

Focus Birmingham

ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended

31 March 2021

Charity No. 1065745
Company Registration No. 3353444
Registered in England and Wales

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Focus Birmingham

TRUSTEES' REPORT AND REVIEW OF THE YEAR for the year ended 31 March 2021

The Trustees, who are also Directors of the Charitable Company, present their annual report and audited financial statements of the Company for the year ended 31 March 2021. As a Small Charitable Company, the Trustees have taken advantage of the exemption of not providing a Strategic Report.

TRUSTEES

The following Trustees have served since 1 April 2020:

Mr C Gascoigne
Ms V Griffiths
Dr R Hindle
Mrs J McDougall
Ms M Tsaloumas
Mr J Montgomery (Chairman)
Ms S Markham
Miss Z Allen-Robinson
Mr J Feehan
Mr M Jandu

REGISTERED OFFICE

Focus Birmingham
48-62 Woodville Road
Harborne
Birmingham
B17 9AT

ABOUT FOCUS BIRMINGHAM

Focus Birmingham is a registered charity and the biggest provider of care and support services to those with a visual impairment in Birmingham. There are 28,600 people in Birmingham living with sight loss and a predicted increase of 16% by 2030.

The charity was founded in 1998, previously operating under the auspices of BRIB (Birmingham Royal Institution for the Blind).

The organisation employed 110 staff on permanent or fixed term contracts at 31 March 2021 and provided support to blind, visually impaired and those with profound disabilities on over 25,000 occasions in 2020-21.

The charity's purpose is to provide high quality, innovative services to blind, visually impaired and those with profound disabilities across the West Midlands. It is rapidly developing its reputation as a centre of excellence, developing its services and working in partnership with others to develop pathways of care and support that achieve the best possible outcomes for people.

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ABOUT FOCUS BIRMINGHAM (CONTINUED)

Focus Birmingham aims to fulfil this objective by:

- Providing expert care, support, advice and information to people affected by sight loss or profound disability in a number of specialist fields including optometry, rehabilitation, community support and direct care.
- Assisting people in a holistic way to enhance their lives through multi-disciplinary approaches and by involving and supporting their families and carers.
- Raising awareness of the issues people with visual impairment or profound disabilities may face and campaigning for change when appropriate.

Focus Birmingham has a formal relationship with two other organisations:

- Birmingham Royal Institution for the Blind ("BRIB"). Three Focus Birmingham Trustees are entitled to be members of the BRIB Board.
- Three Local Charities ("TLC") Lottery. Focus Birmingham owns one third of the Lottery alongside Acorns Children's Hospice and The Hospice Charity Partnership (formerly St Mary's Hospice). Focus has the right to appoint two members of the TLC Board, including a trustee.

GOVERNANCE ARRANGEMENTS, BOARD OF TRUSTEES, SENIOR MANAGEMENT TEAM

Focus Birmingham is a registered charity (No.1065745) and a company limited by guarantee registered in England and Wales (No. 3353444) with its own constitution - the 'Memorandum and Articles of Association' as amended in July 2016 and updated and further amended in July 2021. It is entered in the Central Register of Charities as Focus Birmingham. The company is referred to as such, or as the "charity", "the charitable company" or "Focus".

The Trustees of Focus Birmingham are responsible for overseeing the management and administration of the charity and have ultimate responsibility for the charity's activities. The Trustees are also the Directors of the company.

Trustees join as co-opted members at the invitation of the Board of Trustees. Induction and training is available for all Trustees.

The role of the Board of Trustees is to:

- Ensure that Focus Birmingham acts in accordance with its Memorandum and Articles, charity law, company law, and other relevant legislation or regulations.
- Ensure that Focus Birmingham applies its resources exclusively in pursuance of its objects ("the relief of blind and partially sighted people and those with other disabilities and in particular the promotion of and assistance with services for and with blind and partially sighted people and disabled people to enhance their quality of life").
- Provide strategic direction to the organisation, setting overall policy, setting targets and evaluating performance against agreed targets.

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TRUSTEES' REPORT AND REVIEW OF THE YEAR

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GOVERNANCE ARRANGEMENTS, BOARD OF TRUSTEES, SENIOR MANAGEMENT TEAM (CONTINUED)

- Safeguard the good name and values of the charity.
- Protect and manage the property of the charity and to ensure the proper investment of Focus Birmingham's funds.
- Oversee the financial affairs of the charity.

The Board are fully aware of the revised Charity Governance Code which was issued in July 2017, and are taking steps to ensure compliance with its requirements where considered appropriate.

During the year the full Board of Trustees met quarterly and all meetings were quorate. The Board also operates three subcommittees, which also meet quarterly, with current membership being:

Finance and Audit

Dr R Hindle
Mr C Gascoigne
Mrs J McDougall

Contracts, Performance and Workforce

Mr J Montgomery
Ms S Markham
Ms V Griffiths
Mr M Jandu
Mr C Gascoigne

Business Development

Mrs J McDougall
Mr J Feehan
Miss Z Allen-Robinson
Ms M Tsaloumas

All Committees have a nominated Chair, who is the first named trustee in the above lists; terms of reference for each Committee are in place and were reviewed and updated during the 2019-20 financial year.

Post year end, the Contracts and Performance and Workforce Development subcommittees were merged to form one subcommittee, Contracting, Performance and Workforce, with Mr J Montgomery as Chair.

Indemnity insurance for Trustees and Officers, providing £1m (2020: £1m) of cover has been purchased at a cost of £2,182 including IPT (2020: £1,897).

The day-to-day management of the charity is delegated to the charity's paid staff, and in particular to the Senior Management Team, whose members during the year were:

- | | |
|---|---------------|
| • Chief Executive | – K Griffiths |
| • Director of Services / Deputy Chief Executive | – C Burke |
| • Financial Controller | – L Smith |
| • Head of Workforce and HR | – M Lawrence |

The key management remuneration policy is set by the Finance & Audit Committee and is reviewed on an annual basis as part of the budget-setting process.

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FOCUS BIRMINGHAM SERVICES

During the year 2020/21, Focus Birmingham provided a wide range of services including:

- **Sight Loss Support services:** we offer a comprehensive range of support and clinical services for people with a visual impairment including low vision assessments, emotional support, counselling, befriending services and community and social activities. We offer a holistic joined up approach to meet the individual's needs and improve their way of life.
- **Day service provision:** we provide personalised support through our day service for people with profound and complex conditions focusing on providing expert care and an engaging activities programme to improve their independence and wellbeing.
- **Supported living:** we provide personalised support through our specialist supported living scheme for visually impaired people focusing on enabling them to live independent, happy and healthy lives.

The beneficial impact of the wide range of vital services that Focus delivers can be demonstrated by the case studies of clients whom Focus supports.

Case Study: Sight Loss Support – 'Focus activities have given me a second lease of life'

Focus Service User P explains the importance of communication during the COVID-19 lockdown and how Focus has helped her during this difficult time.

P explains: "I really enjoy being in the Whatsapp group because I can communicate with other like-minded individuals and the Focus staff are really approachable. Focus counsellor, Nicky has been great with her 'over the phone' counselling sessions which has helped me manage my wellbeing during lockdown. Staff hold regular activities within the group which help stimulate the mind, such as quizzes, riddles, debates and lots more".

P adds: "I feel valued and supported by everyone in the group, we all help each other which is something I find inspiring. The group is a digital support line and it's really heightened my I.T skills, without the group I would feel lost. Being in the group has made me feel more positive, we are like one big family looking out for each other. During a challenging time like this it's important to be around like-minded people who are there to support you".

P goes on to say: "The group has helped me a lot whenever I feel lonely and the constant messages of hope keeps me going. When lockdown was announced a year ago my anxiety went through the roof and I was worried about isolation and not being able to connect with people. I think Focus has given me a second lease of life with the activities they host".

P adds "The online yoga classes have given me focus, strength, positivity and balance in coping with my anxiety. I enjoy it so much I am now doing more advanced classes. The activities provided by Focus have given me consistency and structure to weeks in lockdown. Technology support has helped me access the Zoom and Microsoft platforms which I have never used before lockdown".

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Case Study: Day Services – Enabling individuals to achieve their full potential

J began attending the Focus Birmingham Complex Needs Day Service when he was 19 years of age. He joined direct from Fox Hollies School with whom the Focus Complex Needs Service (CNS) team have a strong ongoing relationship, supporting several of their former pupils over many years.

The Focus Transition Team worked with staff from the school to ensure a smooth transition took place and created a tailored care package for J on his arrival into the Day Service.

J's mother says "J attends the Focus day service three times a week and has full access to a wide range of activities. The opportunities available to J allow him to socialise with like-minded individuals and create new friendships. The support staff are amazing as they understand his support needs, enabling him to achieve his full potential".

Focus CNS specialist staff work with individuals and their families to create person-centred programmes promoting choice and control to support emotional and physical wellbeing. At Focus we work together to find the right methods of communication for all the people we support.

J has settled in very well and is a popular individual amongst staff and service users. His mother adds "He's always keen to come to the centre and we are very grateful for the support we as a family, and J, receives from the team at Focus Birmingham".

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Case Study: Supported Living – Braille translator talks about her journey through life with sight loss

D was born with sight loss as a result of her premature delivery. She attended a specialist nursery in Bromsgrove and ended her studies at Queen Alexandra College in Birmingham.

Registered blind and struggling to find work, didn't stop D making a difference. D volunteered and worked to translate children's books into braille versions. She was also part of an amazing project funded and commissioned by BBC WM, where as part of a small team she would listen to local news items, summarise and translate into braille for people with sight and hearing loss – she went on to do this for around 20 years.

Still using her braille skills D worked for the National Library for the Blind and making copies of books for people with sight loss to access. Wanting a change D then worked in an industrial setting making small car parts for automotive companies. D has spent most of her professional life supporting people with sight loss by using her skillset in braille. This work has always been important to her and the difference she has helped to make to the lives of others.

D was first introduced to Focus Birmingham's supported living scheme in Kings Norton, Millward Place, in 2015 after attending the hospital for chemotherapy. Her nurse told her about Focus and how the charity could help. D said, "My need was simple. I knew I needed support and Focus Birmingham helped me to continue living independently with the added assurance of support if I needed it. As well as support, I got to make new friends, and have a great sense of comfort. Focus staff also help me with my medication, reading correspondence, general support and provide me with the tools to maintain my independence." D goes on to say, "Living at Millward Place has been such a great experience for me, I am in a safe environment, people to call on for support and amazing people I call friends".

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OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS

Our primary purpose is to continue supporting our service users during these unprecedented times by providing safe, face-to-face services whilst adapting and developing fresh content to utilise on our online platforms.

In setting our objectives and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit.

Our mission is to be... **“a leading charity providing high quality, innovative services to blind, visually impaired and disabled people in Birmingham and the wider area. We are a centre of excellence, working in partnership with others to develop pathways of care and support that achieve the best possible outcomes for people.”**

The strategic objectives agreed by the Board to direct the priorities of the organisation over the next three years remain valid:

Objective One: To offer **high quality services** and support to people, based on their needs and planned in partnership with individuals, their families and carers.

Objective Two: To work with colleagues and partners to **improve access to services**: making sure that our service users reflect the communities that we support and extending our reach to meet growing populations of need.

Objective Three: To build and maintain an organisation that reflects our values and enables flexibility for growth and change within a **financially sustainable model**.

The major changes instigated by the charity in recent years dealt with structural improvement and internal reorganisation that are now fully embedded and Focus has now turned to the development of services and facilities of which a number of significant improvements have been delivered in all areas of the charity. These include:

- Mobilisation of all services to operate remotely when required;
- Development of significant digital content for on-line platforms;
- Extensive refurbishment of Day Service facilities;
- Considerable improvements to facilities in all areas of the site;
- Introduction of a completely new catering offering;
- Introduction of ParentPay system to augment the catering service;
- Development of a technically-advanced, custom-specified telephone befriending platform to reach more people suffering from social isolation and to encourage independence;
- Development of a commercial quality e-learning platform;
- Development of a commercial quality training course authoring system;
- Creation of a Group Counsellor role and counselling clinics;
- Further developments of our HR system and utilisation as a communication channel;
- De-risking of the charity through the outsourcing of payroll processing and payment;
- Introduction of electronic payslips;
- Creation of a Health & Wellbeing forum;
- Creation of an Equality, Diversity and Inclusivity forum;
- Updated employment contracts for every member of staff;
- Continued support of other charities through the Covid-19 pandemic.

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FUTURE PLANS

The forecast for the number of people with visual impairment and other complex disabilities continues to rise with a reciprocal demand for services to support them in order that they may continue to live independent lives.

The Senior Management Team is committed to developing a comprehensive strategy to expand services and increase access that will improve the impact for people affected by sight loss and other complex disabilities. This will include:

- An ongoing review of all of our resources to ensure that they are fit for purpose and cost effective, including the frontline delivery facilities, transport fleet and equipment;
- Developing capacity to meet the growing demand for our specialist services;
- Continuing development of online content for delivery via our newly created digital channels;
- Extensive refurbishment of all Day Service facilities;
- Introduction of safety flooring throughout the client areas to improve safety and hygiene;
- Installation of controlled, automatic doors to enhance security within the site;
- Refurbishment of the client dining facilities to enhance the client dining experience;
- Introduction of a Purchase to Pay, Purchase Ordering system;
- Significant plant updates including new water tanks and boilers;
- Introduction of a digital Collection Box management system including 'chipped' collection boxes;
- Upgrading of our Donor CRM system;
- Work towards gaining Cyber Essentials certification;
- The adoption of a cloud-based IP based telephony system;
- Conducting a comprehensive staff survey and developing action plans to address any concerns identified;
- Developing our Learning & Development platform including authoring courses for commercial exploitation;
- The broadening of our Learning & Development content library to ensure every member of staff has access to the e-learning tools they require in order that they are equipped with the knowledge and skills required to fully benefit our clients;
- Further development of our Community Services programmes to achieve the prevention outcomes agenda set by Birmingham City Council and the expansion our wellbeing offer with specific new posts;
- Building on our partnership working with our other local sight loss support charities championing the creation of a Birmingham Sight Loss Support Partnership;
- Further development of the Group Counselling activities;
- Further development and integration of our website to support our fundraising initiatives and improve engagement with all stakeholders;
- Widen the scope of the Equality, Diversity and Inclusivity working group to engage with external partners to ensure we embed a fully inclusive culture and recognise the value of a diverse workforce
- Appoint Health and Wellbeing champions to ensure our staff are fully supported with any health or wellbeing concerns;
- Further develop our fundraising capability with the creation of new dedicated roles to improve the inflow of unrestricted income.

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CONTRIBUTION OF VOLUNTEERS

Volunteers are an essential part in the delivery of our services and the support we offer to vulnerable people. Although during the pandemic lockdown we could not fully utilise our volunteer base, we still have approximately 100 active volunteers who support our activities and events. A new Volunteer Co-ordinator has joined our team and is actively developing a strategy to ensure volunteers are fully embedded into the wider workforce and their contribution recognised. With the new befriending platform we are actively recruiting and training more volunteers and expect our volunteer cohort to grow significantly over the next year.

In addition to these volunteers, we provide support to student placement and work experience schemes throughout the year in all service areas and are working to create opportunities for people to work with us to develop skills to support people with visual impairment and other disabilities.

GENDER PAY REPORTING

Focus Birmingham employs less than 250 individuals and consequently does not have to mandatorily comply with the reporting of the Gender Pay gap. However, the Board are committed to equality in every area of the charity, including gender pay equality and can report that the median gender pay gap in favour of females at 31 March 2021 was 1.1% and the mean gender pay gap in favour of males at 31 March 2021 was 5.7%, which compares favourably with published information from other organisations in our sector.

FUNDRAISING CODE

Focus Birmingham is registered with the Fundraising Regulator, and follows the recommendations of the Fundraising Code in all material respects. During the financial year 2020/21, we did not outsource our Trusts and Grants fundraising activities to a 3rd party. No formal complaints regarding fundraising were received during the year.

RISK MANAGEMENT

The Trustees have considered risks and risk management throughout the year as part of the business of Board and committee meetings. The principal area for attention remains the potential reduction of external funding from Local Authorities and the NHS. The Trustees and Board conducted a comprehensive review of key areas of risk during 2019/20 and developed a new regime following Charity Commission guidance, although the following fundamental areas of risk to the charity remain constant:

1. **Risk:** Vulnerability due to reliance on external funding associated with local authority and NHS contracts.

Mitigation: Focus Day Centre positioned as a specialist provider for people who are entitled to social care funding under the Care Act 2014. The service is increasingly providing placements funded by the NHS (under Continuing Healthcare Criteria) or through individual and personal budgets reducing the likelihood and impact of reductions in funding for individuals.

2. **Risk:** Focus holds inadequate reserves to support service delivery when contracts are reduced or withdrawn.

Mitigation: Reserves policy actively reviewed against the risk profile of the organisation's business.

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RISK MANAGEMENT (CONTINUED)

3. **Risk:** Changes to national or local procurement policies relating to health and social care services may cause either reduced income or mandatory increased costs of delivery.

Mitigation: The Trustees and senior managers are well informed on existing and proposed arrangements for commissioning and funding health, care and support services and have built good working relationships with commissioners. Focus continues to deliver a respected and valued service to local authority and NHS commissioners.

4. **Risk:** The charity fails to meet its regulatory or contractual obligations (as set out by the Care Quality Commission, the NHS, the General Optical Council and other regulatory bodies) resulting in loss of income and/or reputation damage.

Mitigation: The Senior Management Team are suitably qualified and experienced to ensure that services are delivered effectively and fulfil all such obligations. Compliance and performance are monitored monthly by the Senior Leadership Team and on a quarterly basis by Trustees through the Contracts and Performance Committee (now the Contracting, Performance and Workforce Committee).

5. **Risk:** Services are closed for a period of time due to the effects of a pandemic and funding is not received as a result.

Mitigation: The reserves policy, as noted in Risk 2 above, ensures that the organisation has a sufficient level of reserves to cover a loss of income and the Senior Management Team would act quickly to mitigate any long-term effects.

IMPACT OF BREXIT

Focus Birmingham is a local charity operating exclusively in the West Midlands and its operations are not directly reliant on activities emanating from or influenced by the EU and therefore its exposure to Brexit implications are limited. However, as with other organisations from every sector, it is feasible that Focus could be affected indirectly as a result of leaving the EU and therefore we have reviewed our activities and have concluded that there will be no material impact on the charity and any potential issues that have been identified can be alleviated through adopting alternative methods and processes.

IMPACT OF COVID 19

Focus Birmingham delivers a variety of services in support of local people affected by sight loss and other complex conditions and its income is therefore diverse, although the majority still emanates either directly or indirectly from statutory bodies. Whilst Focus has been affected by the pandemic, due to its income profile and the rapid realignment of its services to a predominately online delivery model, coupled with the effective management of its cost base, the situation yielded a negligible impact on the organisation as a whole although clearly it has affected our client base significantly.

As a result of the ongoing pandemic, the Trustees have reviewed income and expenditure and cash flow forecasts based on different scenarios to ensure that the organisation can continue as a going concern. These forecasts demonstrate that the charity is well placed to weather a longer-term impact and the Trustees are confident that the effects would be mitigated by the Senior Management Team. The accounts have therefore been prepared on the going concern basis.

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PRINCIPAL FUNDING SOURCES

The principal funding sources during the year have been as follows:

- Specific funding contracts with Birmingham City Council Adults and Communities Department (including 'spot purchases' for placements in Day Services and grant aid for the Community Services);
- Specific contracts with NHS bodies (e.g. Clinical Commissioning Groups and NHS England);
- Grants from Charitable Trusts;
- Donations, bequests and money raised through fundraising activities;
- Grants from the Birmingham Royal Institution for the Blind (BRIB);
- Income from Partnerships such as 'TLC Lottery';
- Income from service users with Individual Budgets for social care (awarded by their local authority);
- Income from the Corona Virus Job Retention Scheme.

FINANCIAL REVIEW

Income for the year increased by £289,707 to £3,515,187 while expenditure decreased by £334,505 to £2,936,509. As a result, a surplus on business activities of £578,678 has been made compared to a deficit last year of £45,534.

More detail regarding these headline areas is noted below:

Income

Income from charitable activities decreased from £2,810,614 to £2,763,075; a decrease of £47,539 compared with an increase last year of £111,703. This was due to a combination of lost revenue from multiple disability service user vacancies, which could not be filled during the pandemic closure, and lost transport revenue, net of the full year effect of additional grant income from Birmingham City Council (BCC) and the Thomas Pocklington Trust. These grants were awarded to enable Focus Birmingham to deliver an accessible programme of activities to promote physical wellbeing and reduce social isolation and to provide advice and guidance for those who have been newly diagnosed or have emerging needs.

Income from donations and legacies increased by £253,062, principally resulting from grants from Birmingham Royal Institute for the Blind ("BRIB") and The Wolfson Foundation for Hub A refurbishment work which started post year end in April 2021 and £100,000 from Barclays for investment in custom built Befriending and e-Learning platforms and the funding of a telephone befriending project.

Our lottery joint venture with The Hospice Charity Partnership (formerly St Mary's Hospice) and Acorns Children's Hospice, provided distributions to the charity amounting to £80,760, a decrease of £20,204 compared to last year.

The Coronavirus Job Retention Scheme contributed £108,498 towards income in 2020/21.

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TRUSTEES' REPORT AND REVIEW OF THE YEAR

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Expenditure

Overall expenditure decreased by £334,505 compared to last year. This was due to salary savings on casual staff and overtime costs which were not incurred during the pandemic and no agency staff costs. There were also savings on transport fleet costs (normally subsidised by over £100,000 from Focus' own funds) which more than offset the lost revenue. Management took the opportunity to review catering and cleaning contracts and have achieved substantial savings by giving notice to contractors where services were not required.

Premises costs remain a significant overhead for the charity and the Trustees once again acknowledge the continuing generous support from Birmingham Royal Institution for the Blind in providing a grant of £164,690 to offset the rental of the charity's main premises.

Reserves

Total Charity Funds at the year-end amounted to £2,220,608 (2020; £1,641,930). This was made up of £451,165 restricted funds of which £349,009 of grants and donations has been received specifically to fund the purchase of fixed assets, whilst the remaining £102,156 has been received for use in specified projects such as use by community groups.

Total Charity Funds also includes £728,292 of designated funds which represents the net book value of the tangible fixed assets (other than those represented by the restricted funds). The remaining £1,041,151 are general funds which can be used for the benefit of the charity.

Reserves Policy

The Trustees always give careful consideration to the charity's reserves policy, and as a result, the policy was amended in 2020 to take account of the risks the charity is facing within the provision of its core services. The Trustees additionally modelled a number of worst-case scenarios based on the current Covid situation and possible outcomes and concluded that reserves should be increased to allow for potential risks and expanded services.

The Trustees have considered the risks faced by each of the charity's core services that could potentially result in Focus not being able to continue to offer those services either partially or wholly in the future. In particular, the Trustees have considered, for each of its core services, the likelihood of funding contracts, grants or funding from service users being withdrawn or reduced.

Based on this review, the Trustees are of the view that two of the charity's activities, namely Sight Loss Support Service and Complex Needs Service, could potentially face risks to their continued funding. Consequently, in order that the charity can continue to provide these services to its users whilst alternative funding is secured, the Trustees believe it would be prudent to raise the level of reserves.

In respect of the Sight Loss Support Service, an amount equal to 3 months' staff costs and an appropriate allocation of overhead costs, totalling £185k would be an adequate level of reserves and including an additional £15k against unexpected costs would raise the level of free cash reserves required to cover these costs to £200k.

In respect of the Complex Needs Service, reserves required to fund any shortfall in income have been based on a reduction of 25% attendance for 3 months. The associated costs (staff costs and an appropriate allocation of overhead costs) which would have to be covered whilst new client arrangements are put in place amount to £130k. Trustees consider it prudent to allow an additional £70k to cover unexpected costs or a delay in filling these spaces bringing the reserves required to be maintained for the Complex Needs Service to £200k.

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Reserves Policy (continued)

The total reserves required to be maintained for the charity therefore amount to £400k and it is the Trustees opinion that free cash reserves equivalent to this level of reserves should be available at all times. At 31 March 2021 General reserves of £1,041,151 and cash balances (including current asset investments) of £1,122,582 exceed these minimum requirements.

The Trustees will regularly review the risks faced by the charity and, as such, the level of reserves held by the charity will be subject to regular scrutiny.

Investment Policy

The Trustees continue to consider the return on all cash deposits, and led by the Treasurer, look to continue to effectively manage the charity's investments during this period of low interest rates for deposits.

Consequently, deposits are restricted to UK "high street" banks and short-term time deposits of less than 1 year in duration have been utilised in order to improve the charity's return on its cash surplus to short-term operational requirements.

Events Since the Balance Sheet Date

There have been no events since the balance sheet date which materially affect the position of the company.

Focus Birmingham

TRUSTEES' REPORT AND REVIEW OF THE YEAR for the year ended 31 March 2021

ADMINISTRATIVE DETAILS OF THE CHARITY'S ADVISERS

AUDITOR

Mazars LLP
2 Chamberlain Square
Birmingham
B3 3AX

BANKERS

Lloyds Bank Plc
114 Colmore Row
Birmingham
B3 3BD

INSURANCE

Hettle Andrews
Eleven Brindley Place
2 Brunswick Square
Birmingham
B1 2LP

PENSIONS

Ascot Lloyd
Waterloo Court
31 Waterloo Road
Wolverhampton
WV1 4DJ

SOLICITORS

Veale, Wasbrough, Vizards LLP
2nd Floor
3 Brindley Place
Birmingham
B1 2JB

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TRUSTEES' REPORT AND REVIEW OF THE YEAR for the year ended 31 March 2021

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITOR

The Trustees who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditor is unaware. Each of the Trustees have confirmed that they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

SMALL COMPANY PROVISIONS

The Trustees' report and review of the year have been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption provided by Part 15 and Section 414B(b) of the Companies Act 2006.

On behalf of the Board

A handwritten signature in black ink, appearing to read 'J Montgomery', is written over a horizontal line.

J Montgomery - Chairman

4 November 2021

Focus Birmingham

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Focus Birmingham 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the Trustees are required to:

- a select suitable accounting policies and then apply them consistently;
- b observe the methods and principles in the Charities SORP;
- c make judgements and estimates that are reasonable and prudent;
- d state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e 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 proper accounting records that are sufficient to show and explain the company's charitable transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the requirements of 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.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant financial information and to establish that the auditor is aware of that information.

Opinion

We have audited the financial statements of Focus Birmingham (the 'charity') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and the parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's and the parent charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and the parent charity and their environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement set out on page 15, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Based on our understanding of the charity and its activities, we identified that the principal risks of non-compliance with laws and regulations related to employment regulation, fraud and non-compliance with implementation of government support schemes relating to COVID-19, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements, such as the Companies Act 2006.

Focus Birmingham

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FOCUS BIRMINGHAM

We evaluated the Trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls) and determined that the principal risks were related to posting manual journal entries to manipulate financial performance, inappropriately shifting the timing and basis of revenue recognition, management bias through judgements and assumptions in significant accounting estimates, in particular in relation to fund accounting, and significant one-off or unusual transactions.

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- Discussing with the Trustees and management their policies and procedures regarding compliance with laws and regulations;
- Communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the charity which were contrary to applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the Trustees and management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risks of fraud through management override of controls by performing journal entry testing.

There are inherent limitations in the audit procedures described above and the primary responsibility for the prevention and detection of irregularities including fraud rests with management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of the audit report

This report is made solely to the charity's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

Ian Holder

Ian Holder (Senior Statutory Auditor)

for and on behalf of Mazars LLP

Chartered Accountants and Statutory Auditor

First Floor

Two Chamberlain Square

Birmingham B3 3AX

Nov 11, 2021

Focus Birmingham

STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2021

	<i>Notes</i>	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOME FROM:					
Donations and legacies	1	288,705	257,026	545,731	292,669
Other trading activities:					
- fundraising		1,293	-	1,293	3,010
Investments	2	82,007	-	82,007	104,604
Charitable activities:					
- multiple disability		2,272,446	-	2,272,446	2,445,036
- low vision		215,151	-	215,151	216,389
- community		275,478	-	275,478	149,189
Other income					
Coronavirus Job Retention Scheme		108,498	-	108,498	-
Lease premium		14,583	-	14,583	14,583
TOTAL INCOME		3,258,161	257,026	3,515,187	3,225,480
EXPENDITURE ON:					
Raising funds:					
- costs of generating voluntary income	3	64,227	-	64,227	34,208
Charitable activities:					
- multiple disability	3	2,339,074	28,451	2,367,525	2,759,763
- low vision	3	224,511	154	224,665	286,105
- community	3	254,116	757	254,873	170,916
- information and advocacy	3	25,219	-	25,219	20,022
		2,842,920	29,362	2,872,282	3,236,806
TOTAL EXPENDITURE	3	2,907,147	29,362	2,936,509	3,271,014
NET INCOME / (EXPENDITURE) BEING NET MOVEMENT IN FUNDS		351,014	227,664	578,678	(45,534)
RECONCILIATION OF FUNDS:					
FUND BALANCES AT 1 APRIL 2020		1,418,429	223,501	1,641,930	1,687,464
FUND BALANCES AT 31 MARCH 2021	12/13	1,769,443	451,165	2,220,608	1,641,930

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure is derived from continuing activities. A breakdown of prior year comparatives is provided in note 22.

Focus Birmingham

STATEMENT OF CASH FLOWS

For the year ended 31 March 2021

	<i>Note</i>	2021 £	2020 £
FIXED ASSETS			
Tangible assets	6	877,164	964,533
Investments	7	5,000	5,000
		<hr/>	<hr/>
		882,164	969,533
		<hr/>	<hr/>
CURRENT ASSETS			
Debtors	8	585,494	359,294
Cash and cash equivalents	14	1,122,582	495,577
Current asset investments	14	-	100,000
		<hr/>	<hr/>
		1,708,076	954,871
CREDITORS:			
Amounts falling due within one year	9	(282,130)	(180,389)
		<hr/>	<hr/>
NET CURRENT ASSETS		1,425,946	774,482
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		2,308,110	1,744,015
		<hr/>	<hr/>
CREDITORS: Amounts falling due after more than one year	10	(87,502)	(102,085)
		<hr/>	<hr/>
NET ASSETS	13	2,220,608	1,641,930
		<hr/>	<hr/>
RESERVES AND FUNDS			
Restricted funds	11	451,165	223,501
Unrestricted funds:			
Designated funds:			
Fixed Asset	12	728,292	819,364
General fund	12	1,041,151	599,065
		<hr/>	<hr/>
		1,768,643	1,418,429
		<hr/>	<hr/>
TOTAL CHARITY FUNDS	13	2,220,608	1,641,930
		<hr/>	<hr/>

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

The financial statements on pages 19 to 35 were approved by the board on 4 November 2021 and authorised for issue on its behalf by:



J Montgomery - Chairman

Focus Birmingham
STATEMENT OF CASH FLOWS
For the year ended 31 March 2021

	<i>Note</i>	2021 £	£	2020 £	£
CASHFLOWS FROM OPERATING ACTIVITIES					
Net income / (expenditure) for the year		566,636		(45,534)	
Adjustments for:					
Depreciation		128,005		126,090	
Investment income		(82,007)		(104,604)	
(Profit)/loss on disposal of fixed assets		-		(600)	
Decrease in stocks		-		2,519	
(Increase) /decrease in debtors		(226,196)		97,408	
Increase / (decrease) in creditors		99,198		(122,728)	
NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES		485,636		(47,449)	
CASHFLOWS FROM INVESTING ACTIVITIES:					
Distribution received from joint venture		80,760		100,964	
Interest received		1,247		3,640	
Purchase of tangible assets		(40,638)		(80,567)	
Proceeds on sale of tangible assets		-		600	
NET CASH PROVIDED BY INVESTING ACTIVITIES		41,369		24,637	
CHANGE IN CASH,CASH EQUIVALENTS AND CURRENT ASSET INVESTMENTS		527,005		(22,812)	
CASH, CASH EQUIVALENTS AND CURRENT ASSET INVESTMENTS AT THE BEGINNING OF THE YEAR		595,577		618,389	
CASH, CASH EQUIVALENTS AND CURRENT ASSET INVESTMENTS AT THE END OF THE YEAR	14	1,122,582		595,577	

Focus Birmingham

ACCOUNTING POLICIES

for the year ended 31 March 2021

BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Focus Birmingham 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 notes.

GOING CONCERN

The charity has prepared detailed budgets which indicate that the charity has sufficient resources in order to meet its liabilities as they fall due and on that basis, the Trustees are satisfied that it remains appropriate to prepare the financial statements on the going concern basis.

CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

In applying the accounting policies, the Trustees have made critical accounting judgements, estimates and assumptions about the carrying amount of the assets and liabilities. These estimates and assumptions are based on historical experience and are reviewed on a continual basis. The critical accounting judgements, estimates and assumptions that have a material effect on the amounts recognised in the financial statements for both the current and next financial years are discussed below.

Judgements:

The Trustees annually review legacies received and potentially receivable and are firmly of the view that legacies should not be recognised until a clear indication of the amounts to be received is known.

Estimates:

Depreciation is estimated to write off the cost of all tangible fixed assets over their estimated useful lives, as set out in the accounting policy on the following page.

INCOME

All income is accounted for when the charity has entitlement to the funds, the probability of receipt and the amount is measurable.

Income from collection boxes is recognised when it is received from the collection agents.

Income from legacies is recognised on an accruals basis to the extent that the charity has been notified that it is a beneficiary and that there is a clear indication of the amounts involved. Investment income is accounted for on a receivable basis.

Corona Virus Job Retention Scheme income for staff furloughed during the year is recognised on an accruals basis.

Other income is included in the financial statements on an accruals basis.

Focus Birmingham

ACCOUNTING POLICIES

for the year ended 31 March 2021

EXPENDITURE

Expenditure is accounted for on the accruals basis when a legal or constructive obligation is incurred. The cost of irrecoverable value added tax is included with the item of expense to which it relates.

Costs of raising funds are those costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Charitable activities include expenditure associated with the charity's objects including both the direct costs and support costs relating to these activities.

Support costs which include central functions have been allocated to cost categories on a basis consistent with resources employed e.g. staff hours.

TANGIBLE FIXED ASSETS

Tangible fixed assets are recorded at cost. Minor expenditure on plant, furniture, fixtures and fittings and computer and technical equipment is charged to revenue in the year of acquisition.

Profits and losses on sales of tangible assets are included in the Statement of Financial Activities in the year of realisation.

DEPRECIATION

Depreciation is estimated to write off the cost of all tangible fixed assets over their estimated useful lives on the following basis:

Leasehold building improvements	Over 25 years
Plant, furniture, fixtures & fittings	10% - 20% straight line
Motor vehicles	20% straight line
Computer and technical equipment	25% straight line

OPERATING LEASES

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the term of the lease.

DEBTORS

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

CASH AND CASH EQUIVALENTS & CURRENT ASSET INVESTMENTS

Cash and cash equivalents includes cash and monies on short term deposit.

Current asset investments represent deposits with original maturities of less than one year.

Focus Birmingham

ACCOUNTING POLICIES

for the year ended 31 March 2021

CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount allowing for any trade discounts due.

FINANCIAL INSTRUMENTS

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments and are not considered to be of a complex nature. Such financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

PENSION SCHEMES

Focus Birmingham contributes to two defined contribution group personal pension schemes. Contributions are charged to the Statement of Financial Activities as they become payable. Differences between contributions payable in the year and contributions actually paid are shown in either accruals or prepayments in the Balance Sheet.

FUNDS

Unrestricted funds:

General fund

This fund represents accumulated surpluses arising from the charity's activities and is available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated fund – Fixed asset fund

This fund, which equates to the net book value of unrestricted tangible fixed assets, has been set aside from the remaining general funds.

Restricted funds:

These are funds to be used in accordance with specific restrictions imposed by donors or which have been raised for particular purposes. The costs of raising and administering such funds are charged against the specific fund.

VOLUNTARY HELP AND GIFTS IN KIND

No value has been put on the voluntary help received during the year; various services benefit from the help given by the 114 volunteers who were registered with the organisation at 31 March 2021. Individual gifts in kind of significant value would be valued at estimated cost to the donor and included in the financial statements; however the value of small gifts is not quantifiable.

INVESTMENTS

Fixed asset investments are recorded at cost. The investment in TLC Lotteries is reported at the cost of acquiring one third of the share capital of the joint venture with two unrelated charities. This is a similar value to fair value.

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

1 DONATIONS AND LEGACIES

	2021 £	2020 £
Donations and grants	478,835	266,796
Legacies	66,896	25,873
	<u>545,731</u>	<u>292,669</u>

2 INVESTMENT INCOME

	2021 £	2020 £
Short term deposits – interest receivable	1,247	3,640
Income from joint venture	80,760	100,964
	<u>82,007</u>	<u>104,604</u>

3 TOTAL EXPENDITURE

	Staff costs £	Other direct costs £	Allocated costs £	2021 £	2020 £
Generating voluntary income	55,026	6,287	2,914	64,227	34,208
Multiple disability	1,787,743	425,517	153,265	2,367,525	2,759,763
Low vision	113,884	89,492	21,290	224,665	286,105
Community	220,551	27,796	6,526	254,873	170,916
Information and advocacy	-	23,600	1,618	25,219	20,022
	<u>2,177,204</u>	<u>573,692</u>	<u>185,613</u>	<u>2,936,509</u>	<u>3,271,014</u>

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

3	TOTAL EXPENDITURE (continued)	Charitable activities £	Raising funds £	Total 2021 £	Total 2020 £
	SUPPORT COSTS				
	General office	206,409	5,379	211,788	285,335
	Finance office	89,169	2,324	91,493	57,842
	Human Resources	160,555	4,184	164,739	100,428
	Information Technology	62,772	1,636	64,408	68,324
	Central Resources	194,717	5,074	199,791	103,678
	Total	713,622	18,597	732,219	615,607
	Other direct costs include:			2021 £	2020 £
	Depreciation				
	Owned assets			128,007	126,090
	(Profit) on disposal of fixed asset			-	(600)
	Auditor's remuneration (including irrecoverable VAT)				
	For audit services			12,000	12,000
	For other services – Tax			1,320	-
	Operating leases				
	Hire of plant and machinery			3,090	4,048
	Rental of premises			164,690	164,690

Information and advocacy expenditure represents the costs incurred in making the public aware of the needs of blind or partially sighted people and the range of activities and services provided by the charity.

Support costs and administration expenses have been apportioned to services on the basis of staff costs incurred by those services. Support costs include the human resource, finance and information technology departments and general office expenses represent the cost of managing the charity and include the costs of the Chief Executive.

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

4	EMPLOYEES	2021 No.	2020 No.
	Fundraising	2	-
	Multiple Disability	91	108
	Low Vision	3	4
	Community	7	7
	Departmental Support	18	13
		<hr/>	<hr/>
	Average during year	121	132
		<hr/>	<hr/>

Average number of employees includes casual workers whose salary costs are included below.

Staff costs	2021 £	2020 £
Wages and salaries	1,962,376	1,971,870
Social security costs	129,549	121,719
Other pension costs	85,279	85,554
	<hr/>	<hr/>
	2,177,204	2,179,143
	<hr/>	<hr/>

Unpaid pension contributions as at 31 March 2021 were £11,821 (2020: £12,101). These were paid post year end.

There were no employees whose annual earnings (including taxable benefits in kind) exceeded £60,000 (2020: £60,000); consequently there were no pension contributions for such employees.

The key management personnel of the charity are those having authority and responsibility delegated to them by the Trustees, for planning, directing and controlling the activities of the charity. The total employee benefits of key management personnel, including employer's national insurance contributions and contributions to the pension scheme, were £181,411 (2020: £170,734).

During the year £10,726 of contractual termination payments were made in respect of 8 redundant roles.

5 TRUSTEES' EXPENSES

In accordance with the Articles of Association, the members of the Board of Trustees do not receive any remuneration from the charity. No travel expenses were reimbursed during the period. Indemnity insurance for Trustees and Officers, providing £1m (2020: £1m) of cover has been purchased at a cost of £2,182 including IPT (2020: £1,897).

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

6 TANGIBLE FIXED ASSETS

	Short leasehold Building improvements £	Plant, furniture fixtures and fittings £	Motor vehicles £	Computer and technical equipment £	Total £
Cost:					
1 April 2020	1,376,608	456,606	267,520	88,993	2,189,727
Additions	-	4,733	-	35,905	40,638
31 March 2021	1,376,608	461,339	267,520	124,898	2,230,365
Depreciation:					
1 April 2020	677,324	312,358	198,557	36,955	1,225,194
Charge for the year	40,291	42,750	23,421	21,545	128,007
31 March 2021	717,615	355,108	221,978	58,500	1,353,201
Net book value:					
31 March 2021	658,993	106,231	45,542	66,398	877,164
31 March 2020	699,284	144,248	68,963	52,038	964,533

Leasehold Building Improvements consists of refurbishment and expansion of the Resource Centre Building and the Elizabeth Gunn Centre.

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

7 INVESTMENTS

	2021 £	2020 £
Investment in joint venture:		
Historical cost at 1 April and 31 March	5,000	5,000
	<u>5,000</u>	<u>5,000</u>

Investment in joint venture

Proportion of Issued ordinary shares held %
33.3

TLC Lotteries Limited is a trading company incorporated in England and Wales and promotes a commercial lottery game, which aims to generate profits for the benefit of its affiliated charities.

As at 31 March 2021 the charity's share of the Company's profit was £80,760 (2020: £100,964) and net assets as at the date of the company's last audited accounts (25 December 2020) were:

Represented by:	
Share of gross assets	94,469
Share of gross liabilities	(53,585)
	<u>40,884</u>

8 DEBTORS: Amounts falling due within one year

	2021 £	2020 £
Fees and grants receivable	377,211	298,250
Other debtors	-	1,293
Prepayments and accrued income	208,283	59,751
	<u>585,494</u>	<u>359,294</u>

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

9 CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Taxation and social security	31,697	30,043
Other creditors	78,122	86,243
Accruals	53,690	31,898
Deferred income	118,621	32,205
	<u>282,130</u>	<u>180,389</u>

10 CREDITORS: Amounts falling due after more than one year

	2021 £	2020 £
Deferred income	87,502	102,085
	<u>87,502</u>	<u>102,085</u>

DEFERRED INCOME

	2021 £	2020 £
Balance at 1 April 2020	134,290	144,409
Income deferred in the year	104,038	17,622
Deferred income released to SOFA	(32,205)	(27,831)
	<u>206,123</u>	<u>134,290</u>
Balance at 31 March 2021	206,123	134,290

Deferred income includes lease income paid in advance amounting to £102,085 (2020: £116,668) which will be recognised as income in the SOFA over the life of the lease (7 years remaining) of which £14,583 will be recognised in 2021/22.

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

11 RESTRICTED FUNDS

	Fixed Assets £	Other £	Total 2021 £
1 April 2020	145,169	78,332	223,501
Grants & Donations received	-	243,784	243,784
Expenditure before transfers	(28,451)	(911)	(29,362)
Balance sheet reclassification	-	13,242	13,242
Transfer	31,194	(31,194)	-
	<u>147,912</u>	<u>303,253</u>	<u>451,165</u>
31 March 2021	147,912	303,253	451,165
	<u>147,912</u>	<u>303,253</u>	<u>451,165</u>
	Fixed Assets £	Other £	Total 2020 £
1 April 2019	132,774	146,059	278,833
Grants & Donations received	-	48,437	48,437
Expenditure before transfers	(22,605)	(81,164)	(103,769)
Transfer	35,000	(35,000)	-
	<u>145,169</u>	<u>78,332</u>	<u>223,501</u>
31 March 2020	145,169	78,332	223,501
	<u>145,169</u>	<u>78,332</u>	<u>223,501</u>

The restricted fixed assets fund comprises grants and donations received specifically to fund the purchase of fixed assets. This fund will be amortised in line with the depreciation of the relevant fixed assets.

Other restricted funds comprise sundry grants, legacies and donations for specific purposes. As at 31 March 2021 the following amounts were held:

	£
Low Vision Funds	33,587
Sutton Site Project	16,500
Emotional Support for Children	3,517
Low Vision Equipment	12,320
Flooring	1,250
Community Services	96,974
Telephone Befriending Software	60,000
Sports and Social Club Development	32,894
Other Befriending Projects	4,080
Day Care Services	172,692
Building Enhancement	144,099
Grounds Enhancement	8,898
Group Activity Funds	19,695

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

12 UNRESTRICTED FUNDS

	2021 £	2020 £
General fund:		
1 April 2020	599,065	531,349
Net income/(expenditure) for the year before transfers	351,014	9,798
Transfer from Designated – fixed asset fund	91,072	57,918
	<u> </u>	<u> </u>
31 March 2021	<u>1,041,151</u>	<u>599,065</u>
	£	£
Designated fund – Fixed Asset fund:		
1 April 2020	819,364	877,282
Transfer to General fund	(91,072)	(57,918)
	<u> </u>	<u> </u>
31 March 2021	<u>728,292</u>	<u>819,364</u>

A transfer to the designated fixed asset fund in the charity is made so that the fixed asset fund equals the net book value of its own tangible fixed assets excluding fixed assets represented by the restricted fund.

13 ANALYSIS OF NET ASSETS BETWEEN FUNDS

March 2021

	Fixed assets £	Current assets £	Total liabilities £	Total net assets £
Restricted funds	147,912	303,253	-	451,165
Unrestricted funds				
- General fund	5,000	1,405,783	(369,632)	1,041,151
- Designated funds	728,292	-	-	728,292
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	881,204	1,709,036	(369,632)	2,220,608
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

March 2020

Restricted funds	145,169	78,332	-	223,501
Unrestricted funds				
- General fund	5,000	876,539	(282,474)	599,065
- Designated funds	819,364	-	-	819,364
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	969,533	954,871	(282,474)	1,641,930
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

14 ANALYSIS OF CASH AND CASH EQUIVALENTS & CURRENT INVESTMENTS

	2021 £	2020 £
Cash at bank and in hand	1,022,582	295,577
32 day notice account	100,000	200,000
	<hr/>	<hr/>
Total cash and cash equivalents	1,122,582	495,577
	<hr/> <hr/>	<hr/> <hr/>

Current asset investments at March 2020 consisted of a short-term deposit of £100,000 which matured in September 2021.

15 LEASING OBLIGATIONS

The total future minimum lease payments under non-cancellable operating leases for plant and machinery are as follows:

	2021 £	2020 £
Amounts due:		
Within one year	922	3,650
Between one and five years	-	1,574
	<hr/>	<hr/>
	922	5,224
	<hr/> <hr/>	<hr/> <hr/>

The charity operates from premises in Woodville Road, Harborne, Birmingham. Such premises are rented from BRIB (note 18) under a 75 year lease commencing in 1996. An annual rental of £164,690 is payable, but under the terms of the 1996 transfer agreement BRIB provides grants to the charity to offset this expenditure so the net cost to Focus Birmingham is nil.

16 CAPITAL COMMITMENTS

At 31 March 2021 the charity had a capital commitment of £141,097 (2020: £31,194) to refurbish Hub A.

Funding for this work has been provided for by BRIB (£121,097) and The Wolfson Foundation (£20,000) – both of which grants have been recognised in the accounts in the year.

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

17 CONNECTED ORGANISATIONS

The principal connected organisation is as follows:

The Birmingham Royal Institution for the Blind (“BRIB”)

Three members of the Focus Board are also members of the BRIB Board. BRIB is Focus Birmingham’s landlord and provides regular grants at least equal to the annual rent paid for the buildings used at the Harborne site.

Grants received for rent during the year equalled £164,690 (2020: £164,690) and rent paid was £164,690 (2020: £164,690). During the year BRIB awarded Focus Birmingham £26,000 for the acquisition of the optical coherence tomography machine and £121,097 for refurbishment work.

As at 31 March 2021 there was £121,097 (2020: £Nil) due from BRIB for refurbishment work.

18 RELATED PARTY TRANSACTIONS

The charity owns a third share of TLC Lotteries Limited, a trading company which is jointly controlled by Focus Birmingham, Acorns Children’s Hospice Trading Limited and The Hospice Charity Partnership (formerly St Mary’s Hospice), under the terms of a joint venture agreement.

Transactions for the year comprised:

	2021 £	2020 £
TLC Lotteries Limited	80,760	100,964
	<u> </u>	<u> </u>

19 LEGAL STATUS OF THE CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

The address of the charity’s registered office and principal place of business is 48-62 Woodville Road, Harborne, Birmingham, B17 9AT.

20 FINANCIAL INSTRUMENTS

	2021 £	2020 £
The carrying amount of the charity’s financial instruments at 31 March were:		
Financial assets		
Debt instruments measured at amortised cost	498,308	299,543
	<u> </u>	<u> </u>
Financial liabilities		
Debt instruments measured at amortised cost	130,612	118,141
	<u> </u>	<u> </u>

Focus Birmingham

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2021

21 PRIOR YEAR FUND ANALYSIS

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
INCOME FROM:			
Donations and legacies	244,232	48,437	292,669
Other trading activities:			
- fundraising	3,010	-	3,010
Investments	104,604	-	104,604
Charitable activities:			
- multiple disability	2,445,036	-	2,445,036
- low vision	216,389	-	216,389
- community	149,189	-	149,189
Other income			
Lease premium	14,583	-	14,583
TOTAL INCOME	3,177,043	48,437	3,225,480
EXPENDITURE ON:			
Raising funds:			
- costs of generating voluntary income and fundraising activities	34,208	-	34,208
Charitable activities:			
- multiple disability	2,668,753	91,010	2,759,763
- low vision	285,486	619	286,105
- community	158,776	12,140	170,916
- information and advocacy	20,022	-	20,022
	3,133,037	103,769	3,236,806
TOTAL EXPENDITURE	3,167,245	103,769	3,271,014
NET EXPENDITURE BEING NET MOVEMENT IN FUNDS	9,798	(55,332)	(45,534)
RECONCILIATION OF FUNDS:			
FUND BALANCES AT 1 APRIL 2018	1,408,631	278,833	1,687,464
FUND BALANCES AT 31 MARCH 2020	1,418,429	223,501	1,641,930

23 EVENTS SINCE THE BALANCE SHEET DATE

There have been no events since the balance sheet date that materially affect the position of the company.