

Registered number: 07258623
Charity number: 1136716

WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

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**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 31 MARCH 2020**

Trustees	Ms E S Baio, Vice Chair Mr I F Bowers Mr J R Hill (appointed 27 January 2020) Mr E G Mackenzie Mr P R Mackenzie Mr R Marshall (resigned 11 February 2020) Mr J M McBride (appointed 27 January 2020) Ms V H Merrett Mr C T Orr Mr J A Parsons, Chair Ms S M Sheridan Mr C J Tallents
Company registered number	07258623
Charity registered number	1136716
Registered office	The Bradbury Centre 2 Sansome Walk Worcester WR1 1LH
Chief Executive Officer	Ms J Gage
Independent Examiner	Bishop Fleming LLP Chartered Accountants 1-3 College Yard Worcester WR1 2LB
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Solicitors	Thursfields Solicitors 9-10 The Tything Worcester WR1 1HD



**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020**

The chairman presents his statement for the year.

We are pleased to report another good year of progress for the charity. It would not, however, tell the full story if we end this report in March 2020 without recognising and applauding much determined and great work in response to the pandemic.

Our objectives as a charity remain clear, and the importance of the work we do is unchanged. The numbers experiencing sight loss, nationally and across Worcestershire show that the need is growing.

We are determined to be at the forefront of advances in our field, and we have consolidated and grown our experience across the 6 districts of Worcestershire. We aim to maintain that presence though financial challenges lie ahead. We encouraged social groups in the districts - with some very capable volunteers taking the lead. This includes the only sight loss Morris Dance side in the UK, the wonderful So X-sighted of Malvern.

The support we give is wide-ranging; we work hard to meet individual needs and to encourage the belief that people with sight loss can overcome barriers to their ambitions.

We are a well-managed charity. Financially we have come through, and we have a foundation for future growth. Our auditors confirm that we have a good grip on our financial affairs, for which I thank our Finance Group ably led by Roger Marshall until his retirement. More financial help for a charity is always needed... please.

Best Laid Plans... In March 2020 it became clear that Covid 19 was going to be the dominant headline of the year - widespread in its effect and with us for a long time. We quickly grasped how difficult lockdown could be for people with sight loss. So, we kept going, adapting to working at home, and transforming our services with increased telephone contact. Our understanding of the extent of isolation in our society was heightened in successive lockdowns... and we continue to do something about it.

This depended on a massive effort from our CEO Jenny and the team, supported by willing (and quite a few new) volunteers who all stepped up to identify clients who wanted regular contact; and some who needed practical help. Thank you all.

Looking forward....

On a personal note, I have decided to stand down as Chair at the end of March 2021 after 10 years, confident that I am leaving Sight Concern in good shape and in capable hands.

We will recover from the stresses of 2020 and continue to develop our services. We will build awareness and get important messages across to the public. We will at all times do this by involving and consulting with our clients.

We continue to strengthen the trustee group. We now have Ed Mackenzie, Phil Mackenzie, Jim McBride, Chris Orr and John Hill all elected onto the board - bringing personal experience, and knowledge from both business and charities. Chris Orr now leads the Finance Group.

On behalf of the trustees our grateful thanks and best wishes go to Jenny Gage and her team of valued staff, our volunteers, partners and funders; and of course, to our clients.



Mr J A Parsons
Chairman

Date: 26th JANUARY 2021

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

The Trustees present their annual report together with the financial statements of the Worcestershire Association For The Blind for the year 1 April 2019 to 31 March 2020. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective January 2015).

Since the Charitable Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The stated objects within the Articles for which Worcestershire Association for the Blind is established are, for the public benefit:

- To promote the prevention of avoidable sight loss.
- To support and promote the welfare of blind and partially sighted persons and their families or carers, in particular those resident in the County of Worcestershire.
- The provision of assistance and good quality services for blind and partially sighted persons, alone or in collaboration with other voluntary and statutory organisations.
- To provide the resources and information necessary to empower visually impaired people to make appropriate and informed choices.

These objectives will be monitored on a regular basis by the officers of the association and our board of trustees.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the association should undertake and consider that Worcestershire Association for The Blind provides a public benefit by actively promoting, supporting and empowering people affected by sight loss.

Our vision is a world where blind and partially sighted people have the confidence to reach their full potential and the opportunity to play an active role in society.

Our mission is to support blind and partially sighted people to lead independent and fulfilling lives.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.



**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Objectives and activities (CONTINUED)

b. Strategies for achieving objectives

Supporting People to Make Informed Choices

We will provide information, advice and guidance regarding the impact of sight loss and the support available to help people affected by sight loss

Supporting People to Lead Independent Lives

We will help people to adapt to sight loss, learn new skills, access equipment and make the most of technology

Supporting People to Lead Fulfilling Lives

We will assist people to engage in social and leisure activities of their choice that enhance the quality of their lives

There are approximately 8,280* blind or partially sighted people living in Worcestershire. We aim to reach as many of these people as we can, within our available resources, to support them to lead the lives they wish to lead. (*RNIB Sight Loss Data Tool)

c. Activities undertaken to achieve objectives

In order to achieve our objectives, we provide a range of services that either directly support people with sight loss or provide information, advice and guidance to those people who are supporting people with sight loss.

Our Services include:

- Information and advice helpline
- One-to-one support from our Sight Loss Advisors
- Monthly Sight Loss Support Groups
- Living with Sight Loss sessions
- Low Vision Clinics prescribing magnifiers, to make the best use of any remaining sight
- Aids and Equipment demonstrations, advice & exhibitions
- Digital Technology training through workshops and one-to-one support
- Befriending Volunteers who can support people with the things they need to do (e.g. read their post) as well as the things they love (e.g. hobbies, getting out in the community)
- Sight Loss Awareness which provides practical training on how to assist visually impaired people, for staff, volunteers, businesses and the community

We appreciate how challenging it can be to travel across the county, so we deliver our services across the six districts of Worcestershire, in local community settings or in people's homes.

We are fortunate to benefit from the support of over 150 volunteers, they support us across all areas of the charity including administration tasks in our offices, marshalling at events, running social groups, befriending, reading and recording the talking news and more.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Achievements and performance

a. Main achievements of the Charitable Company

Supporting People to Make Informed Choices

We believe that no-one should go through sight loss alone. Diagnosis or further deterioration in eyesight can cause significant stress and anxiety, this is further exacerbated as many people are not aware of the support available to help them to come to terms with this and make adaptations.

Information can be difficult to access when you can no longer read standard print, or you struggle to use a computer. We play a vital role in providing information or making it accessible for people. We know that people will want to access information in different ways and at different times, this is why we provide a range of options.

"Thank you so much for all of your efforts. What a wonderful service you all provide".

'I know that whatever I ask you to help me with, you'll do it to the best of your ability. Thank you'.

"I didn't realise how much of a difference the things you have suggested would make; reading is so much easier now".

"Just a short note to say thank you for the information which you sent and your advice. I have read the booklets and found them very interesting. Referring back to your email, I have now downloaded the Magnifier with Light on to my iPhone and I am finding it very useful. Thank you again."

Learning that you are not the only person going through sight loss and having other people to talk to can make a real difference. This year we have been working in partnership with national charities with Visionary, RNIB and ten other local sight loss charities to develop a nationally recognised peer support programme for people who are coming to terms with sight loss. The aim of the Living Well with Sight Loss partnerships was to have universally agreed outcomes and a delivery framework to increase the reach of this vital service to people across the UK.

In a group setting people learn about local and national services, welfare rights, mobility, accessible technology, eye health, emotional wellbeing and leisure. But almost as importantly, we facilitate the opportunity to open up and talk about what they are going through with others in the same situation.

We planned 12 sessions from January - August 2020 but were only able to host 4 due to Covid19 restrictions. 37 clients attended in total; comments include:

'Amazing...I've been living in fear, but not now...I've learnt so much'

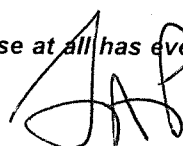
'Very Interesting.....Informative.... Great'

Ms A attended one of our Living Well with Sight loss session, she presented as very angry, in particular about previous experiences. However, upon completion of the sessions she was talking about going on holiday, joining a choir, exploring volunteering opportunities and possibly looking for a volunteer befriender with whom she could go the cinema.

As we came to the end of the year, we were faced with the challenge of closing down our face to face services, whilst still wanting to support people through the Covid 19 pandemic. We were aware that people would be anxious and may not be able to access all the information that sighted people could read, so we made welfare phone calls to every person on our database. Where we were unable to contact people on the phone, we sent large print letters advising that we were available to talk and support them.

We managed to contact a total of 2340 people during the first few weeks of the pandemic. These are just some of the words of gratitude we received:

"I don't know what I'd have done without you, you are so kind. No-one else at all has even checked on



Achievements and performance (CONTINUED)

me for months."

"After talking to you I feel a lot more optimistic and hopeful about the situation."

"I always pick up the phone feeling a bit flat, but by the end of our conversation I feel much brighter and I'm laughing so you're doing something right!"

For many this provided reassurance and comfort knowing that we were still there to help as best we could. Our support ranged from helping people get shopping and medication delivered to putting people in touch with telephone befriending volunteers, so they had someone to talk to.

"Thank you for the information - I had no idea the shops were doing anything like this...this sounds useful for us "

" Thank you for calling today. I see you as a front-line worker as you're helping people like me...I wasn't looking forward to today but you've made me feel better, thank you!?" "

Supporting People to Lead Independent Lives

We recognise that every person we support is different, that's why our Sight Loss Advisors provide a personalised assessment and support plan for each person they see. Our support is far reaching, some examples include; helping people learn more about their eye condition, assisting people to access suitable equipment to aid their independence, support to access the correct benefits, confidence building to enable someone to access activities in their community, help to find more suitable accommodation, accessing medical services, accessing talking books, putting people in touch with other people with sight loss for peer support and tips.

"Sight wise the change in lighting and the orange bumps have been a great help.... I would like to say how supportive and empathic you are. If only there were more people like you"

" My wife and I are extremely grateful for the advice & support given and referrals made."

Our sight loss support groups enable people to meet other people with sight loss from their local area. Sharing tips and techniques, hearing about equipment or applications that are useful or businesses that have been particularly helpful, is an essential part of helping people adapt to sight loss and become more confident to try new things. 165 people attended our peer support groups this year across six districts.

"I carry leaflets in my handbag about the Support Group and give them to people if an appropriate occasion arises. People have sometimes asked me to read labels in the supermarket, I'm happy to do that and then that naturally leads on to talking about Sight Concern and the Support Group."

During the year our three-year lottery grant came to an end, however we were delighted to have been awarded continuation funding on the basis that we were making good progress but, following evaluation, we wanted to change some of the model. Our support groups were run by our Sight Loss Advisors and had been entertainment based, we recognised that our Sight Loss Advisors are unique and well trained and that their specialist skills were not being fully utilised when running these groups. We were also aware that in some areas volunteers were running our social groups. We were delighted that volunteers stepped up and agreed to run the groups based on social activities, so we were able to release our Sight Loss Advisors to run more focused and practical information and training based sight loss support sessions and be available to help integrate people with sight loss into mainstream social groups.

"The group meets monthly and in the short time that it has been running, friendships have blossomed. "

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Achievements and performance (CONTINUED)

The correct magnifier can be vital for a person to make the best use of their remaining vision. At our Low Vision clinics people receive an assessment of their remaining sight, by our specially qualified Optician, clients are prescribed a magnifier and taught how to use this. We also offer a review appointment because we know that people's sight can change, and some people need support and encouragement to use their magnifiers. Another benefit of our service is that attendees have an opportunity to find out more about Sight Concern and can be encouraged to access some of our other support services.

This was a challenging year for Low Vision, we began the year still in the process of recruiting and training a new Low Vision Optician and ended by having to temporarily close the service in March due to Covid 19. However, we still managed to see 91 new clients and carry out 63 review appointments during the year and gave away 221 magnifiers.

Initially it appeared that it would be difficult to help the client, but when presented with the right magnifier, the recognition of a particular word led to a big grin appearing on the client's face!

In June we held our popular Information and Technology Showcase this annual event brings together suppliers of some of the most popular equipment and services to aid independent living. From digital magnifiers, to accessible tablets and mobile phones, customers have an opportunity to come and try out the more expensive equipment and compare items so they can work out what is most suitable for them. Local and national charities also attend so that people can hear more about the services that they could access and gain confidence to do so. Over 100 people attend this exhibition on an annual basis.

Digital technology continues to play an increasingly important role in the independence of people with sight loss. Some equipment is specialist, but everyday items are now becoming more accessible due to voice activation, mobile phones and tablets often have this built in and home appliances, such as Alexa are affordable standard accessories that can assist with lots of everyday tasks. With such a wide array of possibilities often people need assistance to work out what is most suitable for them based on their needs and their budget. We were still attempting to obtain sufficient funds to deliver a larger project but we were able to employ a digital technology advisor on a casual contract to provide a mix of group sessions that help people to understand more about what is available, and individual sessions to assist people to narrow down what they want to use and, in some cases, setting this up for them. Our digital technology advisor provided 75 telephone advice sessions, individual 47 face to face appointments and provided information to 107 people at group sessions.

Here are some examples of the support provided:

Mr V wanted some information regarding a suitable voice activated phone, we identified the "In your Pocket" phone package and showed the Mr V a video tutorial. Mr V decided to purchase this phone and said he was very pleased with the support.

Mr Z wanted to be able to use Facebook to keep in touch with friends and family, we helped him to register an account, install the application on his iphone then we showed him how to use the Facebook application including advice on cyber security and personal safety awareness.

Mrs B was unable to launch the Siri application on her android phone. We discovered that her phone was full with conflicting applications. We were able to re-set the phone and correctly install the application. She was delighted.

Mrs Y had an iPad tablet from her grandchildren for Christmas. Although the family felt that this would be helpful to her, initially she was unable to use this because of her vision problems. The family tried to help but were unsure. We worked with both Mrs Y and her family to identify resources to help her to make the most of the equipment and also to help the family to continue to support Mrs Y. in the best way. Together they identified the most suitable magnification and applications, helped Mrs Y to install them and made sure that she felt comfortable using these.



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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Achievements and performance (CONTINUED)

Mr G wanted to listen to his collection of classical music, but these were stored on obsolete and damaged tapes. We helped him to identify the best online music provider and to register to purchase the music which he wanted. Mr G was very happy that he was then able to purchase and download his music to his computer.

Supporting People to Lead Fulfilling Lives

Sight loss can result in people becoming lonely and isolated, they may have to stop doing some of the activities they enjoyed or become nervous about going out and meeting people. Hobbies and leisure activities may become difficult to enjoy due to failing sight. But these are all important factors in leading a life that is enjoyable rather than just existing.

Volunteers are the heart and soul of our social and leisure activities; we would not be able to run these without them. Volunteer activities range from befriending, supporting people at our group activities, committee members arranging activities, helping stuff envelopes with communications we send out to clients and reading the talking news. They really do make a huge contribution to helping people stay connected. That's why we were delighted to receive the Investors in Volunteering Award this year. Here's what some of volunteers say about volunteering for us:

"I've been a volunteer with different organisations in different parts of the country since I was at school and I'm now semi-retired. Sight Concern is, without doubt, the most professional and supportive organisation that I have ever volunteered for. The induction process and training was excellent. I feel that I was well prepared for my role."

"Volunteers are valued, the Volunteer Manager gets in touch on a regular basis and I know that if I asked for further training, it would be made available."

"I'm proud to be a volunteer for Sight Concern Worcester."

Our Malvern and Wyre Forest branches have been meeting for decades, they are run entirely by volunteers, who give their time enthusiastically to ensure everyone enjoys the entertainment and refreshments are served at their regular clubs. Some people have attended the group for many years and enjoy the familiarity and regular opportunity to meet with other people with sight loss.

" Our group.... is a lifeline for some members."

Sadly, the impact of Covid 19 on these groups has been devastating, the risk of bringing people together was too great, so we were forced to suspend this service. We are still waiting for news as to when we will be safe to reopen the Sight Loss Support Groups. We know how hard this is for people.

One of our biggest concerns during lockdown was the increased risk of loneliness and isolation for our clients. As our team made welfare phone calls to people, we managed to identify those most at risks with very few or no contact with other people. Our volunteer coordinator set about recruiting new telephone volunteers and continues to successfully provide online training and induction so that she can match new volunteers with people who are in need.

"Thank you so much for calling. You don't realise how important it is to have someone like you to talk to. Living on your own in this kind of situation you tend to over obsess about things. Having someone to talk to like you, makes such a difference".

"I look forward to the call on that day, to that few minutes. And to know there's someone out there who cares."

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Achievements and performance (CONTINUED)

We were fortunate to be one of only 100 organisations, and the only sight loss charity, awarded a two-year government grant aimed at reducing loneliness and isolation- the Building Connections Fund. The project target was for us to match 50 new volunteers to 50 people with sight loss during the two years. We have provided this type of matching service for many years, but this was going to enable us to show the benefits of this type of support. We work hard to find people with similar likes and interest, so our partnerships tend to last for many years. We lost some momentum with this project when our volunteer coordinator left at the end of May 2019 to take on a full time role, however, we were delighted to welcome a new member of staff in November, who has a vast amount of experience in volunteer management and was able to hit the ground running. Of course, when Covid 19 hit we feared the worst, that we would not be able to deliver this project because we wouldn't be able to match people, but the fact that people can't meet face to face hasn't put people off, and we are making good progress again.

"I love volunteering at Sight Concern, I look forward to going every week, they do an amazing job helping blind and partially sighted people learn how to do things differently and get their confidence back".

"My volunteer is invaluable – her visits have made me less introspective, not so bored and brooding"

"My volunteer makes me feel connected to the world again"

b. Fundraising activities and income generation

For around 19 years we have benefitted from income from tenants leasing the first floor of our building, bringing in around 10% of our annual income. Sadly, our tenants of five years were forced to move out in January 2019 when their contract was not renewed. With so many empty properties on the market in Worcester City we were not able to secure new tenants. We managed to rent out a small proportion of the space to Mencap, a few days a week, but this was only a tiny amount of income compared to the annual amounts that we had come to rely on.

As a result of moving the majority of our services out into more accessible district-based community venues we found that our large ground floor hall sat empty much of the time. So, in December 2019 we leased this to a company that provides mobility equipment. We were about to secure new first floor tenants in March 2020 when Covid 19 hit and they were forced to pull out. We are now facing another challenging year with the cost of running a large old building with reduced lease income to help cover these costs.

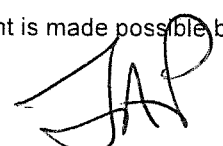
This was a year of mixed fortunes for our fundraising; our events had always been popular and well attended, raising the profile of the charity as well as bringing in much needed income. However, this year several of our events just didn't go to plan and we raised 18K less than we budgeted for.

We moved our blindfold mile event to Redditch, this had been popular in Malvern and Worcester with over 100 people usually taking part, but we had under 20 people attend. We have put this down to not being as well known in this area. One of the positive outcomes of this was the take up of Sight Loss Awareness training from some of the Kingfisher Centre shops and customer service staff as part of the project, making this shopping centre more accessible to people with sight loss.

After many successful years of running our Colour Run in Droitwich we were disappointed to hear that another charity booked the venue we had used, on the weekend we had used, to run a similar event. We moved our Fun Run to the end of November and changed it to a Jingle Run. Sadly, the weather was against us and floods in the week preceding and bad weather on the day meant that take up was very poor and once again we fell far short of our fundraising target.

Our new appeal Go Bright for Sight on National Sunglasses Day launched with reasonable take up with a range of companies taking part. Southco also held a Bright for Sight Family Fun Day for their staff.

Our ninth World Sight Day Quiz in October was another great success, this annual event is made possible by the



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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Achievements and performance (CONTINUED)

ongoing support of Lloyds Bank who run a very professional (and challenging) quiz on our behalf.

We were very grateful to the many supporters who got involved in fundraising activities in aid of us, including:

- The Malvern Peaks Mayoral Challenge, incorporating three routes, each with optional blindfolded element: 17 Peaks/15km; 7 Peaks/7km and Walk the Blindfold Beacon. This was a successful finale to the Mayoral year.
- Clubbercise fitness event, where people donned their brightest gym kit and took part in a full-on two-hour session with glow sticks.
- One of our volunteers took part in a 24 hour Snookerthon.
- A Sight Concern team of 25 runners and walkers, took part in the Worcester City Run 10K and Half Marathon courses.
- A team of six including trustees Shirley Sheridan, Worcester Scout Leader Michael Bates and four from the Business over Breakfast networking group had an adrenaline filled day White Water Rafting in Wales.

Trusts and foundations continue to be a significant income stream and represent over two thirds of our annual income this year. With grateful thanks to: The National Lottery Building Connections and Reaching Communities, Cadbury Trust, Pedmore Sports Club, Rowlands Trust, Lynn Foundation, John Martin's Charity, Six Masters Charities, Blakemore Foundation, Dixie Rose Findlay Charitable Trust, Eveson Charitable Trust, MCF Masonic Charitable, Dumbreck Charitable Trust, Katherine Beryl Sleigh Charitable Trust, The Roger & Douglas Turner Charitable Trust, Grimmit Trust, Garfield Weston Foundation.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charitable Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The trustees have given careful consideration to the requirement to maintain an appropriate level of free reserves, being those unrestricted funds not invested in fixed assets, designated for specific purposes or otherwise committed.

The charity needs reserves to enable it to develop its long term aims as well as to ensure the continuation of its current activities. In order to meet their responsibilities and to ensure that the charity continues to operate on a going concern basis, the Finance Committee has reviewed the requirements and risks faced by the charity in both the short and medium term.

Our reserves policy takes into consideration that, as we are a charity that relies heavily on fundraising, we are subject to the effects of short-term volatility in income. We therefore hold funds in reserve to ensure that we can continue to provide continuity in our core services in the face of fluctuations.

We hold reserves to meet the following purposes:

Loss of fundraising income: At the time of writing we are facing a global pandemic that is having a significant impact on our ability to raise funds. Traditional fundraising has been put on hold. The trustees have a target reserve of £57k in case we are unable to run our planned events and raise funds through community and corporate support.

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Financial review (CONTINUED)

Loss of lease and rental income: We have had tenants for 19 years and have relied on this income to cover the running costs of our large building. Our last tenants moved out in 2019, the tenants due to take on the lease of our first floor had pull out due to Covid 19 and we may not be able to lease this during the year. Our ground floor tenants, and organisations that rent from us, may be unable to occupy the building, due to Covid 19 restrictions. The trustees have a target reserve of £48K to cover this potential loss.

We use the income from the interest on our investment towards our core costs, the markets may fall so we have set aside £5k to mitigate this.

The costs of closure or wind-down of the core operations of the charity:
This represents funds to cover the salary and personnel costs of closure/wind-down of the charity. This includes redundancy costs, professional fees and nine months' salary for the CEO and Finance Manager to attempt to rescue and/or close down the charity. The Trustees have set aside £83k, in total, to cover these contingencies.

Costs of repairs to the building: The building that the charity occupies is an old property and repairs can be costly. We have included £10k for unplanned building repairs. We are aware that a flat roof is due for replacement, quotes are in the region of £35k. Our maximum excess on insurance is £1k. The Trustees therefore have a target reserve of £46k, in total to cover these contingencies.

The designated funds of £136k shown later in the accounts (note number 22) allow for the main charitable activities to take place and therefore make up part of the free reserves required for our contingency funding that ensures that key services can continue in the event of a downturn in income.

Based on the above assessment the trustees estimate that the total level of free reserves required to mitigate against identifiable risks is approximately £375k.

The level of our free reserves held at the year-end - excluding fixed assets, restricted funds and including payment of our creditors – stands at £251k (2019: £326k). This includes £294k investment funds which are convertible at short notice if required (2019: £304k), less current liabilities of £44k, plus unrestricted current assets of £918.

As our reserves have fallen below the target figure, efforts to restore them will be made through developing our income generation or reducing expenditure.

Structure, governance and management

a. Structure

Worcestershire Association for the Blind (operating as Sight Concern Worcestershire) is a registered charity and a company limited by guarantee, not having a share capital and governed by its Memorandum and Articles of Association.

The association was established by a charitable trust deed in 1930. The trustees transferred all assets to the charitable company limited by guarantee which was incorporated on 19th May 2010.



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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Structure, governance and management (CONTINUED)

b. Governance

The charity is governed by a board of trustees, who also act as directors, under its memorandum and articles.

The trustees/directors have overall responsibility for ensuring that:

- The charity is operating efficiently and effectively;
- Its assets are safeguarded against unauthorised use or disposition;
- Proper records are maintained, and that the financial information used within the charity or for publication is reliable;
- The charity complies with relevant laws and regulations.

Trustees are selected for the skills they can offer; a skills audit is used to identify the range of skills required and any gaps the current board needs to fill.

All new trustees undertake the charity's Sight Loss Awareness training, receive an induction from the Chief Executive Officer and spend time with key members of staff. They also receive a trustee handbook containing relevant information about their role and responsibility as a trustee, the charity's services and its policies.

c. Management

The trustees delegate the day-to-day management, the development of strategy, and overall leadership of the charity to the Chief Executive Officer.

Plans for future periods

At the time of writing the full impact of Covid 19 has yet to be seen, but with the severe restrictions on human contact the impact on people with sight loss is expected to be severe. Many will lose their confidence as they make fewer journeys outside of their own home and become less familiar with the routes they used to take, so skills will need to be retaught. People will have gone through loss of sight or changes to their circumstances without receiving training, equipment or emotional support, so there will be pent up demand for this.

Worcestershire County Council have reduced the number of Rehabilitation Officers for Visual Impairment (ROVIs), so we expect there to be a significant waiting list when people are able to be seen again. We are keen to work with the council to see how our Sight Loss Advisors can help to reduce the backlog by providing the lower level training and support, freeing up the ROVIs to concentrate their skills on the people with more complex needs. If we can provide an effective joined up model this could pave the way for cost savings and efficiencies for the council in the future through contracting this lower level work to us.

The advances in medical science mean that more people than ever are receiving treatment on their eyes, so the hospital eye clinics are busier than ever and there is great pressure on medical staff. We have been in discussions with the NHS about how we could assist to ease this. We believe we currently run about 20% of the Low Vision clinics for the county, with the remaining 80% in the hospitals. Our service provides the added value of the individual being able to hear more about our other services and being supported to access these. It is also more accessible as it is provided in community settings such as G.P surgeries with parking. The local sight loss charity holds the low vision contract in a number of different locations across the country, we have a good working relationship with many of these and have been offered support to explore how we could bid for the contract for Worcestershire. Unfortunately, due to Covid 19, talks have been put on hold until further notice, but we see this as a critical piece of work that will improve services for people and ease the pressure on the NHS.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

Plans for future periods (CONTINUED)

Too many people are still falling through the gaps when being discharged from hospital eye clinics, exacerbating the stress, anxiety and emotional distress of sight loss. We appreciate that the medical staff are under significant pressure and don't usually have the time to talk through the support available after diagnosis, so we would also like to be able to either have a direct referral into our services by the medical staff, or have a presence in all of the eye clinics. We have also been in discussion with the NHS about this and hope to be able to link this piece of work to the Low Vision offer mentioned above.

We had been successful in obtaining enough funding to be able to further expand our important digital technology project, employing a digital technology advisor three days a week from April 2020. Sadly, lock down meant that we had to delay the start of this project as it is difficult or impossible to demonstrate and set up technology when you can't see people face to face; we are providing what support we can over the phone but this is limited. We look forward to being able to get this fully up and running so we can help more people.

We are investing in a new post within the charity of Data and Communications Officer, this person will help us to improve on our reporting, understand gaps in service and areas we need to improve on and reach out and connect with more people in need of services and supporters.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the Charitable Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charitable Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102)
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Charitable Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charitable Company's transactions and disclose with reasonable accuracy at any time the financial position of the Charitable Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Mr J A Parsons

Chair

Date:

20th January 2021.



**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WORCESTERSHIRE
ASSOCIATION FOR THE BLIND ('the Charitable Company')**

I report to the charity Trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2020.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charitable Company (and 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 Charitable 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 the Charitable Company's accounts 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

Since the Charitable Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT TO THE OF WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2020**

This report is made solely to the Charitable Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charitable Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charitable Company and the Charitable Company's Trustees as a body, for my work or for this report.

Signed: 

Dated: 29th January 2021

Andrew Wood

FCCA DChA

Bishop Fleming LLP
Chartered Accountants
1-3 College Yard
Worcester
WR1 2LB



**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
INCOME FROM:					
Donations and legacies	3	5,152	22,126	27,278	46,957
Charitable activities	4	23,731	249,707	273,438	275,799
Other trading activities	5	32,691	3,240	35,931	53,418
Investments	6	28,817	-	28,817	49,181
Other income	7	7	-	7	203
TOTAL INCOME		90,398	275,073	365,471	425,558
EXPENDITURE ON:					
Raising funds	8	39,855	28,065	67,920	67,411
Charitable activities		155,053	198,487	353,540	354,718
TOTAL EXPENDITURE		194,908	226,552	421,460	422,129
Net (losses)/gains on investments	15	(9,619)	-	(9,619)	22,218
NET MOVEMENT IN FUNDS		(114,129)	48,521	(65,608)	25,647
RECONCILIATION OF FUNDS:					
Total funds brought forward	21	633,785	512,769	1,146,554	1,120,907
Net movement in funds	21	(114,129)	48,521	(65,608)	25,647
TOTAL FUNDS CARRIED FORWARD		519,656	561,290	1,080,946	1,146,554

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 19 to 39 form part of these financial statements.

WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:07258623

BALANCE SHEET
AS AT 31 MARCH 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	13	340,875	352,885
Investments	15	294,163	303,782
Investment property	14	353,955	353,955
		<u>988,993</u>	<u>1,010,622</u>
CURRENT ASSETS			
Stocks	16	-	811
Debtors	17	11,919	10,676
Cash at bank and in hand		179,388	201,914
		<u>191,307</u>	<u>213,401</u>
Creditors: amounts falling due within one year	18	(99,354)	(64,969)
		<u>91,953</u>	<u>148,432</u>
NET CURRENT ASSETS		91,953	148,432
TOTAL ASSETS LESS CURRENT LIABILITIES		1,080,946	1,159,054
Creditors: amounts falling due after more than one year	19	-	(12,500)
TOTAL NET ASSETS		1,080,946	1,146,554
CHARITY FUNDS			
Restricted funds	21	561,290	512,769
Unrestricted funds	21	519,656	633,785
TOTAL FUNDS		1,080,946	1,146,554

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**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:07258623**

**BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2020**

The Charitable Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

Mr J A Parsons

Chair

Date:

The notes on pages 19 to 39 form part of these financial statements.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

1. GENERAL INFORMATION

Worcestershire Association for the Blind is a private limited Charitable Company incorporated in the UK and registered in England and Wales.

The Charitable Company is a private company limited by guarantee. The members of the Charitable Company are the Trustees named on page 1. In the event of the Charitable Company being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charitable Company.

The principal activity of the Charitable Company is that set out in the Trustees' Report.

The accounts are presented in GBP and are rounded to the nearest GBP.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Worcestershire Association For The Blind meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

The impact of Covid 19 will inevitably have an impact of the charities fundraising and direct service delivery, however we have sufficient reserves to see us through a period of reduced income. We have grants from the National Lottery that are expected to continue to be paid, as well as an NHS contract that is expected to continue to be paid. Our service delivery costs have reduced as we are not paying for room hire or travel cost and have staff working reduced hours or on furlough in some cases.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

2. ACCOUNTING POLICIES (continued)

2.3 INCOME

All income is recognised once the Charitable Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charitable Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charitable Company, can be reliably measured.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

2. ACCOUNTING POLICIES (continued)

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charitable Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charitable Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charitable Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Charitable Company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Long-term leasehold property	- 2% on cost
Fixtures and fittings	- 10-20% on cost



**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

2. ACCOUNTING POLICIES (continued)

2.7 INVESTMENTS

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

Investments held as fixed assets are shown at cost less provision for impairment.

2.8 STOCKS

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.9 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charitable Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.12 FINANCIAL INSTRUMENTS

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 PENSIONS

The Charitable Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charitable Company to the fund in respect of the year.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

2. ACCOUNTING POLICIES (continued)

2.14 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charitable Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charitable Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	5,055	22,126	27,181	34,782
Legacies/In Memoria	97	-	97	12,175
	<u>5,152</u>	<u>22,126</u>	<u>27,278</u>	<u>46,957</u>
TOTAL 2019	<u>24,381</u>	<u>22,576</u>	<u>46,957</u>	

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Grants	23,419	249,707	273,126	275,141
Sale of aids and equipment	312	-	312	658
	<u>23,731</u>	<u>249,707</u>	<u>273,438</u>	<u>275,799</u>
TOTAL 2019	<u>53,076</u>	<u>222,723</u>	<u>275,799</u>	

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**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

5. INCOME FROM OTHER TRADING ACTIVITIES

Income from fundraising events

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Events	32,691	3,240	35,931	53,418
TOTAL 2019	53,418	-	53,418	

6. INVESTMENT INCOME

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Investment income - investment properties	16,447	16,447	39,021
Investment income - listed investments	12,164	12,164	9,964
Investment income - interest	206	206	196
	28,817	28,817	49,181
TOTAL 2019	49,181	49,181	

7. OTHER INCOMING RESOURCES

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Other incoming resources	7	7	203
TOTAL 2019	203	203	

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

8. EXPENDITURE ON RAISING FUNDS

COSTS OF RAISING VOLUNTARY INCOME

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Premises costs	39,855	-	39,855	40,731
Staff costs	-	18,538	18,538	17,371
Depreciation	-	9,527	9,527	9,309
	<u>39,855</u>	<u>28,065</u>	<u>67,920</u>	<u>67,411</u>
TOTAL 2019	<u>40,731</u>	<u>26,680</u>	<u>67,411</u>	

9. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Expenditure on charitable activities	308,448	45,092	353,540	354,718
TOTAL 2019	<u>298,391</u>	<u>56,327</u>	<u>354,718</u>	

Analysis of direct costs

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**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

9. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of direct costs (continued)

	Total funds 2020 £	Total funds 2019 £
Staff costs	269,313	252,515
Depreciation	2,483	3,186
Consumables and equipment	13,551	20,258
Staff and volunteer travel	12,168	13,128
Staff training and recruitment	2,650	2,069
Direct premises expenses	7,573	5,774
Newsletters and website	710	1,055
(Profit)/loss on disposals	-	406
	<u>308,448</u>	<u>298,391</u>

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

9. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of support costs

	Total funds 2020 £	Total funds 2019 £
Printing, postage and stationery	2,883	4,976
Recruitment and support	790	662
Telephone	5,755	7,585
Computer costs	10,715	9,448
Sundry expenses	2,668	216
Irrecoverable VAT	10,893	8,862
PR costs	-	8,172
Entertainment charges	1,484	6,097
Professional fees	6,704	6,909
Independent Examiner's fees	3,200	3,400
	<u>45,092</u>	<u>56,327</u>

10. INDEPENDENT EXAMINER'S REMUNERATION

The independent examiner's remuneration amounts to an independent examiner fee of £3,200 (2019 - £3,400).

11. STAFF COSTS

	2020 £	2019 £
Wages and salaries	268,519	252,685
Social security costs	12,637	12,636
Contribution to defined contribution pension schemes	6,695	4,565
	<u>287,851</u>	<u>269,886</u>

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**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

11. STAFF COSTS (CONTINUED)

The average number of persons employed by the Charitable Company during the year was as follows:

	2020 No.	2019 No.
Charitable	9	9
Fundraising	2	2
Administration	4	4
Management	2	2
	<u>17</u>	<u>17</u>

No employee received remuneration amounting to more than £60,000 in either year.

12. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 March 2020, no Trustee expenses have been incurred (2019 - £NIL).

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

13. TANGIBLE FIXED ASSETS

	Long-term leasehold property £	Fixtures and fittings £	Total £
COST OR VALUATION			
At 1 April 2019	605,765	240,607	846,372
At 31 March 2020	<u>605,765</u>	<u>240,607</u>	<u>846,372</u>
DEPRECIATION			
At 1 April 2019	266,993	226,494	493,487
Charge for the year	9,527	2,483	12,010
At 31 March 2020	<u>276,520</u>	<u>228,977</u>	<u>505,497</u>
NET BOOK VALUE			
At 31 March 2020	<u>329,245</u>	<u>11,630</u>	<u>340,875</u>
At 31 March 2019	<u>338,772</u>	<u>14,113</u>	<u>352,885</u>

14. INVESTMENT PROPERTY

	Freehold investment property £
VALUATION	
At 1 April 2019	353,955
At 31 March 2020	<u>353,955</u>

The investment property represents leasehold land and buildings situated in Sansome Walk, Worcester. The fair value of the investment property has been determined by the Trustees. The valuation was made on an open market, value in use basis by reference to market evidence of transaction prices for similar properties and the percentage growth rate of the property market over the year, having due regard to any impairment provision necessary.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

15. FIXED ASSET INVESTMENTS

	Other fixed asset investments £
COST OR VALUATION	
At 1 April 2019	303,782
Revaluations	(9,619)
AT 31 MARCH 2020	<u>294,163</u>
NET BOOK VALUE	
AT 31 MARCH 2020	<u>294,163</u>
<i>AT 31 MARCH 2019</i>	<u>303,782</u>

16. STOCKS

	2020 £	2019 £
Goods for resale	-	811
	<u>-</u>	<u>811</u>

17. DEBTORS

	2020 £	2019 £
DUE WITHIN ONE YEAR		
Trade debtors	8,319	8,576
Prepayments and accrued income	3,600	2,100
	<u>11,919</u>	<u>10,676</u>

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	7,661	5,959
Other taxation and social security	3,678	1,133
Other creditors	14,266	13,436
Accruals and deferred income	73,749	44,441
	<u>99,354</u>	<u>64,969</u>
	2020 £	2019 £
Deferred income at 1 April 2019	39,634	39,798
Resources deferred during the year	67,014	39,634
Amounts released from previous periods	(39,634)	(39,798)
	<u>67,014</u>	<u>39,634</u>

Deferred income relates Lottery grants received in advance and are released to the Statement of Financial Activities in the subsequent accounting period.

19. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2020 £	2019 £
Other creditors	-	12,500
	<u>-</u>	<u>12,500</u>

20. FINANCIAL INSTRUMENTS

	2020 £	2019 £
FINANCIAL ASSETS		
Financial assets measured at fair value through income and expenditure	179,388	201,914
	<u>179,388</u>	<u>201,914</u>

Financial assets measured at fair value through income and expenditure comprise cash at bank and in hand.

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

21. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
Unrestricted Funds						
Designated Funds						
Volunteering	15,656	-	-	(15,656)	-	-
Wyre Forest Branch	5,000	2,600	(4,620)	3,217	-	6,197
Local Eyes - Information Advice & Support	100,000	-	-	-	-	100,000
Malvern Branch	5,000	3,085	(3,684)	(2,686)	-	1,715
I.T.	2,224	-	(600)	8,376	-	10,000
Building Maintenance	6,000	-	(2,472)	-	-	3,528
Influence, Engagement & Development	23,000	-	(18,268)	(4,732)	-	-
Bid Writer	15,537	-	(10,728)	9,391	-	14,200
	172,417	5,685	(40,372)	(2,090)	-	135,640
General Funds						
General Funds	461,368	84,713	(154,536)	(18,298)	(9,619)	363,628
Volunteering	-	-	-	15,656	-	15,656
Influence, Engagement & Development	-	-	-	4,732	-	4,732
	461,368	84,713	(154,536)	2,090	(9,619)	384,016
Total Unrestricted Funds	633,785	90,398	(194,908)	-	(9,619)	519,656
Restricted Funds						
Sansome Walk Property	440,019	-	(9,527)	-	-	430,492

WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

21. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - CURRENT YEAR (continued)

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
Big Lottery Reaching Communities	36,673	150,000	(122,217)	-	-	64,456
Information, Advice & Support	12,675	14,584	(23,392)	-	-	3,867
Low Vision	5,525	750	(4,692)	-	-	1,583
Volunteering	-	52,239	(42,070)	-	-	10,169
Digital Technology	12,964	33,000	(10,802)	-	-	35,162
Influence, Engagement & Development	-	19,000	(13,183)	-	-	5,817
Increasing Our Reach	4,913	-	(669)	-	-	4,244
Admin	-	4,500	-	-	-	4,500
Fundraising	-	1,000	-	-	-	1,000
	<u>512,769</u>	<u>275,073</u>	<u>(226,552)</u>	<u>-</u>	<u>-</u>	<u>561,290</u>
Total of Funds	<u><u>1,146,554</u></u>	<u><u>365,471</u></u>	<u><u>(421,460)</u></u>	<u><u>-</u></u>	<u><u>(9,619)</u></u>	<u><u>1,080,946</u></u>

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

21. STATEMENT OF FUNDS (CONTINUED)

FUND DESCRIPTIONS

Designated Funds

Volunteering

Volunteers play a vital role in the delivery of our services, we need to ensure that we have sufficient resources to recruit, train and support them. We were successful in securing £58k of funding during the year that enabled us to provide an enhanced project. However, we have a shortfall for the project for this year. Grant applications are made for this area of work; however, funds are designated as the total funds have not yet been secured.

Wyre Forest Branch and Malvern Branch

Attendance fees are charged, and specific fundraising activities take place to raise the funds for these two volunteer-led branches. The funds raised are designated for expenditure that enables the branches to continue to operate.

Low Vision

Funds were designated to meet the funding gap for this service, we were successful in securing grants to cover these costs, so these funds have been transferred back to our free reserves.

Local Eyes - Information, advice and support

This is a three-year project which was initially due to come to an end in July 2019, however, we have secured three more years of continuation funding. Although it has received significant BIG Lottery funding from the Reaching Communities Programme, it does require us to secure a further £193k worth of funding during the three years of the project. We have a good track record of raising additional funds for this area of work, and will continue to make grant applications, but we feel it is prudent to increase the amount of designated funds we allocate to this project.

I.T.

Funds have been expended on the cost of moving to the cloud. Additional funds are required to replace computers that are more than 5 years old and are required for the charity to operate.

Building Maintenance

We operate from a large old building that requires ongoing maintenance to ensure it is fit for us to occupy and that we are meeting health and safety requirements. We have designated funds based on average spend per year.

Influence, Engagement and Development

This fund covers the cost of listening to and representing the voices of people affected by sight loss and developing new services and initiatives to ensure that the charity is fit to meet these needs in the future. More investment is required in this area due to our lottery funding coming to an end this year. Grant applications are made for this area of work; however, funds are designated as the total funds have not yet been secured.

Bid Writer

We are heavily reliant on grant and trust income at present and need dedicated resource to ensure that we can continue to raise the necessary income to fund services.

Restricted Funds

Sansome Walk Property

This fund relates to the establishment of the Bradbury Centre in Worcester. The fund balance at the year-end represents the net book value of the part of the property that was funded from restricted income.

21. STATEMENT OF FUNDS (CONTINUED)

Big Lottery Reaching Communities – Information, advice and support

This fund represents a grant made by the Big Lottery towards the cost of our information, advice and support project that enables people with sight loss to make informed choices, improve their mental wellbeing, become more independent, feel less socially isolated and lead more active lives

Information, advice and support

This fund is made up of a range of grants that have been provided to meet the funding gap in our information advice and support project, as described above.

Low Vision

This fund is made up of grants provided towards the cost of running a community based low vision assessment service, including the provision of free prescribed magnifiers.

Newsletter

This fund represents grants provided towards the cost of the design, print and delivery of a newsletter

Volunteering

This fund represents grants provided towards the cost of Volunteer Management, including, recruitment, training and ongoing support.

Digital Technology

This fund represents grants provided towards the cost of advice, training and support for people to make the most of digital technology

Influence, Engagement and Development

This fund represents grants provided towards the cost of listening to and representing the voices of people affected by sight loss, and developing new services and initiatives to ensure that the charity is fit to meet these needs in the future

Increasing Our Reach

This fund represents grants that have been provided towards activity that promotes the charity and enables more people to access our services or to support our work

Transfers between funds - the transfers between funds are in relation to ensuring the designated funds are at the level thought to be required by the Board of Trustees, for the funds set out.

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**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

21. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2019 £
Unrestricted Funds						
Designated Funds						
Volunteering	22,000	-	(1,344)	(5,000)	-	15,656
Wyre Forest Branch	4,000	-	(5,456)	6,456	-	5,000
Low Vision	3,600	-	-	(3,600)	-	-
Local Eyes - Information Advice & Support	46,000	-	(7,272)	61,272	-	100,000
Malvern Branch	4,000	-	(4,965)	5,965	-	5,000
I.T.	5,000	-	(2,888)	112	-	2,224
Building Maintenance	5,000	-	(6,432)	7,432	-	6,000
Influence, Engagement & Development	10,000	-	(8,058)	21,058	-	23,000
Bid Writer	15,000	-	(11,313)	11,850	-	15,537
	<u>114,600</u>	<u>-</u>	<u>(47,728)</u>	<u>105,545</u>	<u>-</u>	<u>172,417</u>
General Funds						
General Funds	<u>502,381</u>	<u>180,259</u>	<u>(137,945)</u>	<u>(105,545)</u>	<u>22,218</u>	<u>461,368</u>
Total Unrestricted Funds	<u>616,981</u>	<u>180,259</u>	<u>(185,673)</u>	<u>-</u>	<u>22,218</u>	<u>633,785</u>
Restricted Funds						
Sansome Walk Property	449,335	-	(9,316)	-	-	440,019
Big Lottery Reaching Communities	39,798	118,903	(122,028)	-	-	36,673
Information, Advice & Support	13,293	17,679	(18,297)	-	-	12,675
Low Vision	-	6,350	(825)	-	-	5,525
Newsletter	-	3,000	(3,000)	-	-	-
Volunteering	-	64,723	(64,723)	-	-	-
Digital Technology	-	21,880	(8,916)	-	-	12,964
Influence, Engagement & Development	-	3,000	(3,000)	-	-	-
Increasing Our Reach	1,500	9,764	(6,351)	-	-	4,913
	<u>503,926</u>	<u>245,299</u>	<u>(236,456)</u>	<u>-</u>	<u>-</u>	<u>512,769</u>

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

21. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR (CONTINUED)

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2019 £
Total of Funds	<u>1,120,907</u>	<u>425,558</u>	<u>(422,129)</u>	<u>-</u>	<u>22,218</u>	<u>1,146,554</u>

22. SUMMARY OF FUNDS

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2020 £
Designated funds	172,417	5,685	(40,372)	(2,090)	-	135,640
General funds	461,368	84,713	(154,536)	2,090	(9,619)	384,016
Restricted funds	512,769	275,073	(226,552)	-	-	561,290
	<u>1,146,554</u>	<u>365,471</u>	<u>(421,460)</u>	<u>-</u>	<u>(9,619)</u>	<u>1,080,946</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2019 £
Designated funds	114,600	-	(47,728)	105,545	-	172,417
General funds	502,381	180,259	(137,945)	(105,545)	22,218	461,368
Restricted funds	503,926	245,299	(236,456)	-	-	512,769
	<u>1,120,907</u>	<u>425,558</u>	<u>(422,129)</u>	<u>-</u>	<u>22,218</u>	<u>1,146,554</u>

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	340,875	340,875
Fixed asset investments	294,163	-	294,163
Investment property	268,485	85,470	353,955
Current assets	918	190,389	191,307
Creditors due within one year	(43,910)	(55,444)	(99,354)
TOTAL	<u>519,656</u>	<u>561,290</u>	<u>1,080,946</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	-	352,885	352,885
Fixed asset investments	303,782	-	303,782
Investment property	268,485	85,470	353,955
Current assets	99,628	113,773	213,401
Creditors due within one year	(25,610)	(39,359)	(64,969)
Creditors due in more than one year	(12,500)	-	(12,500)
TOTAL	<u>633,785</u>	<u>512,769</u>	<u>1,146,554</u>

**WORCESTERSHIRE ASSOCIATION FOR THE BLIND
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**NOTES TO THE FINANCIAL STATEMENTS
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24. PENSION COMMITMENTS

The Charitable Company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £6,695 (2019 - £4,565). Contributions totalling £1,766 (2019: £936) were payable to the fund at the balance sheet date and are included in creditors.

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