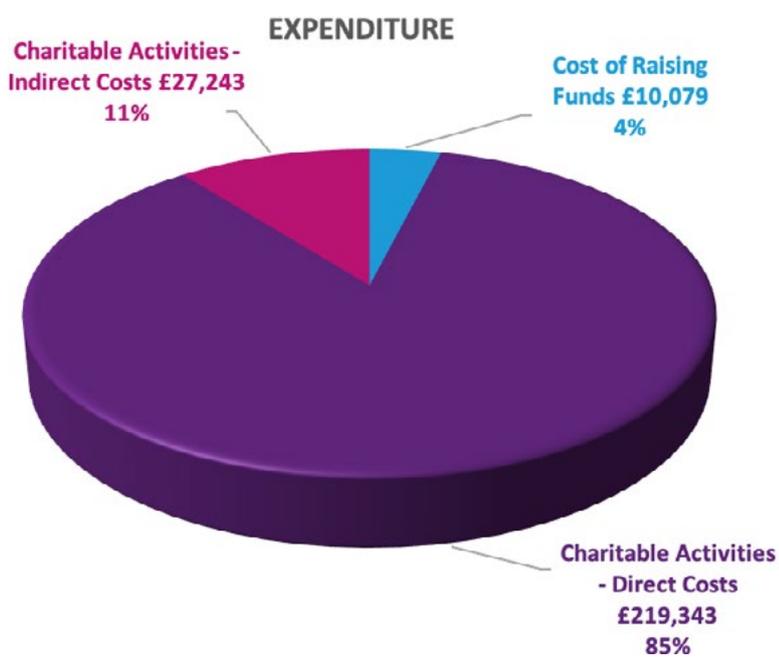
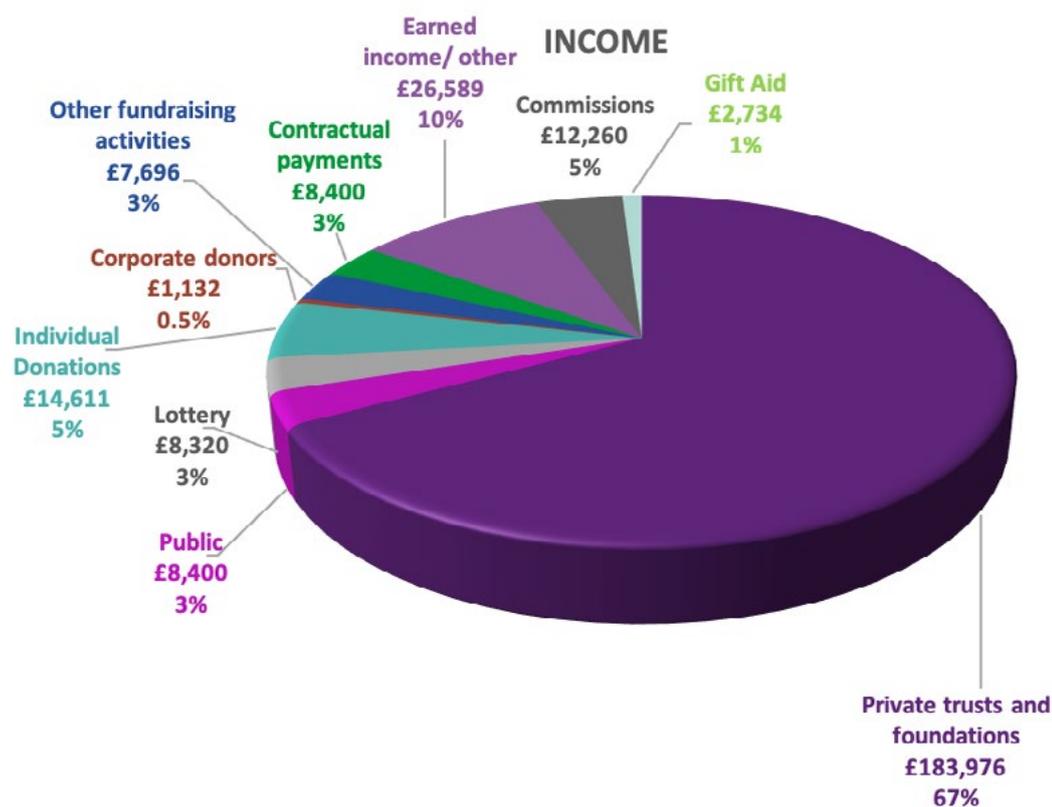
AAM's primary fundraising activity consists of grant applications to private trusts and foundations and Lottery funders, written by our Creative Director and Development Manager. We're very grateful to the individuals and organisations who raise funds for AAM by organising fundraising events such as gigs and quizzes and taking part in sponsored challenges. They're supported by our Marketing & Campaigns Manager, who also manages AAM's own fundraising events and activities. And we're equally indebted to the individuals who make regular and one-off donations to support our work.

AAM is registered with the Fundraising Regulator and we're committed to the standards set out in the Fundraising Code of Practice, reinforcing our commitment to best practice in fundraising. A link to our complaints procedure is included in the fundraising section of our website so that members of the public can notify us of any complaints linked to our fundraising. We received no complaints this year and there were no compliance issues in relation to the Fundraising Code of Practice.

This has been another active year for AAM in terms of raising funds. We're particularly indebted to the following organisations and programmes for supporting our work with grants to the sum of £200,696:

Arts Council England – Catalyst Fund
Children in Need
City of York Council
Cultural Wellbeing York
Deanne Gee Memorial Fund
Ed De Nunzio Charitable Trust
Edward Gostling Foundation
Green Hall Foundation
National Foundation for Youth Music
Norman Collinson Charitable Trust
NYMAZ
Rix Thompson Rothenberg Foundation
The Calmcott Trust
The Charles Ruddock Trust
The Henry Smith Charity
The Igen Trust
The Pavers Foundation
The Purey Cust Trust CIO
The Rank Foundation
The Sylvia & Colin Shepherd Charitable Trust
York Common Good Trust
York Vikings Rotary Club
Yorkshire Building Society Charitable Foundation

c) Income and Expenditure Breakdown



Direct costs:

Salaries and fees	£183,644
Direct project costs (venue hire, travel expenses, volunteer expenses, training)	£9,810
Premises costs	£10,823
Marketing	£2,044
Project equipment	£13,022

Indirect costs:

Premises costs	£9,537
Office and admin costs (printing, postage, stationary, insurance, travel, hospitality)	£12,503
Equipment & IT	£1,576
Depreciation	£2,966
Governance (trustee expenses, accountancy and legal)	£661

Support costs for our charitable activities equate to 11% of total expenditure. Support costs are allocated proportionately to individual programme budgets, according to the amount of central/core resources drawn upon by each programme.

3. Policies and Risk Management

a) Pay Policy

The pay of staff is reviewed annually and normally increased in line with average earnings and benchmarked against comparable pay levels in other similar organisations. As an organisation, we are committed to the Real Living Wage and registered as a Living Wage Employer in 2017.

We rolled out Workplace Pensions for all staff in January 2017. Trustees sought external advice before approving employee and employer contributions, as follows:

- 1st January 2017: employee 0% - all of the required 2% will be paid by AAM
- 1st January 2018: employee 2% - to which AAM will add a further 3%
- 1st January 2019: employee 3% - to which AAM will add a further 5%.

b) Investment Powers and Policy

Under the Memorandum and Articles of Association, the Charitable Company has the power to make any investments that the Trustees see fit. However, the Charitable Company did not hold any investments during the year ended 31 March 2020, nor does it have any investment plans for the immediate future.

c) Reserve Policy

It is the Trustees' policy to designate funds to cover planned commitments for future charitable activities and, as far as is possible, for unplanned events. The charity is dependent upon grants, donations, fundraising and earned income to meet expenditure which, as detailed above, is subject to fluctuating economic circumstances. Trustees have therefore noted the importance to AAM of building reserve from unrestricted sources of income. Trustees also recognise that many supporters only wish to make a direct contribution to project activity costs, as opposed to core running costs and the cost of growing our reserve. A core strategic aim is therefore to continue to make fundraising appeals and applications to support core operating costs, as well as a contribution to reserves and the future long-term sustainability of the charity.

Trustees recognise the need for different types of Reserves, as follows:

- **Closure Costs** - to meet contractual liabilities should the organisation have to close. These include redundancy payments, amounts due to creditors, rents payable and other non-cancellable lease and loan commitments. Trustees would also wish to support beneficiaries in transitioning to other services. Trustees believe that this work would be undertaken by AAM staff during their periods of notice, prior to closure.
- **Restricted or Designated Funds** - to hold, in designated reserves, funding which has been provided by external organisations or individuals.
- **Other Needs (External Factors):**
 - To meet unexpected costs of a material nature such as legal costs or unexpected and substantial non-capital purchases;
 - To allow the charity to change or modify its operation to respond to adverse external factors over which AAM has no control.
- **Other Needs (AAM-led):**
 - To enable the charity to pursue new funding opportunities where some level of up-front investment is required to be in a position to secure such funding;
 - To pilot new projects which have the potential to lead to viability through external funding;
 - To make a capital purchase, including software, that will enable AAM to expand an existing or enter develop a new project of activity.

With regard to their legal duties Trustees believe it is prudent to hold an unrestricted reserve that would allow the charity to be wound up should the need arise. The level of such reserve will be reviewed annually but is currently set at £30k to £35k. With regard to Restricted or Designated Funds, this Reserve will always reflect income which has been received for a specific purpose but not yet spent. With regards to Other Needs (External and AAM-led), Trustees will aim to build an unrestricted reserve which would be sufficient to address these objectives. The level of this reserve will be reviewed annually in order that the annual budget can make appropriate provision if it needs increasing.

Our Reserves Policy is reviewed annually, including an assessment of the amount of unrestricted reserve available, making recommendations for addressing any potential shortfall and specific fundraising to build an emergency operating reserve in adverse financial conditions.

d) Risk Management

The Trustees have considered the risks affecting the organisation, particularly those concerning the flow of funds to meet the programmes, the importance of key personnel, the extent to which the annual business and strategic development plans change and the management of new risks as they arise. The Trustees have a risk management strategy that comprises of:

- An annual review of the risks affecting the organisation;
- The establishment of policies, systems and procedures to mitigate against those risks identified in the annual review;
- The implementation of procedures designed to minimize or manage any potential risks impact on the charity should those risks materialize;
- Reserves policy.

4. Statement of Trustees' Responsibilities

Company law requires the Directors (Trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The Directors (Trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information

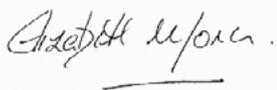
In so far as the Trustees are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- The Trustees have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

The Trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet).

The Trustees declare that they have approved the Trustees Annual Report and Accounts on **December 2nd 2020** and were signed on behalf of the charity's Trustees by:

Signature:



Full Name: Elizabeth M Jones

Position: Chair of Trustees

Date: 2nd December 2020

5. Independent examiner's report to the trustees of Accessible Arts & Media

I report to the charity trustees on my examination of the accounts of Accessible Arts & Media for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 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:

- accounting records were not kept in respect of the Trust as required by section 386 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



Karen Wood (ACMA)

Outsource independent examination service
The Hiscox Building
Peaseholme Green
York
YO1 7P7

Date: 2nd December 2020

6. Statement of Financial Activities for the year ended 31st March 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income and endowments from:					
Donations and legacies	3.1	26,684	201,584	228,268	194,762
Charitable activities	3.2	9,760	10,900	20,660	25,739
Other trading activities	3.3	4,503	2,660	7,163	9,458
Investments	3.4	533	-	533	550
Other income	3.5	17,494	-	17,494	1,764
Total income	3	58,974	215,144	274,118	232,273
Expenditure on:					
Raising funds	4.1	3,161	6,918	10,079	8,744
Charitable activities	4.2	38,685	207,901	246,586	228,756
Total expenditure	4	41,846	214,819	256,665	237,500
Net gains/(losses) on investments					(2)
Net income/(expenditure)		17,128	325	17,453	(5,229)
Gross transfers between funds		(1,702)	1,702	-	-
Net movement in funds		15,426	2,027	17,453	(5,229)
Total funds brought forward		40,540	7,543	48,083	46,825
Total funds carried forward		55,966	9,570	65,536	41,596

7. Balance Sheet as at 31st March 2020

	Note	2020 £	2019 £
Fixed Assets			
Tangible assets	7.1	18,818	21,184
		<u>18,818</u>	<u>21,184</u>
Current Assets			
Cash at bank and in hand		92,515	131,383
Debtors & Prepayments	8	1,610	406
		<u>94,125</u>	<u>131,789</u>
Current Liabilities: Amounts falling due within one year			
Creditors and accruals	9	(47,407)	(104,890)
		<u>46,718</u>	<u>26,899</u>
Net Current Assets/(Liabilities)		<u>46,718</u>	<u>26,899</u>
Total Assets less Current Liabilities		<u>65,536</u>	<u>48,083</u>
Funds of the Charity			
Unrestricted Funds (General)		40,966	40,540
Unrestricted Funds (Designated)		15,000	-
Restricted Funds		9,570	7,543
		<u>65,536</u>	<u>48,083</u>
Total Funds Carried Forward	10	<u>65,536</u>	<u>48,083</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

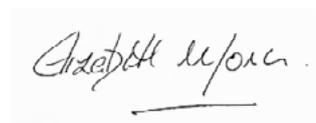
The directors (trustees) acknowledge their responsibilities for:

- i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the 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 (Charities SORP (FRS 102)).

The financial statements were approved by the trustees and signed on their behalf by:

Elizabeth Jones, Chair of Trustees



8 Notes to the accounts for the year ended 31st March

8.1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the 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 (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Change to previous accounts

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

8.2 Accounting policies

Income and endowments

Recognition of income

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- receipt is probable; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources and receipt is probable.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure and Liabilities

Expenditure

Raising funds

Cost of raising funds comprise those costs associated with attracting voluntary income.

Charitable activities

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible fixed assets for use by the charity

Depreciation is provided at the following rates
Plant and machinery - 15% on reducing balance
Fixtures and fittings - 15% on reducing balance
Computer equipment - 33% on cost

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

8.3 Income and endowments

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
8.3.1 Donations and legacies						
Individual donations	5,223	9,388	14,611	6,075	14,554	20,629
Corporate donations	1,132	-	1,132	1,728	-	1,728
Grants	8,500	192,196	200,696	1,500	158,721	160,221
Gift aid	2,734	-	2,734	3,260	-	3,260
Participant fees	9,095	-	9,095	8,924	-	8,924
	26,684	201,584	228,268	21,487	173,275	194,762
8.3.2 Charitable activities						
Commissions	9,760	2,500	12,260	1,856	4,225	6,081
SLA	-	8,400	8,400	-	19,658	19,658
	9,760	10,900	20,660	1,856	23,883	25,739
8.3.3 Other trading activities						
Fundraising activities	4,400	2,660	7,060	9,252	-	9,252
Sales & merchandise	103	-	103	206	-	206
	4,503	2,660	7,163	9,458	-	9,458
8.3.4 Investments						
Bank interest	533	-	533	550	-	550
	533	-	533	550	-	550
8.3.5 Other income						
	17,494		17,494	1,764	-	1,764
Total income	58,974	215,144	274,118	35,115	197,158	232,273

8.4 Expenditure

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
8.4.1 Raising funds						
Administration fees	162	1,095	1,257	162	54	216
Salary costs	2,399	5,394	7,793	1,799	4,688	6,487
Other fundraising costs	600	429	1,029	1,931	110	2,041
	3,161	6,918	10,079	3,892	4,852	8,744
8.4.2 Charitable activities						
Staff salaries	14,324	138,405	152,729	10,454	131,178	141,632
Freelance workers	75	30,840	30,915	-	29,654	29,654
Staff training & recruitment	694	1,046	1,740	335	1,788	2,123
Staff & volunteer expenses	357	2,566	2,923	514	463	977
Participant support costs	-	2,612	2,612	-	492	492
Venue Hire for events	139	10,684	10,823	-	6,628	6,628
Rent & rates	7,359	2,178	9,537	7,870	4,532	12,402
Cleaning, repairs & maintenance	1,263	97	1,360	762	-	762
Office costs	9,392	463	9,855	7,911	2,822	10,733
Insurance	1,288	-	1,288	1,180	-	1,180
Web design, marketing & publicity	387	1,657	2,044	2,008	1,908	3,916
Project resources & consumables	538	590	1,128	896	2,691	3,587
Equipment	552	14,046	14,598	1,155	2,919	4,074
Independent Examiner's fee	600	-	600	630	-	630
Professional membership, subscriptions	173	871	1,044	227	57	284
Consultancy & professional fees	13	350	363	36	-	36
Trustees' expenses	59	-	59	24	-	24
Bank charges	2	-	2	-	-	-
Depreciation	1,470	1,496	2,966	1,876	1,259	3,135
	38,685	207,901	246,586	35,878	186,391	222,269
Total expenditure	41,846	214,819	256,665	39,770	191,243	231,013

8.5 Expenses & fees

No trustees received a remuneration for services rendered during the year, nor were any trustees' out of pocket expenses reimbursed.

8.5.1 Fees for examination of the accounts

	2020	2019
	£	£
Independent Examiner's fees for reporting on the accounts	600	630

8.6 Staff costs and emoluments

	2020	2019
	£	£
Gross salaries	151,948	140,862
Employers National Insurance	5,557	5,283
Pension Contributions	3,017	1,974
	160,522	148,119
Average number of employees (full time equivalent)	8	8

8.7 Fixed assets

8.7.1 Tangible fixed assets

Cost or valuation

	Plant & Machinery	Fixtures & Fittings £	Computer Equipment £	Total £
At 1st April 2019	16,705	66,683	2,038	85,426
Additions in year	599	-	-	599
Written off in year	-	-	-	-
At 31st March 2020	17,304	66,683	2,038	

Depreciation

	£	£	£	£
At 1st April 2019	8,531	53,752	1,959	64,242
Charge for the year	1,220	1,732	13	2,965
Prior depreciation on write-off	-	-	-	-
At 31st March 2020	9,751	55,484	1,972	67,207

Net Book Value

	£	£	£	£
At 31st March 2020	7,553	11,199	66	18,818
At 31st March 2019	8,174	12,931	79	21,184

8.8 Debtors and prepayments

Debtors and prepayments

	2020	2019
	£	£
Trade debtors	1,610	406
Other Debtors & Prepayments	-	-
	1,610	406

8.9 Creditors and accruals

Analysis of creditors falling due within one year

	2020	2019
	£	£
Trade creditors	5,435	6,201
Accrued expenses	1,200	19,700
Deferred income	40,772	78,989
	47,407	104,890

8.10 Movement of funds

8.10.1 Movement of major funds

2020

Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds (General)					
General Unrestricted funds	40,540	58,974	41,846	(16,702)	40,966
Designated funds	-	-	-	15,000	15,000
	<u>40,540</u>	<u>58,974</u>	<u>41,846</u>	<u>(1,702)</u>	<u>55,966</u>
Restricted Funds					
AbleWeb Radio	1,101	-	118		983
AbleWeb	1,888	-	253		1,635
Hands & Voices	153	20,132	20,151	-	134
IMPs East Riding	1,001		134		867
IMPs York	414	50,603	50,320	-	697
iMUSE Inhouse	2,270	54,263	55,014	-	1,519
iMUSE Outreach	-	2,160	2,160	-	-
Local Sustainability Fund	747		100		647
NYMAZ iMUSE	-	27,050	27,050	-	-
Sensory (New)	8	2,675	2,676	-	7
Sensory (CYC)	2,146		279		1,867
General restricted running costs	(3,503)	58,261	56,460	1,702	0
YorMusic	1,318		104		1,214
	<u>7,543</u>	<u>215,144</u>	<u>214,819</u>	<u>1,702</u>	<u>9,570</u>
Total Funds	48,083	274,118	256,665	-	65,536

Transfer between funds

£15,000 transferred from unrestricted general funds to designated funds.

£2,502 transferred from unrestricted general funds to general running costs to fund deficit.

2019

Fund name	Balance b/fwd	Incoming resources	Outgoing resources	Loss on investments	Balance c/fwd
Unrestricted funds (General)					
General unrestricted funds	45,198	35,114	39,770	(2)	40,540
	<u>45,198</u>	<u>35,114</u>	<u>39,770</u>	<u>(2)</u>	<u>40,540</u>
Restricted Funds					
AbleWeb Radio	866	1,100	865	-	1,101
AbleWeb	2,020	3,563	3,695	-	1,888
Hands & Voices	(8,847)	25,180	16,180	-	153
IMPs East Riding	1,146		145	-	1,001
IMPs York	(12,736)	53,860	40,710	-	414
iMUSE Inhouse	(11,302)	32,161	18,589	-	2,270
iMUSE Outreach				-	-
Local Sustainability Fund	856		109	-	747
NYMAZ iMUSE		9,550	9,550	-	-
Sensory (New)	8			-	8
Sensory (CYC)	2,361	11,258	11,473	-	2,146
General restricted running costs	25,825	55,539	84,868	-	(3,504)
YorMusic	1,430		111	-	1,319
Community Media	-	4,948	4,948	-	-
	<u>1,627</u>	<u>197,159</u>	<u>191,243</u>	<u>-</u>	<u>7,543</u>
Total Funds	46,825	232,273	231,013	(2)	48,083

8.10.2 Details of Funds Held

Unrestricted Funds (General)

The General fund is unrestricted and available for the general purposes of the Charity.

Unrestricted Funds (Designated)

The Designated fund is for reserves as outlined in our Reserve Policy

Restricted Funds

The restricted funds are only available for the purposes specified for each fund, which are:

AbleWeb Radio

Programme finished 2018. Balance brought forward and expenditure relate to equipment assets and depreciation for the year.

AbleWeb

Programme finished 2018. Balance brought forward and expenditure relate to equipment assets and depreciation for the year.

Hands & Voices

One of the first singing & signing choirs in the UK, established in 1997 to help people with learning and communication difficulties express themselves and communicate more easily.

IMPs East Riding

Programme finished 2017. Balance brought forward and expenditure relate to equipment assets and depreciation for the year.

IMPs York

A year round programme of fun, inclusive music activities for disabled and non-disabled children and young people from York and the surrounding area

IMUSE Inhouse

iMUSE is a 1:1 interactive multi-sensory environment that provides a relaxing, therapeutic and creative learning space. This programme runs from our base in Acomb, York

IMUSE Outreach

iMUSE Outreach is delivered in partnership with range of health and wellbeing partners

NYMAZ IMUSE

The North Yorkshire Music Action Zone, funds this programme to bring iMUSE to one SEND school or local SEND partner each year for 3 years. This programme will finish in 2021

Sensory (New)

Creative and sensory-based activities designed for adults with complex needs and disabilities.

Sensory (CYC)

This SLA with the City of York Council finished 2018. Balance brought forward and expenditure relate to equipment assets and depreciation for the year.

Strategic Development

Programme finished 2016. Balance brought forward and expenditure relate to equipment assets and depreciation for the year.

General restricted running costs

Funding that has been secured to cover our organisational running costs

YorMusic

Programme finished 2014. Balance brought forward and expenditure relate to equipment assets and depreciation for the year.

8.11 Net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Balances at 31st March 2020			
Fixed assets	18,818	-	18,818
Current assets	84,555	9,570	94,125
Current liabilities	(47,407)		(47,407)
	55,966	9,570	65,536
	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Balances at 31st March 2019			
Fixed assets	21,184	-	21,184
Current assets	124,246	7,543	131,789
Current liabilities	(104,890)		(104,890)
	40,540	7,543	48,083

9 Legal and Administrative Information

Incorporated: England 27th January 1998
Registered Company Number: 03500128 (England and Wales)
Registered Charity Number: 1072902

Registered and principal office

Sanderson House
Bramham Road
York
North Yorkshire
YO26 5AR

Trustees

L Corker
L Galliard
DA Hare
E Jones
S Middleton
SDO Morris
CEM Wright

Company Secretary

Ms R Kent

Independent examiner

Outsource
The Hiscox Building
Peaseholme Green
York
YO1 7P7

Bankers

Yorkshire Bank
Queen Victoria Square
Hull
HU1 3EB