

4SIGHT VISION SUPPORT

England & Wales · Charity number 1075447

Details

Other names	WEST SUSSEX ASSOCIATION FOR THE BLIND, 4SIGHT, W S A B
Status	Registered
Legal form	Charitable company
Company number	03740647
Registered	1999-05-12
Register	View on the Charity Commission register

Contact

Address	Victoria Drive Bognor Regis West Sussex PO21 2TE
Phone	01243838006
Email	enquiries@4sight.org.uk
Website	www.4sight.org.uk

Activities

Objects: TO PROMOTE THE WELFARE OF THE BLIND AND PARTIALLY SIGHTED PEOPLE LIVING IN THE AREA OF BENEFIT.

Activities: 4Sight provides about 5000 vision impaired people with information, guidance & on-going support to promote independence & prevent social isolation following sight loss. We help people to access advice, equipment, skills & services needed to improve health & wellbeing, build confidence & participate actively in their community and family life. 4Sight also campaigns to remove barriers to inclusion

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** WEST SUSSEX
- Brighton And Hove
- East Sussex
- Hampshire
- Surrey
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£407,362	£443,492	-	-
2024-03-31	£488,349	£398,531	-	-
2023-03-31	£350,100	£386,772	-	-
2022-03-31	£364,720	£424,275	-	-
2021-03-31	£423,243	£398,607	-	-

Trustees

Name	Role	Appointed
Dr NORMAN BOYLAND	Chair	
ARTHUR JAMES MAYSON ACIB TEP		
Carole Wooldridge		2024-10-25
Heather Bell		2020-12-16
Julia Kirkham		2020-12-16
Sheilagh Baker		2016-10-28

4SIGHT VISION SUPPORT

England & Wales - Charity number 1075447

Accounts

Registered number: 03740647
Charity number: 1075447

4SIGHT VISION SUPPORT
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

4SIGHT VISION SUPPORT
(A company limited by guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2025

Trustees	Dr Norman Boyland DL FRSC, Chairman Arthur Mayson ACIB TEP, Hon. Treasurer Sheilagh Baker DBO (D), Elected Member Jan Penn, Elected Member (resigned 1 October 2024) Heather Bell DBO (D), Elected Member Julia Kirkham, Elected Member Carole Wooldridge, Elected Member (appointed 25 October 2024)
Company registered number	03740647
Charity registered number	1075447
Registered office	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
Chief Executive Officer and Company Secretary	K Thomas
Accountants	Kreston Reeves LLP Accountants 9 Donnington Park 85 Birdham Road Chichester West Sussex PO20 7AJ
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Patron	In absentia
Vice Patrons	Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL Masoud Teimory MD DO FRCOphth Dr Tim Fooks

4SIGHT VISION SUPPORT

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued (January 2019).

CHARITABLE OBJECTS AND PUBLIC BENEFIT

When planning activities for the year the Trustees have complied with guidance issued by the Charity Commission and with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

In particular, the Trustees have considered the specific guidance on charities for the advancement of health, and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or another disadvantage and living in West Sussex.

ABOUT 4SIGHT VISION SUPPORT

For over 100 years, 4Sight Vision Support has been the leading sight loss charity supporting blind and sight impaired people living in West Sussex.

With our ongoing work, forward strategy, and partnership working, we aim to make 4Sight Vision Support the Charity that is there for the people of West Sussex at the time when it matters most.

Our Vision

At the heart of our holistic and person-centred approach is a commitment to ensure everyone can live a LIFE WITHOUT LIMITS following a sight loss diagnosis.

Our Mission

Helping people across West Sussex who are blind or partially sighted to live life without limits.

Our Values

- We are **Caring**
- For over 100 years, we are **Trusted**
- We are **Forward-Thinking**

Our Priorities

1. Increase the number of Blind and partially sighted people we support
2. Ensure our services are relevant and user-led through continuous engagement
3. Promote the importance of good eye health and sight loss prevention
4. Raise our profile across West Sussex
5. Ensure we are fit for purpose and sustainable

Structure, Governance, and Management

4Sight Vision Support Charity registration number is 1075447 and is a Company Limited by Guarantee, number 03740647. It is constituted under its amended Articles of Association dated 26 October 2018. The Charity was founded in 1921 and incorporated on 24th March 1999. The management of the affairs of the charity is vested in the Trustees. The Trustees are the directors of the company together with not more than nine members elected by the Annual General Meeting or co-opted by the Trustees. 3 out of 8 of our Trustees have lived experience of sight loss.

In 2024/2025 we also started using the Charity Excellence Framework tool to ensure that we are up to date with governance, policy, and procedures and have met the quality mark standard.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Our Staff

The charity's operational affairs, including Chief Executive, service delivery, finance, admin, income generation, and communications were managed and delivered by 13 staff. 25% of our staff have experienced sight loss, including our Chief Executive Officer Kirstie Thomas.

Our Volunteers

Our dedicated, supported, kind, and incredible volunteers are of the utmost importance to the charity and the people we support. We acknowledge as always the importance of volunteering and that our support to our clients is only possible with the incredible devotion from our extensive volunteer base. We have a strong commitment to volunteering countywide.

Active Volunteers	180
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Volunteer Roles include.

- Sighted Guides
- Group and activity Helpers.
- Car drivers
- Centre admin volunteers
- Telephone Befrienders
- Fundraising, Events and Communications

"Can I just say that having done volunteer work for another organisation, 4Sight are second to none in their gratitude and appreciation. I'm coming up to my 2-year anniversary and have thoroughly enjoyed doing what I've been able to do for you all." Telephone Befriending = "It's great talking to [my befriender] she really gets what it's like to have to cope with life with a visual impairment. I don't have to explain myself to her and that feels really different to talking to somebody who hasn't had to manage how difficult life is."

2024-2025 – THE YEAR AT A GLANCE

With 5 main priorities in our Strategic Plan, here are some of our achievements during the year.

Total new clients	621
Total active service users	3,493

Referral pathways

Our referrals for support are received in a wide variety of ways including, our Sight Care Advisor services at University Hospitals Sussex (UHSX) NHS Trust, WSCC Rehabilitation Officers for the Visually Impaired (ROVI), our Sussex and Surrey Hospital (SASH) NHS and Queen Victoria (QVH) Hospital Trust Low vision clinics, opticians, social prescribers, self-referrals, GP's, care homes, school and emergency services.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Age breakdown

Age Band	No. of clients
0 To 4,	12
5 To 10,	21
11 To 16,	33
17 To 18,	13
19 To 24,	21
25 To 39,	65
40 To 64,	392
65 To 74,	372
75 To 84,	795
85+,	1,638
Unknown,	131

Geographic Breakdown

District	No. of clients
Adur	308
Arun	870
Brighton & Hove	42
Chichester	559
Crawley	278
East Sussex	44
Hampshire	30
Horsham	445
Mid Sussex	397
Out of County	28
Surrey	84
Worthing	407

OUR SERVICE AND ACTIVITY – OUR MPACT

Information, Advice, and Guidance (IAG) Service

Our caring and trusted team is here to listen, identify areas of need and work with our clients to live their life without limits. Providing appropriate and up-to-date information, advice, and guidance in formats accessible to you. Have someone to talk to and help to connect with others, sharing experiences and supporting each other.

Client accessing IAG	180
Client interactions	374
Total hours	54h 29m
Client calls	942
Total house	171h 32m

Based on user-led feedback, we introduced a new Telephone Befriending service to support people with having someone to talk to when they need it.

Client accessing	36
Total calls made	114
Total hours	41h 38m

Early Intervention Services

We provide emotional and practical support after diagnosis at the eye clinic, including helping to understand the diagnosis, the certification, and the registration process of having a sight impairment. We are the key link between patient and consultant and we offer support at this devastating time.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

We help clients to understand their eye condition, and what support our clients can access. It is a vital part of the health and social care pathway, and we promote support and offer information on maintaining and ensuring good eye health.

Our Sight care Advisors Service is based at Southlands and St Richards eye units.

Total people registered with a Certificate of Visual Impairment (CVI)	308
Total Low Vision Aid HESP form issued for magnifiers	292

Low Vision Magnification Service

We provide dedicated assessments to identify magnification, techniques, and products to help with everyday tasks such as reading, shopping, medication, and preparing meals.

We deliver an NHS low vision service alongside Sight for Surrey within the Sussex and Surrey NHS Trust (SASH) and a low vision service at Queen Victoria Hospital (QVH) in East Grinstead.

Low Vision Assessments carried out community based	208
Total hours	193h 15m

Low Vision Assessment NHS Contra Sussex and Surrey NHS Trust contract (SASH)	181
Total hours	37h 46m

Low Vision Assessment NHS Contra Queen Victoria Hospital (QVH)	67
Total hours	21h 13m

Practical Aids and Equipment Service

We offer a large range of specialist low vision equipment and provide advice and demonstration to ensure our beneficiaries are choosing the most appropriate tools and solutions for their needs.

Equipment Advice and Demonstration Interaction	114
Total Hours	14h 15m
No. Of Items Sold	394
Total sales	£9,681.66

Benefits Service

This year due to the impact of the cost-of-living crisis to people who are blind or partially sighted, we saw a 200% increase in demand for our benefits service. We know from national reports that people who are blind or partially sighted were more affected by the crisis than most due to the need for additional lighting, technology, and the unemployment factor. Many people got in touch to find out what they may be eligible for financially to support them. We offer support to access benefits and concessions and help to complete forms, such as Personal Independence Payments (PIP), Attendance Allowance (AA), and Blue Badges. We also provide advice, including support with appeals, tribunals, and assessments.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Advice	25
Assistance with applications	64
Total hours of support	202h

Accessible Technology Service

We also saw a significant increase in demand in the previous year for our ever-growing accessible technology service. With the help of our ever-growing and developing specialist accessible technology service, we can support our clients to develop new and existing skills, communicate effectively and remain independent. We provide clients with the support, information, and knowledge to make informed choices and learn to adapt to technology after sight loss.

Number of interventions	393
Advice	31
Training and Trouble shooting	177
Total hours of support delivered	221h 51m

"If anything else you have done Daniel, you have made an old lady very happy and saved myself and my family unnecessary expense in something that I would not have benefitted from. I never knew I had something already in my possession which I could have been using all along"

Education and Employment Service

For our younger and working age clients, we offer support with education, training, learning, and offering accessto employment. This service also helps to provide support to educators and employers so that they are better informed of what support is available and how they can support people with sight loss.

Employment Support

Interactions	8
Direct beneficiaries	18
Total hours of support	4h 20m

Education Support

Total Interactions	12
Direct beneficiaries	9
Total hours spent.	1h 33m

Health, Wellbeing, Events and Activities Service

We provide support, information, and advice to enable our clients to access leisure, social, and community activities within their community, combatting social isolation to improve the health and well-being of our clients.

Some examples are low-vision days, events, online activities, and walking groups.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

We continue to offer in-person and online social activities, groups and events, Low vision and information days with our partners, and our ever-increasing regular walking groups supported by sighted guide volunteers.

Low-Vision Events and Attendees

Low vision event days held across West Sussex in partnership with the sight loss sector.	4
Sussex Sight Day Shoreham attendees	80
Total attendees	126

Total client Interactions in accessible formats 2024/2025

Card	2,499
Discussion with other professional	122
Discussion with relative	262
Email	299
Face To Face	954
Large print	597
Letter	298
No Contact - see notes	2,686
Online video call	1
SMS Text	68
Special - see notes	11
Telephone	3,522
Grand total	11,319

AWARDS & RECOGNITION

We continued to receive praise, support, and feedback from the High Sheriff of West Sussex who often referred to our organisation in his speech and presentations to colleagues and partners and we are still invited to events and receptions giving us the opportunity to network.

We have met with the current High Sheriff who as always shares positive, supportive and impressive news about 4Sight vision Support and the work we do, likewise we have had various meetings with trusts, business and local MPs all express their thanks, support, recognition of the great work we do.

We were also shortlisted as Charity of the year at the Arun Business Awards.

OUR COMMUNICATIONS

Community talks	11
Press Releases	11
Radio Interviews	12

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Our social media presence grew:

Facebook	
Total	1,381 followers
Instagram	
Total	525 followers
X	
Total	1,502 followers

Newsletters sent to our clients with information, advice, and activities

In the following accessible formats

Large printed	10,898
CD	673
USB	500
Braille	33
Email	3,815
Standard printed	282
Total	16,201

PARTNERSHIPS

Partnership working is a key priority to 4Sight Vision Support, and we have continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services.

We are a founder member of the 'Community Solutions Consortia' (CSC) with Age UK West Sussex, Brighton and Hove, Carers Support West Sussex, The Aldingbourne Trust, Independent Lives, Healthwatch West Sussex, Citizens Advice and West Sussex MIND. CSC is a consortium of county-wide service provider organisations that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

We remain on the collaboration board working in co-production for the new WSCC Adult Social Care Strategy titled "The Life you want to Lead", to ensure that sight loss was considered and prevalent in this piece of work, and sit on the Adult social care task and finish prevention framework group to support the importance of embedding early support and intervention.

We work closely with other sight loss partners and remain a member of Visionary which is the national body that links local and national sight loss organisations across the UK. 4Sight Vision Support plays an active role in the local Visionary south-east regional hub which includes Sight for Surrey, East Sussex Vision Support, Open Sight Hampshire, Kent Association for the Blind, Sight Concern Bedfordshire, My Sight Oxfordshire, Blatchington Court trust, e Vision and many others. We also work with national partners including the RNIB, Guide Dogs UK, Blind Veterans UK, The Thomas Pocklington Trust and The Macular Society and we will continue to explore ways to work together with them wherever such partnerships can add value to the services and support we offer to our members.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Carried over into this year in partnership with East Sussex Vision Support we were awarded a Health Inequalities NHS Sussex grant. This purpose is to identify patients' needs and share their experiences within the NHS at a local level. Sight Loss has been identified as a Health inequality in Sussex, and the conclusion will be a prepared report to NHS Sussex making recommendations for change to support patients with sight loss and breakdown know barriers for access and communication. The report identified numerous trends and common factors, and we provided recommendations for improvement

Alongside this we were also successful in participating in a patient pathways project launched by RRNIB patientled and Visionary to sit on a panel of Chief Executives to implement and influence local NHS Integrated Care boards, the nationally recognised and endorsed eye care support pathway with the intention to embed a holistic patientled pathway within Ophthalmology departments.

FINANCIAL PERFORMANCE

The financial performance of the charity for the year is set out in the Statement of Financial Activities.

Donations, Legacies and Grants totalled £264,779 for the period (2024: £343,276), whilst income from Charitable Activities was £113,136 (2024: £115,505). Total income for the charity amounts to £407,362 (2024: £488,349).

Total expenditure for the year was £443,492 (2024: £398,531).

Fees and pricing policies have remained at 2021-22 levels, adjusted for inflation. There are currently no plans to introduce any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that any charges can be waived for those unable to afford it.

The trading subsidiary, 4Sight Vision Support Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure.

4Sight Vision Support has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

This level of reserves was achieved at the year end. The total funds held at the balance sheet date were £724,305 (2024: £760,435) which includes £10,703 (2024: £20,710) held in restricted funds, £100,000 (2024: £100,000) in Endowment funds and £449,348 (2024: £455,484) held as tangible fixed assets. This gives free reserves of £164,254 (2024: £184,241).

The view of the Trustees for the 2024/25 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary. The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

4SIGHT VISION SUPPORT
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

FUNDRAISING

The senior member of our fundraising team is a member of the Chartered Institute of Fundraising and our organisation is registered with the Fundraising Regulator; consequently, everyone who supports us may be assured that we comply with the regulatory standards for fundraising.

Our fundraising includes encouraging donations and gifts in Wills, running events and operating a lottery and raffle. Our fundraising strategy is provided and delivered by our in-house team.

We respond to all complaints within five days. Complaints are dealt with in line with our fundraising complaints policy. Serious complaints are escalated to our Chief Executive and Trustees so they may review our activities in the light of the complaint. We have not received any complaints in this financial period.

Funders

4Sight Vision Support continues to benefit from the very generous support of a broad range of funders, whether that be Charitable Trusts and Foundations, statutory funders such as County, District, Borough, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support, and we thank them for enabling us to fulfil our mission to support and improve the lives of blind or partially sighted people in West Sussex. Equally, the Trustees would like to note their sincere thanks to local businesses, schools, universities, colleges and the many individuals who donate, choose to set up, run, or participate in a fundraising event in aid of our work each year. Without the support of this ever-growing supporter and donor base, 4Sight Vision Support would simply not be able to fulfil its objectives.

The Trustees would also like to acknowledge the generous support of some larger donations from the following organisations:

- Tesco – Stronger Starts
- East Grinstead Memorial Estate Limited Smallwood Trust
- Viscountess Blakenham's Charitable Trust
- Ernest Kleinwort Charitable Trust
- The Sir Jules Thorn Charitable Trust - Ann Rylands Small Donations
- Safer In Sussex
- Hospital Saturday Fund
- James Tudor Foundation
- Co-op Local Community Fund
- John and Yvonne Dean Charitable Trust
- Marsh Charitable Trust
- The Souter Charitable Trust
- West Sussex Travel Society Charity
- The Patricia Routledge Foundation
- Windruff Charitable Trust
- Lizzie Bingley Trust
- Helping Others Fund
- Chalcroft Charitable Trust
- Ian Askew Charitable Trust
- Charlotte Marshall Charitable Trust
- Longley Trust
- The David Hunt Trust

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Many other donors and benefactors have also supported us throughout the year including Parish, Town, Borough and District Councils, local Community groups and organisations, as well as those who have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

CHALLENGES

As with many voluntary sector organisations, the 'cost of living' followed by the 'cost of giving' crises that we faced in 2024/25 meant that securing funding for our services became even more of a challenge than the year before. The Trustees and Senior Management Team have continued to meet regularly during the year to discuss the challenges and explore ways to develop new income streams and continue diversifying our existing income streams. This also had a significant impact on our expenditure with salary increases leading to difficult budget constraints.

THE BOARD OF TRUSTEES

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company.

The Trustees shall consist of the Honorary Officers, individuals nominated by local area committees, and individuals elected by the members at the AGM, of which not less than 50% are visually impaired people or people with lived experience of sight loss.

The Board of Trustees:

- Meets at least four times per year (during this year, all meetings were at the Bradbury Centre, in Bognor. The AGM was held at The Shoreham Centre and was open to anyone to attend in person or online).
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

The Annual General Meeting:

- elects Officers of the Charity.
- elects up to 9 members of the Board of Trustees.
- and approves the annual report and accounts.

The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Charity.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustees and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted, and this information helps to build the profile for future trustee recruitment.

Trustees are encouraged to update their skills through attendance at appropriate training courses and events and, to use the available resources and comprehensive guidance available on the Charity Commission website. Honorary Officers are selected from the Board of Trustees.

RISK ASSESSMENT

The Board of Trustees keeps under review the risks to which 4sight Vision Support may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. A risk Register is in place and is updated quarterly or more frequently if required. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety and reputation. Where appropriate, systems and procedures have been established to mitigate the risks the Charity faces.

Compliance is about ensuring that we adhere to statutory and regulatory requirements and, in line with best practice and our duty of care to all our stakeholders, the Charity is working towards Level 1 of the Trusted Charity quality mark, which has been specifically designed for use by voluntary sector organisations.

The Report was approved by the Trustees, in their capacity as company directors on 14 Nov 2025 and signed on their behalf by:



Kirstie Thomas
Company secretary

4SIGHT VISION SUPPORT
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**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2025**

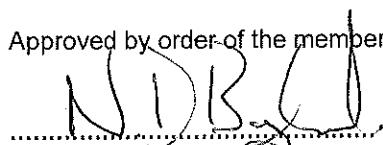
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charity 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 judgments 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 charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity 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 its behalf by:



Dr Norman Boyland DL FRSC
Chairman

Date: 14 November 2025

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INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

Independent examiner's report to the Trustees of 4Sight Vision Support ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2025.

Responsibilities and basis of report

As the Trustees of the charity (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 charity 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 charity'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

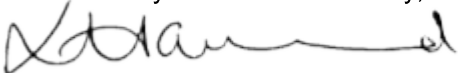
Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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 charity 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.

This report is made solely to the charity'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 charity'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 charity and the charity's Trustees as a body, for my work or for this report.

Signed: 

Dated: 28 November 2025

Lucy Hammond BSc FCA

Kreston Reeves LLP

Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex PO20 7AJ

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments from:						
Donations and legacies	4	226,920	37,859	-	264,779	343,276
Charitable activities	5	113,136	-	-	113,136	115,505
Other trading activities		23,611	-	-	23,611	22,413
Investments	7	2,343	-	2,336	4,679	3,328
Other income		1,157	-	-	1,157	3,827
Total income and endowments		367,167	37,859	2,336	407,362	488,349
Expenditure on:						
Raising funds	8	82,781	-	-	82,781	58,713
Charitable activities	9	312,845	47,866	-	360,711	339,818
Total expenditure		395,626	47,866	-	443,492	398,531
Net (expenditure)/income		(28,459)	(10,007)	2,336	(36,130)	89,818
Transfers between funds	19	2,336	-	(2,336)	-	-
Net movement in funds		(26,123)	(10,007)	-	(36,130)	89,818
Reconciliation of funds:						
Total funds brought forward		639,725	20,710	100,000	760,435	670,617
Net movement in funds		(26,123)	(10,007)	-	(36,130)	89,818
Total funds carried forward		613,602	10,703	100,000	724,305	760,435

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 18 to 38 form part of these financial statements.

4SIGHT VISION SUPPORT
(A company limited by guarantee)
REGISTERED NUMBER: 03740647

BALANCE SHEET
AS AT 31 MARCH 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	14	449,348	455,484
Investments	15	100	100
		<u>449,448</u>	<u>455,584</u>
Current assets			
Stocks	16	12,331	12,331
Debtors	17	29,986	6,115
Cash at bank and in hand		250,554	303,461
		<u>292,871</u>	<u>321,907</u>
Current liabilities			
Creditors: amounts falling due within one year	18	(18,014)	(17,056)
		<u>274,857</u>	<u>304,851</u>
Net current assets			
		<u>724,305</u>	<u>760,435</u>
Total net assets			
		<u>724,305</u>	<u>760,435</u>
Charity funds			
Endowment funds	19	100,000	100,000
Restricted funds	19	10,703	20,710
Unrestricted funds	19	613,602	639,725
		<u>724,305</u>	<u>760,435</u>
Total funds			
		<u>724,305</u>	<u>760,435</u>

4SIGHT VISION SUPPORT

(A company limited by guarantee)
REGISTERED NUMBER: 03740647

**BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2025**

The charity 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:



.....
Dr Norman Boyland DL FRSC
Chairman
Date: 14 November 2025



.....
Arthur Mayson ACIB TEP
Treasurer

The notes on pages 18 to 38 form part of these financial statements.

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1. General information

4Sight Vision Support, is a private Company, which is limited by guarantee, incorporated in England and Wales. The address of its registered office is 36 Victoria Drive, Bognor Regis, England, PO21 2TE.

The financial statements are presented in sterling, which is the functional currency of the Company, and rounded to the nearest £1.

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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

4Sight Vision Support 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

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held for 12 months from authorising these financial statements.

2.3 Income

All income is recognised once the charity 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 charity 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 charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

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 charity 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 charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities upon the completion of the relevant performance-related conditions. Other grants that are not subject to performance-related conditions are credited to the Statement of financial activities as the grant proceeds are received. Grants received prior to the revenue recognition criteria being satisfied are recognised as a liability.

2.6 Interest receivable

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

2.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives .

Depreciation is provided on the following bases:

Freehold property	- 2% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 50% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

2. Accounting policies (continued)

2.8 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 in subsidiaries are valued at cost less provision for impairment.

2.9 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.

2.10 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.

2.11 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.

2.12 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 charity 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.

2.13 Financial instruments

The charity 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.

2.14 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

2. Accounting policies (continued)

2.15 Pensions

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

2.16 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 charity 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 charity 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.

Endowment funds are funds which are to be used in accordance with the restrictions as laid out in the deed of gift.

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

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The residual values and useful economic lives of tangible fixed assets over which these items are depreciated are estimates which impact the net book value at the balance sheet date, particularly for freehold property.

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

4. Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total funds 2025 £
Donations	70,863	-	-	70,863
Legacies	97,207	-	-	97,207
Grants	58,850	37,859	-	96,709
	<u>226,920</u>	<u>37,859</u>	<u>-</u>	<u>264,779</u>
	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Donations	47,982	-	100,000	147,982
Legacies	98,816	-	-	98,816
Grants	36,174	60,304	-	96,478
	<u>182,972</u>	<u>60,304</u>	<u>100,000</u>	<u>343,276</u>

5. Income from charitable activities

	Unrestricted funds 2025 £	Total funds 2025 £
Clubs	10,147	10,147
Sight Care Advisor Service	47,798	47,798
Resource and transcriptions	27,532	27,532
Outreach	27,659	27,659
	<u>113,136</u>	<u>113,136</u>

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

5. Income from charitable activities (continued)

	Unrestricted funds 2024 £	Total funds 2024 £
Clubs	9,837	9,837
Sight Care Advisor Service	45,522	45,522
Resource and transcriptions	32,332	32,332
Outreach	27,814	27,814
	<u>115,505</u>	<u>115,505</u>

6. Income from other trading activities

	Unrestricted funds 2025 £	Total funds 2025 £
Income from fundraising events		
Fundraising events	9,789	9,789
Raffles & Lotteries	6,359	6,359
Other fundraising income	7,463	7,463
	<u>23,611</u>	<u>23,611</u>

	Unrestricted funds 2024 £	Total funds 2024 £
Income from fundraising events		
Fundraising events	7,802	7,802
Raffles & Lotteries	8,607	8,607
Other fundraising income	6,004	6,004
	<u>22,413</u>	<u>22,413</u>

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

7. Investment income

	Unrestricted funds 2025 £	Endowment funds 2025 £	Total funds 2025 £
Investment income	2,343	2,336	4,679

	Unrestricted funds 2024 £	Total funds 2024 £
Investment income	3,328	3,328

8. Expenditure on raising funds

	Unrestricted funds 2025 £	Total funds 2025 £
Other costs	22,632	22,632
Wages and salaries	60,149	60,149
	82,781	82,781

	Unrestricted funds 2024 £	Total funds 2024 £
Other costs	3,789	3,789
Wages and salaries	54,924	54,924
	58,713	58,713

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

9. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
Clubs	11,311	939	12,250
Sight Care Advisor Service	86,613	-	86,613
Resource and transcriptions	29,865	4,288	34,153
Outreach	185,056	42,639	227,695
	<u>312,845</u>	<u>47,866</u>	<u>360,711</u>
	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Clubs	14,346	1,178	15,524
Sight Care Advisor Service	76,963	-	76,963
Resource and transcriptions	53,191	2,000	55,191
Outreach	119,854	72,286	192,140
	<u>264,354</u>	<u>75,464</u>	<u>339,818</u>

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

10. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total funds 2025 £
Clubs	12,250	-	12,250
Sight Care Advisor Service	53,603	33,010	86,613
Resource and transcriptions	21,137	13,016	34,153
Outreach	139,879	87,816	227,695
	<u>226,869</u>	<u>133,842</u>	<u>360,711</u>

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Clubs	15,524	-	15,524
Sight Care Advisor Service	48,022	28,941	76,963
Resource and transcriptions	43,779	11,412	55,191
Outreach	117,716	74,424	192,140
	<u>225,041</u>	<u>114,777</u>	<u>339,818</u>

4SIGHT VISION SUPPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
Analysis of direct costs		
Other costs	12,742	13,733
Staff travel, training, & recruitment	9,519	6,485
Building and estates costs	9,912	9,668
Communications	8,354	8,739
Equipment costs	21,665	25,262
Volunteer expenses	79	409
Staff costs	160,619	157,103
Depreciation	3,979	3,642
	<u>226,869</u>	<u>225,041</u>

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

	2025 £	2024 £
Analysis of support costs		
Other costs	2,060	1,101
Staff travel, training & recruitment	4,841	3,608
Building and estate costs	5,372	5,378
Professional fees	27,836	10,400
Communications	4,527	4,862
Staff costs	87,049	87,402
Depreciation	2,157	2,026
	<u>133,842</u>	<u>114,777</u>
Total costs		
Direct costs	226,869	225,041
Support costs	133,842	114,777
	<u>360,711</u>	<u>339,818</u>

Governance costs of £20,974 (2024: £20,566) are included within support costs, see note 11 for analysis.

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

11. Governance costs

	Unrestricted funds 2025 £	Total funds 2025 £
Staff costs	13,057	13,057
Independent examination fee	4,100	4,100
Other costs	3,817	3,817
	20,974	20,974

	Unrestricted funds 2024 £	Total funds 2024 £
Staff costs	13,110	13,110
Independent examination fee	4,470	4,470
Other costs	2,986	2,986
	20,566	20,566

12. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £4,100 (2024 - £4,470).

13. Staff costs

	2025 £	2024 £
Wages and salaries	272,589	270,512
Social security costs	15,598	11,906
Contribution to defined contribution pension schemes	9,016	8,771
	297,203	291,189

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

	2025 No.	2024 No.
Average number of employees	13	15

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

13. Staff costs (continued)

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

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £46,200 (2024: £42,000) and total employer pension contributions of £2,772 (2024: £2,520).

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

14. Tangible fixed assets

	Freehold property and land £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2024	523,422	16,276	14,000	8,894	5,159	567,751
At 31 March 2025	523,422	16,276	14,000	8,894	5,159	567,751
Depreciation						
At 1 April 2024	67,938	16,276	14,000	8,894	5,159	112,267
Charge for the year	8,136	-	-	-	-	6,136
At 31 March 2025	74,074	16,276	14,000	8,894	5,159	118,403
Net book value						
At 31 March 2025	449,348	-	-	-	-	449,348
At 31 March 2024	455,484	-	-	-	-	455,484

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

15. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2024	100
At 31 March 2025	100
Net book value	
At 31 March 2025	100
At 31 March 2024	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Principal activity	Holding
4SIGHT Trading Limited	04654280	Dormant company	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
4SIGHT Trading Limited	100

16. Stocks

	2025 £	2024 £
Goods for resale	12,331	12,331

4SIGHT VISION SUPPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

17. Debtors

	2025 £	2024 £
Due within one year		
Trade debtors	16,322	3,281
Other debtors	13,664	2,834
	<u>29,986</u>	<u>6,115</u>

18. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	5,074	3,229
Other taxation and social security	6,181	4,567
Other creditors	1,682	464
Accruals and deferred income	5,077	8,796
	<u>18,014</u>	<u>17,056</u>

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

19. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 20)	18,155	10,147	(9,217)	-	19,085
General funds					
General Funds	621,570	357,020	(386,409)	2,336	594,517
Total Unrestricted funds	639,725	367,167	(395,626)	2,336	613,602
Endowment funds					
The Edward Gostling Fund	100,000	2,336	-	(2,336)	100,000
Restricted funds					
Outreach service	916	-	(916)	-	-
Clubs	939	-	(939)	-	-
Volunteering co-ordinator	248	-	(248)	-	-
Newsletter	1,810	3,000	(4,810)	-	-
Low vision	2,111	2,000	(4,111)	-	-
Vision Support	6,898	-	(6,898)	-	-
Improving client engagement	-	7,835	(2,132)	-	5,703
Equipment	2,288	2,000	(4,288)	-	-
Health Inequalities	3,750	6,000	(4,750)	-	5,000
Benefits Support	1,750	17,024	(18,774)	-	-
	20,710	37,859	(47,866)	-	10,703
Total of funds	760,435	407,362	(443,492)	-	724,305

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

19. Statement of funds (continued)

Restricted Funds

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The purpose of material individual funds are:

Outreach Service - Funds received to maintain our general services to members

The purpose of other restricted funds is described above in the name of the fund.

Endowment Fund

The endowment fund was established in 2024 following the receipt of £100,000 to establish the Edward Gosling Fund. The fund is to be used to meet operating costs as set out in a deed of gift dated 16th February 2024. There are restrictions as to how much of this fund can be accessed until it can be fully released to unrestricted funds on 16th February 2029.

4SIGHT VISION SUPPORT
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

19. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
Designated funds				
Clubs designated funds (see note 20)	20,069	9,837	(11,751)	18,155
General funds				
General Funds	614,678	318,208	(311,316)	621,570
Total Unrestricted funds	634,747	328,045	(323,067)	639,725
Endowment funds				
The Edward Gostling Fund	-	100,000	-	100,000
Restricted funds				
Outreach service	8,267	1,500	(8,851)	916
Clubs	2,117	-	(1,178)	939
Volunteering co-ordinator	1,792	1,000	(2,544)	248
Newsletter	2,241	2,668	(3,099)	1,810
NHS Charities Together	2,724	10,648	(13,372)	-
Accessible technology advice service	25	-	(25)	-
Low vision	200	2,815	(904)	2,111
Client Services	11,693	-	(11,693)	-
Vision Support	3,025	15,932	(12,059)	6,898
Improving client engagement	3,786	10,953	(14,739)	-
Equipment	-	4,288	(2,000)	2,288
Health Inequalities	-	7,500	(3,750)	3,750
Benefits Support	-	3,000	(1,250)	1,750
	35,870	60,304	(75,464)	20,710
Total of funds	670,617	488,349	(398,531)	760,435

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

20. Clubs designated funds

	2025 £	2024 £
Income		
Clubs income	10,147	9,837
	<u>10,147</u>	<u>9,837</u>
Expenditure		
Travel	(161)	(320)
Hall hire	(1,489)	(3,204)
Functions	(6,772)	(6,955)
Other expenses	(795)	(1,273)
	<u>(9,217)</u>	<u>(11,752)</u>
Total Expenditure	(9,217)	(11,752)
Net movement in the year	930	(1,914)
Balance brought forward	18,155	20,069
	<u>19,085</u>	<u>18,155</u>
Balance carried forward	<u>19,085</u>	<u>18,155</u>

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 16 (2024: 16).

21. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total funds 2025 £
Tangible fixed assets	449,348	-	-	449,348
Fixed asset investments	100	-	-	100
Current assets	182,168	10,703	100,000	292,871
Creditors due within one year	(18,014)	-	-	(18,014)
	<u>613,602</u>	<u>10,703</u>	<u>100,000</u>	<u>724,305</u>
Total	<u>613,602</u>	<u>10,703</u>	<u>100,000</u>	<u>724,305</u>

4SIGHT VISION SUPPORT
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

21. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Tangible fixed assets	455,484	-	-	455,484
Fixed asset investments	100	-	-	100
Current assets	201,197	20,710	100,000	321,907
Creditors due within one year	(17,056)	-	-	(17,056)
Total	639,725	20,710	100,000	760,435

22. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,012 (2024: £10,910).

23. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

24. Related party transactions

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

During the year, no trustees received any remuneration nor any expenses (2024: Nil).

There are no other related party transactions which require disclosure.

4SIGHT VISION SUPPORT

England & Wales - Charity number 1075447

Accounts

Registered number: 03740647
Charity number: 1075447

4Sight Vision Support
(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the year ended 31 March 2024

4Sight Vision Support
(A Company Limited by Guarantee)

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4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

Trustees	Dr Norman Boyland DL FRSC, Chairman Arthur Mayson ACIB TEP, Hon. Treasurer Sheilagh Baker DBO (D), Elected Member Jan Penn, Elected Member Heather Bell DBO (D), Vice Chairman Julia Kirkham, Elected Member Robert Hayes (resigned 24 November 2023) Maureen Jenkins (resigned 24 November 2023)
Company registered number	03740647
Charity registered number	1075447
Registered office	36 Victoria Drive Bognor Regis West Sussex PO21 2TE PO21 2TE
Chief Executive Officer and Company Secretary	K Thomas
Accountants	Kreston Reeves LLP Chartered Accountants 9 Donnington Park Springfield Road 85 Birdham Road Chichester West Sussex PO20 7AJ
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Patron	In absentia
Vice Patron	Major-General Tony Boam CB CBE (until 20/11/23) Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL The Right Hon. Sir Peter Hordern PC DL Masoud Teimory MD DO FRCOphth Dr Tim Fooks

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued (January 2019).

CHARITABLE OBJECTS AND PUBLIC BENEFIT

When planning activities for the year the Trustees have complied with guidance issued by the Charity Commission and with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

In particular, the Trustees have considered the specific guidance on charities for the advancement of health, and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or another disadvantage and living in West Sussex.

ABOUT 4SIGHT VISION SUPPORT

For over 100 years, 4Sight Vision Support has been the leading sight loss charity supporting blind and sight impaired people living in West Sussex.

With our ongoing work, forward strategy, and partnership working, we aim to make 4Sight Vision Support the Charity that is there for the people of West Sussex at the time when it matters most.

Our Vision

At the heart of our holistic and person-centred approach is a commitment to ensure everyone can live a **LIFE WITHOUT LIMITS** following a sight loss diagnosis.

Our Mission

Helping people across West Sussex who are blind or partially sighted to live life without limits.

Our Values

- We are **Caring**
- For over 100 years, we are **Trusted**
- We are **Forward-Thinking**

Our Priorities

1. Increase the number of Blind and partially sighted people we support
2. Ensure our services are relevant and user-led through continuous engagement
3. Promote the importance of good eye health and sight loss prevention
4. Raise our profile across West Sussex
5. Ensure we are fit for purpose and sustainable

Structure, Governance, and Management

4Sight Vision Support Charity registration number is 1075447 and is a Company Limited by Guarantee, number 03740647. It is constituted under its amended Articles of Association dated 26th October 2018. The Charity was founded in 1921 and incorporated on 24th March 1999. The management of the affairs of the charity is vested in the Trustees. The Trustees are the directors of the company together with not more than nine members elected by the Annual General Meeting or co-opted by the Trustees. 3 out of 8 of our Trustees have lived experience of sight loss

In 2023/2024 we also started using the Charity Excellence Framework tool to ensure that we are up to date with governance, policy, and procedures and have met the quality mark standard.

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

Our Staff

The charity's operational affairs, including Chief Executive, service delivery, finance, admin, income generation, and communications were managed and delivered by 13 staff. 25% of our staff have experienced sight loss, including our Chief Executive Officer Kirstie Thomas.

Our Volunteers

Our dedicated, supported, kind, and incredible volunteers are of the utmost importance to the charity and the people we support. We acknowledge as always the importance of volunteering and that our support to our clients would be impossible with the incredible deviation from our extensive volunteer base. We have a strong commitment to volunteering countywide.

Active Volunteers.	222
Volunteers who have Sight Impairment	32
New Volunteers in 2023/2024	31
Volunteer interactions with clients	4,686
Volunteering hours	472h 35m

Volunteer Roles include.

- Sighted Guides
- Group and activity Helpers.
- Car drivers and Minibus drivers
- Centre admin volunteers
- Telephone Befrienders
- Fundraising, Events and Communications

"Can I just say that having done volunteer work for another organisation, 4Sight are second to none in their gratitude and appreciation. I'm coming up to my 2-year anniversary and have thoroughly enjoyed doing what I've been able to do for you all." Telephone Befriending = "It's great talking to [my befriender] she really gets what it's like to have to cope with life with a visual impairment. I don't have to explain myself to her and that feels really different to talking to somebody who hasn't had to manage how difficult life is."

2023-2024 – THE YEAR AT A GLANCE

With 5 main priorities in our Strategic Plan, here are some of our achievements during the year.

Total new clients	689
Total active service users	3,228

Referral pathways

Our referrals for support are received in a wide variety of ways including, our Sight Care Advisor services at University Hospitals Sussex (UHSX) NHS Trust, WSCC Rehabilitation Officers for the Visually Impaired (ROVI), our Sussex and Surrey Hospital (SASH) NHS and Queen Victoria (QVH) Hospital Trust Low vision clinics, opticians, social prescribers, self-referrals, GP's, care homes, school and emergency services.

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

Age breakdown

<u>Age Band</u>	<u>No. of clients</u>
0 To 4,	14
5 To 10	15
11 To 16,	34
17 To 18,	11
19 To 24,	18
25 To 39,	50
40 To 64,	371
65 To 74,	341
75 To 84,	784
85+,	1,527
Unknown,	63

Geographic Breakdown

<u>District</u>	<u>No. of clients</u>
Adur	297
Arun	814
Brighton & Hove	42
Chichester	492
Crawley	276
East Sussex	34
Hampshire	25
Horsham	426
Mid Sussex	389
Out of County	18
Surrey	63
Worthing	352

OUR SERVICE AND ACTIVITY – OUR MPACT

Information, Advice, and Guidance (IAG) Service

Our caring and trusted team is here to listen, identify areas of need and work with our clients to live their life without limits. Providing appropriate and up-to-date information, advice, and guidance in formats accessible to you.

Someone to talk to and help to connect with others, sharing experiences and supporting each other.

Total Interactions	210
Clients accessing	128
Total Hours	31h 46m
Initial and follow up and welfare calls	934
Total House	204h 59m

Based on user-led feedback, we introduced a new Telephone Befriending service to support people with having someone to talk to when they need it.

Total calls made	131
Total hours	35h 2m

Early Intervention Services

We provide emotional and practical support after diagnosis at the eye clinic, including helping to understand the diagnosis, the certification, and the registration process of having a sight impairment. We are the key link between patient and consultant and we offer support at this devastating time.

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

We help clients to understand their eye condition, and what support our clients can access. It is a vital part of the health and social care pathway, and we promote support and offer information on maintaining and ensuring good eye health.

Our Sight care Advisors Service is based at Southlands and St Richards eye units.

Total people registered with a Certificate of Visual Impairment (CVI)	308
Total Low Vision Aid HESP form issued for magnifiers	241
General Patient Contacts	945
Contact with carers.	59

Low Vision Magnification Service

We provide dedicated assessments to identify magnification, techniques, and products to help with everyday tasks such as reading, shopping, medication, and preparing meals.

We deliver an NHS low vision service alongside Sight for Surrey within the Sussex and Surrey NHS Trust (SASH), and a low vision service at Queen Victoria Hospital (QVH) in East Grinstead.

Low Vision Assessments carried out community based	142
Assessments using the Hospital Eye Scheme Prescription (HESP)	106
Unique patient's seen via the Sussex and Surrey NHS Trust contract (SASH) Crawley	191
Unique patients seen via Queen Victoria Hospital East Grinstead	47
Total community and hospital-based Low Vision Assessments	348
Electronic magnifications demonstration	15

"Thank you so much for the magnifier and the tv glasses these are making a world of difference, amazing thank you so so much"

Practical Aids and Equipment Service

We offer a large range of specialist low vision equipment and provide advice and demonstration to ensure our beneficiaries are choosing the most appropriate tools and solutions for their needs.

Equipment Advice and Demonstration Interaction	128
Total Hours	26h 18m
No. Of Items Sold	588
Total sales	£12,824.77

Benefits Service

In this year due to the impact of the cost-of-living crisis to people who are blind or partially sighted, we saw a 200% increase in demand for our benefits service. We know from national reports that people who are blind or partially sighted were more affected by the crisis than most due to the need for additional lighting, technology, and unemployment factor. Many people got in touch to find out what they may be eligible for financially to support them. We offer support to access benefits and concessions and help to complete forms, such as Personal Independence Payments (PIP), Attendance Allowance (AA), and Blue Badges. We also provide advice, including support with appeals, tribunals, and assessments.

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

Benefits Interactions	365
Direct beneficiaries	152
Total Hours of support	157h 37m

'Thank you so much for all your help! I don't think I would have ever filled in this form without your support, it is so daunting to look at!'

'I can't believe how much you put on the form that we didn't think of! We got so used to coping that we forgot he needs aids and help with things as it has just become normal for us.'

"Thank you for being there for me during the tribunal. It made me feel much more confident and I am so glad we did this now we are successful!"

Accessible Technology Service

We also saw a massive 200% increase in demand in the previous year for our ever-growing accessible technology service. With the help of our ever-growing and developing specialist accessible technology service, we can support our clients to develop new and existing skills, communicate effectively and remain independent. We provide clients with the support, information, and knowledge to make informed choices and learn to adapt to technology after sight loss.

Number of direct beneficiaries	156
Number of interventions	516
Total hours of support delivered	155h 21m

Education and Employment Service

For our younger and working age clients, we offer support with education, training, learning, and offering access to employment. This service also helps to provide support to educators and employers so that they are better informed of what support is available and how they can support people with sight loss.

Employment Support

Interactions	11
Direct beneficiaries	7
Total hours of support	2h 45m

'Thanks again! I wouldn't have gone through with the employment tribunal for discrimination if it wasn't for you.'

Education Support

Total Interactions	17
Direct beneficiaries	11
Total hours spent.	3h 45m

'Wow, this magnifier is really cool, and I can carry it in my bag! It kind of looks like an elephant toe!'

Health, Wellbeing, Events and Activities Service

We provide support, information, and advice to enable our clients to access leisure, social, and community activities within their community, combatting social isolation to improve the health and well-being of our clients.

Some examples are low-vision days, events, online activities, and walking groups.

We continue to offer in-person and online social activities, groups and events, Low vision and information days with our partners, and our ever-increasing regular walking groups supported by sighted guide volunteers.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year end 31 March 2024**

Low-Vision Events and Attendees

Chichester Sight Awareness Day	38
Horsham Living Well with Sight Loss Course (LWSL) Course	25
Crawley LWSL	10
Professional Vision Services Dolphin Low Vision Event	44
Optelec Shoreham Low Vision Day	24
Optelec East Grinstead Low vision Day	34
Optelec Bognor Low Vision Day	21
Horsham Open Day	31
October LWSL Course Shoreham	6
<u>Total attendees</u>	233

"I cannot praise you enough for the services and facilities that you provide"

"Such a lovely team that made me feel welcome."

"I thoroughly enjoyed the day and hope to do it again next year."

Total client Interactions in accessible formats 2023/2024

Audio	3
Card	2,672
Disc	1
Discussion With Other Professionals	4
Discussion With Relative	1
Email	241
Face To Face	811
Letter	45
No Contact - See Notes	1,198
Online Video Call	5
SMS Text	31
Special - See Notes	7
Standard Print	6

AWARDS & RECOGNITION

We continued to receive praise, support, and feedback from the High Sheriff of West Sussex who often referred to our organisation in his speech and presentations to colleagues and partners.

This year we are delighted to have recently achieved The Royal National Institute of Blind People (RNIB) Visibly Better Employer Certification and is encouraging other organisations across West Sussex to consider attaining this Quality Standard. It is designed to support employers in assessing their recruitment and retention practices and provide the practical tools required for an accessible environment for people with sight loss. As a result, organisations will widen the talent pool available, increasing their employee diversity by attracting and retaining more blind and partially sighted talent into their workforce.

OUR COMMUNICATIONS

Community talks	16
Press Releases	18
Radio Interviews	15

4Sight Vision Support
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Trustees' Report
For the year end 31 March 2024

Our **social media** presence grew:

Facebook

New	69
Total	1.3k

Instagram

New	53
total	501

X

Total	1,603
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Newsletters sent to our clients with information, advice, and activities

In the following accessible formats

Large Printed	8,752
CD	594
USB	462
Braille	24
Email	2,987
Total	12,819

PARTNERSHIPS

Partnership working is a key priority to 4Sight Vision Support, and we have continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services.

We are a founder member of the 'Community Solutions Consortia' (CSC) with Age UK West Sussex, Brighton and Hove, Carers Support West Sussex, The Aldingbourne Trust, Independent Lives, Healthwatch West Sussex, Citizens Advice and West Sussex MIND. CSC is a consortium of county-wide service provider organisations that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

We remain on the collaboration board working in co-production for the new WSCC Adult Social Care Strategy titled "The Life you want to Lead", to ensure that sight loss was considered and prevalent in this piece of work, and sit on the Adult social care task and finish prevention framework group to support the importance of embedding early support and intervention.

We work closely with other sight loss partners and remain a member of Visionary which is the national body that links local and national sight loss organisations across the UK. 4Sight Vision Support plays an active role in the local Visionary south-east regional hub which includes Sight for Surrey, East Sussex Vision Support, Open Sight Hampshire, Kent Association for the Blind, Sight Concern Bedfordshire, My Sight Oxfordshire, Blatchington Court trust, e Vision and many others. We also work with national partners including the RNIB, Guide Dogs UK, Blind Veterans UK, The Thomas Pocklington Trust and The Macular Society and we will continue to explore ways to work together with them wherever such partnerships can add value to the services and support we offer to our members.

This year in partnership with East Sussex Vision Support we were awarded a Health Inequalities NHS Sussex grant. This purpose is to identify patients' needs and share their experiences within the NHS at a local level. Sight Loss has been identified as a Health inequality in Sussex, and the conclusion will be a prepared report for NHS Sussex making recommendations for change to support patients with sight loss and breakdown known barriers for access and communication.

4Sight Vision Support
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Trustees' Report
For the year end 31 March 2024

Alongside this we were also successful in participating in a patient pathways project launched by RRNIB and Visionary to sit on a panel of Chief Executives to implement and influence local NHS Integrated Care boards, the nationally recognised and endorsed eye care support pathway with the intention to embed a holistic patient-led pathway within Ophthalmology departments.

FINANCIAL PERFORMANCE

The financial performance of the charity for the year is set out in the Statement of Financial Activities.

Donations, Legacies and Grants totalled £343,276 for the period (2023: £224,780), whilst income from Charitable Activities was £115,505 (2023: £103,811). Total income for the charity amounts to £488,349 (2023: £350,100).

Total expenditure for the year was £398,531 (2023: £386,772).

Fees and pricing policies have remained at 2021-22 levels, adjusted for inflation. There are currently no plans to introduce any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that any charges can be waived for those unable to afford it.

The trading subsidiary, 4Sight Vision Support Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure.

4Sight Vision Support has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

This level of reserves was achieved at the year end. The total funds held at the balance sheet date were £760,435 (2023: £670,617) which includes £20,710 (2023: £35,870) held in restricted funds, £100,000 (2023: £nil) in Endowment funds and £455,484 (2023: £461,152) held as tangible fixed assets. This gives free reserves of £184,241 (2023: £173,595).

The view of the Trustees for the 2023/24 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary. The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

FUNDRAISING

The senior member of our fundraising team is a member of the Chartered Institute of Fundraising and our organisation is registered with the Fundraising Regulator; consequently, everyone who supports us may be assured that we comply with the regulatory standards for fundraising.

Our fundraising includes encouraging donations and gifts in Wills, running events and operating a lottery and raffle. Our fundraising strategy is provided and delivered by our in-house team.

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year end 31 March 2024

We respond to all complaints within five days. Complaints are dealt with in line with our fundraising complaints policy. Serious complaints are escalated to our Chief Executive and Trustees so they may review our activities in the light of the complaint. We have not received any complaints in this financial period.

Funders

4Sight Vision Support continues to benefit from the very generous support of a broad range of funders, whether that be Charitable Trusts and Foundations, statutory funders such as County, District, Borough, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support, and we thank them for enabling us to fulfil our mission to support and improve the lives of blind or partially sighted people in West Sussex. Equally, the Trustees would like to note their sincere thanks to local businesses, schools, universities, colleges and the many individuals who donate, choose to set up, run, or participate in a fundraising event in aid of our work each year. Without the support of this ever-growing supporter and donor base, 4Sight Vision Support would simply not be able to fulfil its objectives.

The Trustees would also like to acknowledge the generous support of some larger donations from the following organisations:

- The Bassil Shippam and Alsford Trust
- The Kathleen and Sidney Linkins Memorial Trust
- The Souter Charitable Trust
- Sussex Community Foundation
- The Munro Charitable Trust
- West Sussex Travel Society Charity
- The Patricia Routledge Foundation
- Windruff Charitable Trust
- Co-op Local Community Fund
- Worshipful Company of Spectacle Makers
- Gatwick Airport Community Trust
- Longley Trust
- Woodroffe Benton
- Ulverscroft Foundation
- The David Hunt Trust
- Simpson Charitable Trust
- Stagecoach – Giving for Good
- Vision Foundation
- The Grocers' Charity
- Bentley's Advancing Life Chances Small Grants Programme
- Boots Charitable Trust
- East Grinstead Memorial Estate Limited

During the year we were delighted to be approached by The Edward Gostling Foundation, inviting us to be part of their legacy partner opportunity. This resulted in us being chosen to receive a 'Deed of Gift' from the Foundation in the form of a £100,000 endowment fund. The Foundation recognised our ongoing work and awarded us the endowment to help provide us with greater certainty and flexibility in relation to our income. We are extremely grateful for the Foundation's recognition of our vital work and their ongoing support.

Many other donors and benefactors have also supported us throughout the year including Parish, Town, Borough and District Councils, local Community groups and organisations, as well as those who have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year end 31 March 2024**

IMPACT OF THE COST-OF-LIVING and Cost of Giving CRISIS

As with many voluntary sector organisations, the 'cost of living' followed by the 'cost of giving' crises that we faced in 2023/24 meant that securing funding for our services became even more of a challenge than the year before. The Trustees and Senior Management Team have continued to meet regularly during the year to discuss the challenges and explore ways to develop new income streams and continue diversifying our existing income streams. This also had a significant impact on our expenditure with salary increases, inflating energy and supply prices, all leading to difficult budget constraints. This had a huge impact on the clients we support financially and emotionally as demonstrated by our increase in support for our benefits service.

THE BOARD OF TRUSTEES

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company.

The Trustees shall consist of the Honorary Officers, individuals nominated by local area committees, and individuals elected by the members at the AGM, of which not less than 50% are visually impaired people or people with lived experience of sight loss.

The Board of Trustees:

- meets at least four times per year (during this year, all meetings were held online including the AGM)
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

The Annual General Meeting:

- elects Officers of the Charity.
- elects up to 9 members of the Board of Trustees.
- and approves the annual report and accounts.

The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Charity.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires that the Trustees prepare financial statements for each financial year, which give a true and fair view of the Charity's situation at the end of the year and of the incoming and outgoing resources for the year end.

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

A register of Trustees and Senior Managers declared interests is maintained and updated at least annually, and the HMRC Fit and Proper Persons process is in place. None of the trustees have any beneficial interest in the company. All the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. All serving trustees are already familiar with the practical work of the charity. Potential new trustees, who are selected for their strengths and diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our head office, and if possible, at our other bases of activity and outreach localities, to familiarise themselves with the charity and the context within which it operates.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year end 31 March 2024**

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted, and this information helps to build the profile for future Trustee recruitment.

Trustees are encouraged to update their skills through attendance at appropriate training courses and events and, to use the available resources and comprehensive guidance available on the Charity Commission website. Honorary Officers are selected from the Board of Trustees.

RISK ASSESSMENT

The Board of Trustees keeps under review the risks to which 4Sight Vision Support may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. A Risk Register is in place and is updated quarterly or more frequently if required. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety, and reputation. Where appropriate, systems and procedures have been established to mitigate the risks the Charity faces.

Compliance is about ensuring that we adhere to statutory and regulatory requirements and, in line with best practice and our duty of care to all our stakeholders, the Charity is working towards Level 1 of the Trusted Charity quality mark, which has been specifically designed for use by voluntary sector organisations.

The Report was approved by the Trustees, in their capacity as company directors on and signed on their behalf by:



.....
Kirstie Thomas
Company secretary

4Sight Vision Support
(A Company Limited by Guarantee)

Independent Examiner's Report
For the year ended 31 March 2024

Independent Examiner's Report to the Trustees of 4Sight Vision Support ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2024.

Responsibilities and Basis of Report

As the Trustees of the charity (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 charity 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 charity'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 charity'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 ICAEW, 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 charity 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.

This report is made solely to the charity'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 charity'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 charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Dated:

Lucy Hammond BSc FCA

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex PO20 7AJ

4Sight Vision Support
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 March 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:						
Donations and legacies	3	182,972	60,304	100,000	343,276	224,780
Charitable activities	4	115,505	-	-	115,505	103,811
Other trading activities		22,413	-	-	22,413	17,231
Investments	6	3,328	-	-	3,328	971
Other income		3,827	-	-	3,827	3,307
Total income and endowments		328,045	60,304	100,000	488,349	350,100
Expenditure on:						
Raising funds	7	58,713	-	-	58,713	64,984
Charitable activities	8	264,354	75,464	-	339,818	321,788
Total expenditure		323,067	75,464	-	398,531	386,772
Net movement in funds		4,978	(15,160)	100,000	89,818	(36,672)
Reconciliation of funds:						
Total funds brought forward		634,747	35,870	-	670,617	707,289
Net movement in funds		4,978	(15,160)	100,000	89,818	(36,672)
Total funds carried forward		639,725	20,710	100,000	760,435	670,617

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

The notes on pages 16 to 34 form part of these financial statements.

4Sight Vision Support
(A Company Limited by Guarantee)
Registered number: 03740647

Balance Sheet
As at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	455,484	461,152
Investments	14	100	100
		<u>455,584</u>	<u>461,252</u>
Current assets			
Stocks	15	12,331	11,446
Debtors	16	6,115	4,374
Cash at bank and in hand		303,461	217,749
		<u>321,907</u>	<u>233,569</u>
Creditors: amounts falling due within one year	17	(17,056)	(24,204)
Net current assets		<u>304,851</u>	<u>209,365</u>
Total net assets		<u><u>760,435</u></u>	<u><u>670,617</u></u>
Charity funds			
Endowment funds	18	100,000	-
Restricted funds	18	20,710	35,870
Unrestricted funds	18	639,725	634,747
Total funds		<u><u>760,435</u></u>	<u><u>670,617</u></u>

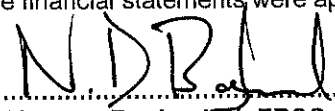
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

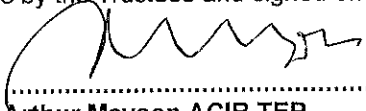
The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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:


 Dr Norman Boyland DL FRSC


 Arthur Mayson ACIB TEP

Date  8/11/24

The notes on pages 16 to 34 form part of these financial statements.

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies

1.1 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

4Sight Vision Support 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.

1.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held for 12 months from authorising these financial statements.

1.3 Income

All income is recognised once the charity 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 charity 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 charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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.

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies (continued)

1.4 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 charity 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 charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.6 Interest receivable

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

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives .

Depreciation is provided on the following bases:

Freehold property	- 2% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 50% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies (continued)

1.8 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 in subsidiaries are valued at cost less provision for impairment.

1.9 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.

1.10 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.

1.11 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.

1.12 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 charity 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.

1.13 Financial instruments

The charity 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.

1.14 Operating leases

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

Notes to the Financial Statements
For the year ended 31 March 2024

1. Accounting policies (continued)

1.15 Pensions

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

1.16 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 charity 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 charity 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.

Endowment funds are funds which are to be used in accordance with the restrictions as laid out in the deed of gift

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

2. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The residual values and useful economic lives of tangible fixed assets over which these items are depreciated are estimates which impact the net book value at the balance sheet date, particularly for freehold property.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

3. Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Donations	47,982	-	100,000	147,982
Legacies	98,816	-	-	98,816
Grants	36,174	60,304	-	96,478
	<u>182,972</u>	<u>60,304</u>	<u>100,000</u>	<u>343,276</u>

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations	49,479	-	49,479
Legacies	15,008	-	15,008
Grants	84,850	75,443	160,293
	<u>149,337</u>	<u>75,443</u>	<u>224,780</u>

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Clubs	9,837	9,837
Sight Care Advisor Service	45,522	45,522
Resource and transcriptions	32,332	32,332
Outreach	27,814	27,814
	<u>115,505</u>	<u>115,505</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

4. Income from charitable activities (continued)

	Unrestricted funds 2023 £	Total funds 2023 £
Clubs	9,990	9,990
Sight Care Advisor Service	44,307	44,307
Resource and transcriptions	27,979	27,979
Outreach	21,535	21,535
	<u>103,811</u>	<u>103,811</u>

5. Income from other trading activities

	Unrestricted funds 2024 £	Total funds 2024 £
Income from fundraising events		
Fundraising events	7,802	7,802
Raffles & Lotteries	8,607	8,607
Other fundraising income	6,004	6,004
	<u>22,413</u>	<u>22,413</u>

	Unrestricted funds 2023 £	Total funds 2023 £
Income from fundraising events		
Fundraising events	5,101	5,101
Raffles & Lotteries	5,690	5,690
Other fundraising income	6,440	6,440
	<u>17,231</u>	<u>17,231</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

6. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Investment income	3,328	3,328
	Unrestricted funds 2023 £	Total funds 2023 £
Investment income	971	971

7. Expenditure on raising funds

	Unrestricted funds 2024 £	Total funds 2024 £
Other costs	3,789	3,789
Wages and salaries	54,924	54,924
	58,713	58,713
	Unrestricted funds 2023 £	Total funds 2023 £
Other costs	12,827	12,827
Wages and salaries	52,157	52,157
	64,984	64,984

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Clubs	14,346	1,178	15,524
Sight Care Advisor Service	76,963	-	76,963
Resource and transcriptions	53,191	2,000	55,191
Outreach	119,854	72,286	192,140
	<u>264,354</u>	<u>75,464</u>	<u>339,818</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Clubs	14,431	2,720	17,151
Sight Care Advisor Service	82,731	-	82,731
Resource and transcriptions	10,252	22,370	32,622
Outreach	94,503	94,781	189,284
	<u>201,917</u>	<u>119,871</u>	<u>321,788</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

9. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Clubs	15,524	-	15,524
Sight Care Advisor Service	48,022	28,941	76,963
Resource and transcriptions	43,779	11,412	55,191
Outreach	117,716	74,424	192,140
	<u>225,041</u>	<u>114,777</u>	<u>339,818</u>

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Clubs	17,151	-	17,151
Sight Care Advisor Service	53,984	28,747	82,731
Resource and transcriptions	21,287	11,335	32,622
Outreach	122,568	66,716	189,284
	<u>214,990</u>	<u>106,798</u>	<u>321,788</u>

	2024 £	2023 £
Analysis of direct costs		
Other costs	13,733	15,477
Staff travel, training, & recruitment	6,485	4,991
Building and estates costs	9,668	6,083
Communications	8,739	9,502
Equipment costs	25,262	26,593
Volunteer expenses	409	358
Staff costs	157,103	147,172
Depreciation	3,642	4,814
	<u>225,041</u>	<u>214,990</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

	2024 £	2023 £
Analysis of support costs		
Other costs	1,101	321
Staff travel, training & recruitment	3,608	2,711
Building and estate costs	5,378	3,304
Professional fees	10,400	12,743
Communications	4,862	5,161
Staff costs	87,402	79,943
Depreciation	2,026	2,615
	<u>114,777</u>	<u>106,798</u>
Total costs		
Direct costs	225,041	214,990
Support costs	<u>114,777</u>	<u>106,798</u>
	<u><u>339,818</u></u>	<u><u>321,788</u></u>

Governance costs of £20,546 (2023: £19,380) are included within support costs, see note 10 for analysis.

10. Governance costs

	Unrestricted funds 2024 £	Total funds 2024 £
Staff costs	13,110	13,110
Independent examination fee	4,470	4,470
Other costs	2,986	2,986
	<u>20,566</u>	<u>20,566</u>
	Unrestricted funds 2023 £	Total funds 2023 £
Staff costs	11,991	11,991
Independent examination fee	4,000	4,000
Other costs	3,389	3,389
	<u>19,380</u>	<u>19,380</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

11. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £4,470 (2023 - £4,000).

12. Staff costs

	2024 £	2023 £
Wages and salaries	270,512	255,171
Social security costs	11,906	13,005
Contribution to defined contribution pension schemes	8,771	11,094
	<u>291,189</u>	<u>279,270</u>

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

	2024 No.	2023 No.
Average number of employees	<u>15</u>	<u>16</u>

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

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £42,000 (2023: £40,200) and total employer pension contributions of £2,520 (2023: £2,412).

Notes to the Financial Statements
For the year ended 31 March 2024

13. Tangible fixed assets

	Freehold property and land £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2023	523,422	16,276	14,000	8,894	5,159	567,751
At 31 March 2024	523,422	16,276	14,000	8,894	5,159	567,751
Depreciation						
At 1 April 2023	62,270	16,276	14,000	8,894	5,159	106,599
Charge for the year	5,668	-	-	-	-	5,668
At 31 March 2024	67,938	16,276	14,000	8,894	5,159	112,267
Net book value						
At 31 March 2024	455,484	-	-	-	-	455,484
At 31 March 2023	461,152	-	-	-	-	461,152

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

14. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2023	100
At 31 March 2024	<u>100</u>
Net book value	
At 31 March 2024	<u>100</u>
At 31 March 2023	<u>100</u>

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Principal activity	Holding	Included in consolidation
4SIGHT Trading Limited	04654280	Dormant company	100%	Yes

The financial results of the subsidiary for the year were:

Name	Net assets £
4SIGHT Trading Limited	100

15. Stocks

	2024 £	2023 £
Goods for resale	<u>12,331</u>	<u>11,446</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

16. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	3,281	374
Other debtors	2,834	4,000
	<u>6,115</u>	<u>4,374</u>

17. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	3,229	11,770
Other taxation and social security	4,567	3,442
Other creditors	464	669
Accruals and deferred income	8,796	8,323
	<u>17,056</u>	<u>24,204</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Balance at 31 March 2024 £
Unrestricted funds				
Designated funds				
Clubs designated funds (see note 19)	20,069	9,837	(11,751)	18,155
General funds				
General Funds	614,678	318,208	(311,316)	621,570
Total Unrestricted funds	634,747	328,045	(323,067)	639,725
Endowment funds				
The Edward Gostling Fund	-	100,000	-	100,000
Restricted funds				
Outreach service	8,267	1,500	(8,851)	916
Clubs	2,117	-	(1,178)	939
Volunteering co-ordinator	1,792	1,000	(2,544)	248
Newsletter	2,241	2,668	(3,099)	1,810
NHS Charities Together	2,724	10,648	(13,372)	-
Accessible technology advice service	25	-	(25)	-
Low vision	200	2,815	(904)	2,111
Client Services	11,693	-	(11,693)	-
Vision Support	3,025	15,932	(12,059)	6,898
Improving Client Engagement	3,786	10,953	(14,739)	-
Equipment	-	4,288	(2,000)	2,288
Health Inequalities	-	7,500	(3,750)	3,750
Benefits Support	-	3,000	(1,250)	1,750
	35,870	60,304	(75,464)	20,710
Total of funds	670,617	488,349	(398,531)	760,435

Notes to the Financial Statements
For the year ended 31 March 2024

18. Statement of funds (continued)

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The purpose of material individual funds are:

Outreach Service - Funds received to maintain our general services to members
Client Services - Funds received to sustain and expand capacity to meet rising demand
Client Engagement - Funds received for a client engagement officer

The purpose of other restricted funds is described above in the name of the fund.

During the year a transfer was posted between the designated clubs fund and general funds to represent funds held in respect of clubs which are now dormant or closed.

Endowment Fund

Endowment Fund income of £100,000 was received in 2024 to establish the Edward Gosling Fund. The fund is to be used to meet operating costs as set out in a deed of gift dated 16th February 2024. There are restrictions as to how much of this fund can be accessed until it can be fully released to unrestricted funds on 16th February 2029.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	40,240	9,990	(14,431)	(15,730)	20,069
General funds					
General Funds	586,751	264,667	(252,470)	15,730	614,678
Total Unrestricted funds	626,991	274,657	(266,901)	-	634,747
Restricted funds					
Outreach service	8,814	13,000	(13,547)	-	8,267
Clubs	4,837	-	(2,720)	-	2,117
Equipment	205	2,000	(2,205)	-	-
Volunteering co-ordinator	9,292	-	(7,500)	-	1,792
Newsletter	1,493	1,453	(705)	-	2,241
Children and Young People	9,991	-	(9,991)	-	-
NHS Charities Together	4,178	22,196	(23,650)	-	2,724
Accessible technology advice service	16,990	3,200	(20,165)	-	25
Low vision	8,000	-	(7,800)	-	200
Client Services	2,500	9,920	(727)	-	11,693
Postcode Lottery	11,980	-	(11,980)	-	-
Health & wellbeing	2,018	-	(2,018)	-	-
Vision Support	-	11,423	(8,398)	-	3,025
Improving Client Engagement	-	12,251	(8,465)	-	3,786
	80,298	75,443	(119,871)	-	35,870
Total of funds	707,289	350,100	(386,772)	-	670,617

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

19. Clubs designated funds

	2024 £	2023 £
Income		
Clubs income	9,837	9,990
	<u>9,837</u>	<u>9,990</u>
Expenditure		
Travel	(320)	(1,103)
Hall hire	(3,204)	(2,108)
Functions	(6,955)	(7,100)
Other expenses	(1,273)	(4,120)
	<u>(11,752)</u>	<u>(14,431)</u>
Total Expenditure	(11,752)	(14,431)
Net movement in the year	(1,914)	(4,441)
Balance brought forward	20,069	40,240
Transfers (to)/from the general fund	-	(15,730)
	<u>-</u>	<u>(15,730)</u>
Balance carried forward	18,155	20,069

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 16 (2023: 21).

20. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Tangible fixed assets	455,484	-	-	455,484
Fixed asset investments	100	-	-	100
Current assets	201,197	20,710	100,000	321,907
Creditors due within one year	(17,056)	-	-	(17,056)
	<u>639,725</u>	<u>20,710</u>	<u>100,000</u>	<u>760,435</u>
Total	639,725	20,710	100,000	760,435

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2024

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	461,152	-	461,152
Fixed asset investments	100	-	100
Current assets	197,699	35,870	233,569
Creditors due within one year	(24,204)	-	(24,204)
Total	634,747	35,870	670,617

21. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £10,910 (2023: £11,094).

22. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

23. Related party transactions

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

During the year, no trustees received any remuneration nor any expenses (2023: Nil).

There are no other related party transactions which require disclosure.

Our ref LEH/SW/40019798

6 November 2024

The Board of Directors
4Sight Vision Support
Bradbury Centre
36 Victoria Drive
BOGNOR REGIS
West Sussex
PO21 2TE

Dear Sir/Madam

Basis of instruction

The Institute of Chartered Accountants in England and Wales recommends that its members should confirm the terms of a professional engagement in a formal letter. The purpose of this Engagement Letter and the accompanying Standard Terms of Business is to set out the basis on which we are to act for you and to clarify our respective responsibilities. The Standard Terms of Business are subject to change from time to time. The latest version is available on our website at www.krestonreeves.com. Please read these Terms and talk to the person looking after your work if anything is unclear.

1 Charitable Company – requiring independent examination

Your responsibilities as directors/trustees

- 1.1 Our independent examination will be conducted on the basis that you acknowledge and understand that you have responsibility:
- 1.1.1 To prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources of the charitable company for that period. You must not approve the financial statements unless you are satisfied that they give a true and fair view of the assets, liabilities, financial position and surplus or deficit of the charitable company.
 - 1.1.2 In preparing those financial statements, to:
 - select suitable accounting policies and then apply them consistently;
 - make judgments and accounting estimates that are reasonable and prudent; and
 - prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.
 - 1.1.3 For keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable you to ensure that the financial statements comply with the relevant Statement of Recommended Practice, Accounting and Reporting by Charities (the SORP) issued by the Charity Commission for England and Wales, the Companies Act 2006 (the Act) and applicable accounting standards. You are also responsible for such internal control as you determine is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.
 - 1.1.4 To follow the SORP insofar as compliance with it does not contradict any requirement in the Act.
 - 1.1.5 For safeguarding the assets of the charitable company and hence for taking reasonable steps to ensure the charitable company's activities are conducted honestly and for the prevention and detection of fraud and other irregularities.
- 1.2 In addition to the general duties of directors specified in Sections 170 to 177 of the Act you are responsible for ensuring that the charitable company complies with laws and regulations applicable to its activities, and for establishing arrangements designed to prevent any non-compliance with laws and regulations and to detect any that occur.
- 1.3 As directors/trustees of the charitable company, you have a duty under the Act to prepare a directors' report for each financial year and also an annual report complying in its form and content with regulations made under the Charities Act 2011. You should also have regard to the relevant Statement of Recommended Practice, *Accounting and Reporting by Charities* (the SORP), issued by the Charity Commission for England and Wales and any subsequent amendments or variations to this statement.
- 1.4 You are responsible for determining whether, in respect of the year, the charitable company meets the conditions for exemption from an audit set out in the Act and Charities Act 2011, namely that:

- 1.4.1 No notice has been received from the Charity Commission requiring an audit
- 1.4.2 No notice has been received from members requiring an audit
- 1.4.3 The charity's gross income in the current year is not more than £1,000,000
- 1.4.4 For accounting periods ending before 1 October 2012, the charity's gross assets do not exceed £3.26 million
- 1.4.5 The charity is not a member of a group that either exceeds the small group exemption limits or has group income after eliminating intra group income of more than £1,000,000; or
- 1.4.6 The charity is not ineligible for audit exemption under the Act (a PLC, bank, insurance company etc. or a member of a group containing such a company).
- 1.5 The exemption from audit is available only if you, as director/trustees, sign a declaration on the balance sheet to stating that:
 - 1.5.1 for the year in question, the company is eligible to take advantage of the audit exemptions;
 - 1.5.2 the members have not required the company to obtain an audit of its financial statements for the year in accordance with section 476 of the Act; and
 - 1.5.3 you acknowledge your obligations to keep accounting records which comply with section 386 of the Act and to prepare financial statements which give a true and fair view of the state of the company's affairs and of its profit or loss for the period.
- 1.6 The availability of the exemption from an audit of the financial statements is conditional upon your causing an independent examiner's report to be prepared in respect of the financial statements in accordance with sections 132 or 138 of the Charities Act 2011. You are responsible for deciding whether that report shall be made and for appointing us to make that report to the trustees of the charitable company.
- 1.7 If the gross income falls to £25,000 or less for the year then, provided the other criteria set out above are met, you will need neither an audit nor an independent examiner's report.
- 1.8 You are responsible for determining whether an audit is required for any other reason, examples being if your constitutional document stipulates an audit, or as a condition imposed by a grant.
- 1.9 You have undertaken to make available to us, as and when required, all the charitable company's accounting records and related financial information, including minutes of management and members' meetings, necessary to carry out our work. You will make full disclosure to us of all relevant information.

Our responsibilities as independent examiners

- 1.10 We shall plan our work on the basis that an independent examiner's report is required for the year, unless you inform us in writing that either:
 - 1.10.1 the charitable company requires an audit of the financial statements; or
 - 1.10.2 the charitable company requires neither an audit nor an independent examiner's report.
- 1.11 Should you instruct us to carry out an audit, then the terms for that assignment will be dealt with in a new engagement letter. Should you inform us that the charitable company requires neither an audit nor an independent examiner's report, then we shall have no responsibilities to the charitable company, except those specifically agreed upon between us in respect of other professional services.
- 1.12 As independent examiners we have a statutory responsibility to report to the trustees of the charitable company whether in our opinion there is reasonable cause to believe that in any material respect:
 - 1.12.1 Accounting records have not been kept, contrary to the requirements of the Act.
 - 1.12.2 The financial statements do not agree with those accounting records.
 - 1.12.3 The financial statements do not comply with any of the accounting requirements specified in regulation 4 (for common investment funds or common deposit funds) of the Charities (Accounts and Reports) Regulations 2008, except to the extent necessary to show a true and fair view.
- 1.13 Should our work indicate that the charitable company is not entitled to exemption from an audit of the financial statements, then we will inform you of this. In such circumstances, we will not issue any report and will withdraw from the engagement to prepare an independent examiner's report, notifying you in writing of the reasons. In these circumstances, if appropriate, we will discuss with you the possibility of appointing us as auditors.

- 1.14 We have a professional responsibility not to allow our name to be associated with financial statements that are, or may be, misleading. Therefore, although we are not required to search for such matters, should we become aware, for any reason, that the financial statements are, or may be, misleading; if the matter cannot be adequately dealt with by means of qualifying our opinion (or by other appropriate modifications of the report), we will not issue any report. In such circumstances, we will withdraw from the engagement, and will notify you in writing of the reasons.
- 1.15 We have a statutory duty under section 156(2) of the Act to report to the Charity Commission on such matters (a) which relate to the activities or affairs of the charity or of any connected institution or body, and (b) of which we have reasonable cause to believe is likely to be of material significance for the purposes of the exercise by the Commission of its functions under sections 46, 47, 50, 76 and 79 to 82 of the Act 2011. In addition under section 156(4) if we become aware of any matter not reportable under section 156(2) but which we have reasonable cause to believe is likely to be relevant for the purposes of the exercise by the Charity Commission of any of its functions, then we may make a report on the matter to the Commission. We may report without prior reference to you. Section 156(6) provides that such a report will not contravene any duty we have.
- 1.16 Our report will be made solely to the charitable company's directors/trustees, as a body, in accordance with Part 8 Chapter 3 of the Charities Act 2011. Our work will be undertaken so that we might state to the charitable company's directors/trustees those matters we are required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, we will not accept or assume responsibility to anyone other than the charitable company and the charitable company's directors/trustees as a body, for our work, for the report, or for the opinions we form.

Scope of independent examination work

- 1.17 Our work as independent examiners will be carried out in accordance with guidance for such engagements issued by the Charity Commission. It will consist of comparing the financial statements with your accounting records and making such limited enquiries of the trustees and staff as we may consider necessary.
- 1.18 Our work will not be an audit of the financial statements in accordance with International Standards on Auditing. Accordingly, we will not obtain any evidence relating to entries in the accounting records, or to the financial statements or to the disclosures in the financial statements. Nor will we make any assessment of the estimates and judgements made by you in the preparation of the financial statements. Consequently our work will not provide any assurance that the accounting records or the financial statements are free from material misstatement, whether caused by fraud, or other irregularities or error. In addition, we have no responsibility to determine whether you have maintained adequate accounting records in accordance with section 386 of the Act and we will not address this point unless you specifically request us in writing to do so.
- 1.19 As part of our normal procedures we may request you to provide written confirmation of any information or explanations given to us verbally during the course of our work.
- 1.20 Because we will not carry out an audit, nor otherwise confirm the accuracy or reasonableness of the accounting records maintained by the charitable company, we will be unable to provide any assurance as to whether the financial statements prepared from those records give a true and fair view.

Direct taxation

- 1.21 If at the time of this letter the charity is exempt from tax on all sources of income, you are responsible for notifying HM Revenue & Customs if you become chargeable to tax. You agree that you will also notify us of this at the same time. We will be pleased to help with advice about this subject, on request.

2 Accounting

Your responsibilities

- 2.1 You will be responsible for the reliability, accuracy and completeness of the accounting records.
- 2.2 You have undertaken to make available to us, as and when required, all your accounting records and related financial information, including any minutes of management meetings, necessary to carry out our work. You will provide us with all information and explanations relevant to the purpose and compilation of the financial information.
- 2.3 Accounting records that are incomplete or out of balance when presented to us may cause delays and missed deadlines if it means we have to postpone our work for you. Such delays are at your risk. If it is necessary for us to carry out remedial work this will be for separate charges aside from any previously agreed fees.

Scope of our work

- 2.4 We will provide such accounting support as you may require from time to time. This may range from reviewing and commenting upon drafts you have prepared, through to a full service compilation of financial accounts from the accounting records maintained by you and the information and explanations you give us.
- 2.5 We have a professional duty to compile financial information that conforms with generally accepted accounting principles selected by you as being appropriate for the purpose for which the information is prepared. The accounting basis on which the information has been compiled, its purpose and limitations should be disclosed in an accounting policy note to the financial information.

- 2.6 As part of our normal procedures, we may request you to provide written confirmation of any information or explanations given by you orally during the course of our work.
- 2.7 You will approve and sign the financial information thereby acknowledging responsibility for it, including the appropriateness of the accounting basis on which it has been compiled, and for providing us with all information and explanations necessary for its compilation.
- 2.8 If accounts are required as a component of a self assessment tax return, then it is vital that your books and records reach us in good time. Deadlines by which we require information are set out in the Taxation section of this letter, where applicable.
- 3 Value added tax (VAT)**
- 3.1 If you are VAT registered at the time of this letter then you are responsible for deciding whether you are eligible to deregister for VAT, and for applying to HM Revenue & Customs (HMRC) for cancellation of registration at the appropriate time.
- 3.2 If you are not VAT registered at the time of this letter then you are responsible for deciding whether you have become liable to register for VAT, and for notifying HMRC of such liability at the proper time.
- 3.3 We offer a comprehensive VAT advisory service and will be pleased to advise and assist with specific matters at your request.
- 4 Other services**
- 4.1 There are many other areas where we can be of assistance and we shall be pleased to discuss any matters with you that you consider may be relevant.
- 5 Data privacy**
- 5.1 We may transfer your personal data to other professional organisations in countries outside the European Economic Area (EEA) which do not have the level of data protection as the UK. We will only do this when appropriate, for example when we work with foreign professionals on your behalf to provide you with certain services, or where we provide the data at your request.
- 5.2 We will ensure your personal data is properly protected at all times. We have in place EU Model Contractual Clauses with professional organisations in non-EU countries which contractually require your personal data to be safeguarded in accordance with the law. You can find the current version of these clauses at the Annex of Commission Decision 2021/914/EU: 4 June 2021 - please see:
https://eur-lex.europa.eu/eli/dec_impl/2021/914/oj
- 5.3 These other professional organisations include Kreston OPR Advisors LLP, 4th Floor, 4th Block, 73 East Avenue, Sarabhai Campus, Vadodara, Gujarat, India; other Kreston Global member firms; Makosi Audit and Tax Services LLC, 129 Patricia Road, Athol Towers, Sandton, Johannesburg, South Africa, 2196; Vita International Accounting Services Private Limited, 39, Ramakrishna Nagar, New Siddhapudur, Coimbatore-641044, India and E-Accounting Solutions Limited, 401 Baleshwar Square, Opp Iskon Temple, SG Highway, Ahmedabad, 380055, India. We reserve the right to change these professionals as and when appropriate but will keep you informed of any changes that affect you. If you prefer for your personal data to remain only within the EEA please contact your client service team.
- 6 Limit of Liability**
- 6.1 You agree that our maximum aggregate liability to you for our negligence or any other breach or fault on our part arising under or in connection with our service shall be limited to £250,000 or, if greater, 5 times the total fees, excluding disbursements, VAT and equivalent taxes, invoiced to you and paid for the relevant service under this engagement letter.
- 6.2 Detailed application of the limitation of liability cap is set out at section 6 of our Standard Terms of Business which are available at www.krestonreeves.com
- 7 Your agreement of terms**
- 7.1 The terms set out in this letter and in the attached Standard Terms of Business shall take effect from your countersigning this letter and returning it to us. Please countersign this letter and return it to us now. It is preferable for both of us to record your positive acceptance of this engagement letter. If you do not return a signed copy, and you do not withdraw your instructions to us, you will be deemed to have agreed the scope of work and accepted the terms from the start.
- 7.2 Once it has been agreed, this letter will remain effective until it is replaced.
- 7.3 Either party may terminate our appointment under this Engagement Letter without penalty by notice in writing to the other, stating the date with effect from which the appointment terminates. If no date is specified, termination shall be the date on which notice is received. In the event of the termination of our instructions for any reason we shall be entitled to be paid for any services we have already provided notwithstanding that the purpose of the engagement may not have been achieved.

Please confirm your agreement to these terms by signing one copy of this letter and returning it to us immediately.

Yours faithfully

Kreston Reeves LLP

Kreston Reeves LLP

I/we confirm that I/we have read and understood the contents of this letter, including the clauses on Limit of Liability, and agree that it accurately reflects the services that I/we have instructed you to provide.

If you are signing as an officer, trustee, etc. on behalf of an entity, for instance a company, partnership, LLP, pension fund, society, charity, trust etc, please also enter here the name of the entity you are signing 'for and on behalf of'. Where this applies, you agree that any advice given pursuant to this engagement letter is exclusively for the benefit and information of the entity and that no rights are conferred upon the signatory personally.

Signed

N. D. B. L.

Dated

8/11/2024

For and on behalf of

4 SIGHT VISION SUPPORT

Internal use only	Date returned	Recorded by

4Sight Vision Support
1075447

4 Sight Vision Support
4Sight Bradbury Centre
36 Victoria Drive
Bognor Regis
West Sussex
PO21 2TE

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex
PO20 7AJ

Dear Sirs

This letter is furnished at your request in connection with your independent examination of the financial statements of the charity for the period ended 31 March 2024 for the purposes enabling you to issue your report to the trustees required by the Charities Act 2011 in respect of the charity's accounting records and preparation of the financial statements.

We recognise that our representations concerning the matters referred to below are significant in enabling you to issue your independent examiner's report.

We have fulfilled our responsibilities as trustees of the charity, as set out in your terms of engagement dated 10 March 2021, under the Charities Act 2011 and Companies Act 2006 for preparing financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice, which you have drafted on our behalf, which give a true and fair view of the financial position of the charity as of the period end and of the results of operations for the period then ended and for making accurate representations to you.

The financial statements have been prepared in accordance with the Companies Act 2006, Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed, and in accordance with United Kingdom Generally Accepted Accounting Practice, including *Accounting and Reporting by Charities: The 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 (FRS102)* ("the SORP"), including all subsequent Update Bulletins issued that apply to the period under review .

Audit exemption

We confirm that the charity is entitled to the exemptions from an audit of the financial statements as set out in the Charities Act 2011 in that:-

- The incoming resources of the charity did not exceed £1 million; or
- The incoming resources of the charity did not exceed £250,000 and the charity's gross assets did not exceed £3.26million; or
- The incoming resources of the charity and its group did not exceed £1 million, after eliminating intra group transactions and consolidation adjustments; and

An audit of the financial statements is not required by the charity's governing documents. We confirm that the charitable company is entitled to the exemptions from an audit of the financial statements as set out in Section 477 of the Companies Act 2006.

Fraud

We acknowledge our responsibility for the design, implementation and maintenance of a system of internal control in order to prevent and detect fraud.

We have assessed the risk that the financial statements may be materially misstated as a result of fraud and it is our opinion that any such risk is minimal.

We are not aware of any irregularities involving management or employees who have a significant role with regards to the internal control system or that could have a material effect on the financial statements.

We are not aware of any fraud or suspected fraud of any kind communicated by current or former employees, analysts, regulators or any others.

We are not aware of matters related to fraudulent activity or other non-compliance with law or regulation arising since the beginning of the period which have been communicated to the Charity Commission.

Provision of information

We have made available to your representatives all significant financial records and related data. We have provided to you all other information requested and given unrestricted access to persons within the charity from whom you have deemed it necessary to obtain information. All other records and related information, including minutes of all management meetings, have been made available to you.

Accounting records

All financial transactions of the charity have been properly reflected in the accounting records in accordance with the requirements of the Charities Act 2011/ Companies Act 2006 and have been properly reflected in the financial statements.

Minutes and Contracts

The minute books presented to you contain complete and authentic minutes of all meetings of the charity's members and trustees held since the beginning of the period under review.

We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance.

None of the trustees had at any time in the period an interest in any contract with the charity except as disclosed in the notes to the financial statements.

Law and Regulations

We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal and regulatory framework within which the charity conducts its business and which are central to the charity's ability to conduct its business, except as explained to yourselves and disclosed in the financial statements.

We confirm that we have reviewed the guidance "How to report a serious incident in your charity" published by the Charity Commission. We also confirm that no Serious Incident Reports have been submitted to the Charity Commission, nor any events considered for submission, during the accounting period or in the period from the balance sheet date to the date of approval of the financial statements.

We are not aware of any instances during the period where the charity has operated outside its charitable objectives as laid down in its governing documents.

We can confirm that our procedures for handling data are compliant with the General Data Protection Regulation and that there have been no events which could result in any penalty being levied by the Information Commissioner's Office which could have a material impact on the financial statements.

Tangible Fixed Assets

The net book amounts at which fixed assets are included in the balance sheet are arrived at:

- After taking into account all capital expenditure on additions thereto, but no expenditure properly chargeable to revenue.
- After eliminating the cost and accumulated depreciation relating to items sold or otherwise disposed of.
- After providing for amortisation and impairment at rates sufficient to reduce the net book amounts to their residual value by the time they become no longer economically useful to the charity.

We confirm that all tangible fixed assets included in the financial statements exist at the balance sheet date.

Investments

None of the charity's investments have declined in value to an amount less than the carrying value in the balance sheet.

Stocks and Work in Progress

Stock and work in progress shown in the balance sheet, represents all stocks and work in progress owned by the charity wherever situated at the balance sheet date.

The quantities of stock and work in progress were ascertained by a physical count carried out at the balance sheet date.

Stocks and work in progress have been valued at the lower of cost and net realisable value, or on such other basis as required by the SORP. For this purpose, cost represents all expenditure incurred in bringing stock and work in progress to its condition and location at the accounting date including related overhead expenditure based on a normal level of activity.

Full provision has been made in the accounts for all liabilities at the balance sheet date in respect of all items included in stock and work in progress. All goods despatched and invoiced to customers (where relevant) at the accounting date have been excluded from stock and work in progress.

We have no plans to abandon product lines or other plans that will result in any excess or obsolete stock that has not already been provided for in the financial statements.

Other Current Assets

We are of the opinion that other current assets have a value on realisation in the ordinary course of operations at least equal to the amounts at which they are stated in the financial statements. In particular adequate provision has been made against all amounts owing to the charity, which are known, or may be expected, to be irrecoverable.

Assets - General

We confirm that the charity has satisfactory title to all assets appearing in the balance sheet and that they are free from any lien or charge unless otherwise stated in the financial statements.

We have no intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Liabilities - General

All known liabilities of the charity at the balance sheet date have been included in the financial statements. Adequate provisions have been made in the financial statements for liabilities, which are known to exist but the amount of which, cannot be accurately determined.

Provision has been made for all grant commitments made by the charity in line with the requirements of the SORP.

Contingent Liabilities

We have disclosed to you all claims in connection with litigation or any other claims of material importance that have been, or are expected to be, received and any such claims have been appropriately accounted for and disclosed in the financial statements.

We have disclosed to you all other contingent liabilities.

Taxation

The charity has not undertaken any activities during the year upon which a tax liability arises.

Statement of financial activities

All income of the charity for the period under review has been included in the financial statements.

Except as disclosed in the financial statements the results for the period were not materially affected by:

- transactions of a sort not usually undertaken by the charity.
- circumstances of an exceptional or non-recurring nature.
- charges or credits relating to prior periods.

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions during the period in the application of such income.

Transactions with directors/trustees and other related parties

Trustees' remuneration

We confirm that no remuneration was paid to trustees during the period under review.

Key management personnel compensation

We confirm that in addition to the trustees of the charity, the following individuals are considered to have formed part of the Key Management of the charity during the accounting period due to their authority and responsibility for planning, directing and controlling the activities of the charity:

- Kirstie Thomas

We confirm the accuracy of the disclosure of the Key Management Personnel compensation, which includes all employee benefits paid, payable or provided by the charity or on behalf of the charity in exchange for services rendered to the charity. It also includes any consideration paid on behalf of any parent undertaking of the charity in respect of any goods or services provided to the charity.

Related party transactions

We confirm that we have fully disclosed to you the identity of all of the charity's related parties.

You have been provided with details of all transactions between the charity and its related parties that have arisen during the accounting period and we confirm that the disclosure made in the financial statements of these transactions is complete and accurate.

We confirm the factual accuracy of the controlling party disclosure in the financial statements.

Capital Commitments

The financial statements make full disclosure of all outstanding amounts contracted for at the balance sheet date in respect of capital expenditure.

Post Balance Sheet Events

Since the balance sheet date no events or transactions have either occurred or are pending which would have a material effect upon the financial statements at that date, or for the period then ended, or which are of such significance in relation to the charity's affairs as to require disclosure in the financial statements.

Financial Facilities

Since the balance sheet date adequate financial facilities have continued to be available to the charity and we have no reason to believe that such facilities will be withdrawn within the next twelve months.

Review of going concern basis

We confirm that we have considered the charity's future operations, working capital requirements and cashflows and we feel that the going concern basis is appropriate for the preparation of the financial statements for the period under review. Our considerations have covered a period of not less than 12 months from the date of the approval of the financial statements.

Our consideration has included a thorough assessment of the charity's ability to continue trading as a going concern in light of the current economic climate. We have taken appropriate measures, as far as possible based on the information currently available to us, to safeguard the current and future operations of the charity.

In making this assessment we have prepared revised forecasts, cashflows and our disaster planning includes due consideration of coronavirus contingency measures.

There are no material uncertainties of which we are aware that cast doubt on the charity's ability to continue as a going concern.

All projected cashflows, management accounts and other information and assumptions used in reaching this conclusion have been made available to you for the purposes of your assignment. We confirm that our plans for future actions required to enable the charity to continue as a going concern are feasible.

We are of the opinion that the disclosure on going concern in both the trustees' report and the financial statements is an accurate reflection of the charity's financial position.

Current economic climate

Current economic climate

We confirm that we are aware of our responsibility as trustees to consider, as far as possible with the information currently available to us, the potential influence of prevailing economic conditions on all

aspects of the charity's financial and narrative reporting. This includes, but is not limited to, significant global events, geopolitical uncertainties, and fluctuations in interest rates and inflation.

We confirm that all representations made in this letter include due consideration of these factors. In particular this includes, but is not limited to, the following:

- Appropriate disclosure has been included in the charity's narrative reporting regarding the impact of the current economic climate on the charity's performance during the period, our assessment of principal risks and uncertainties and the future activity of the charity;
- We acknowledge our responsibility in the preparation of the financial statements for making appropriate judgments, estimates and assumptions. We have informed you of the judgements and estimates, including those related to the current economic climate, that have had the most significant impact on the financial statements. We confirm that the disclosure in the financial statements of the critical accounting estimates and areas of judgement accurately describes our assessment of matters relating to the current economic climate;
- The financial statements reflect the conditions which existed at the reporting date,
- The effect of material non-adjusting events subsequent to the reporting date has been disclosed in the financial statements;
- We have reassessed the value of the charity's investments in light of the current economic climate. We confirm that they have not declined in value to an amount less than the carrying value at the reporting date;
- We have considered whether the charity's tangible fixed assets have been impaired due to the current economic climate. We have also considered whether our estimate of useful economic lives remains appropriate. Our consideration has included a review of the current market value of those assets and their future economic performance;
- We have considered whether the net realisable value of stock and work in progress has been affected by the current economic climate. Where required, the carrying value of stock and work in progress has been adjusted at the reporting date;
- At the reporting date, any additional liabilities arising as a result of the current economic climate have been recognised. We have specifically considered whether any additional provision is required in respect of:
 - Doubtful debts;
 - Onerous leases and contracts;
 - Redundancy payments.

Approval of Financial Statements

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

The financial statements and the contents of this letter were formally approved by the board at a meeting held on the date shown below.

Yours faithfully



N Boyland

for and on behalf of the Board of Trustees

Date:

8th November 2024

4SIGHT VISION SUPPORT

England & Wales - Charity number 1075447

Accounts

Registered number: 03740647
Charity number: 1075447

4Sight Vision Support
(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the year ended 31 March 2023

**4Sight Vision Support
(A Company Limited by Guarantee)**

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4Sight Vision Support
(A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the year ended 31 March 2023

Trustees	Dr Norman Boyland DL FRSC, Chairman Arthur Mayson ACIB TEP, Hon. Treasurer Sheilagh Baker DBO (D), Elected Member Robert Hayes, Vice Chairman Jan Penn, Elected Member Heather Bell DBO (D), Elected Member Julia Kirkham, Elected Member Maureen Jenkins RN BSc (Hons) ANP, Elected Member
Company registered number	03740647
Charity registered number	1075447
Registered office	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
Chief Executive Officer and Company Secretary	K Thomas
Accountants	Kreston Reeves LLP Chartered Accountants 9 Donnington Park 85 Birdham Road Chichester West Sussex PO20 7AJ
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Patron	In absentia
Vice Patrons	Major-General Tony Boam CB CBE Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL The Right Hon. Sir Peter Hordern PC DL Masoud Telmory MD DO FRCOphth Dr Tim Fooks - appointed January 2022

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' Issued (January 2019).

CHARITABLE OBJECTS AND PUBLIC BENEFIT

When planning activities for the year the Trustees have complied with guidance issued by the Charity Commission and with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

In particular the Trustees have considered the specific guidance on charities for the advancement of health, and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship, or another disadvantage and living in West Sussex.

ABOUT 4SIGHT VISION SUPPORT

For over 100 years, 4Sight Vision Support has been the leading sight loss charity supporting people across West Sussex who are blind or partially sighted along with their family, friends, and carers.

With our ongoing work, forward strategy, and partnership working, we aim to make 4Sight Vision Support the Charity that is there for the people of West Sussex at the time when it matters most.

Our Vision

At the heart of our holistic and person-centred approach is a commitment to ensure everyone can live a **LIFE WITHOUT LIMITS** following a sight loss diagnosis.

Our Mission

Helping people across West Sussex who are blind or partially sighted to live life without limits.

Our Values

- We are **Caring**
- For over 100 years, we are **Trusted**
- We are **Forward-Thinking**

Our Priorities

1. Increase the number of blind and partially sighted people we support
2. Ensure our services are relevant and user-led through continuous engagement
3. Promote the importance of good eye health and sight loss prevention
4. Raise our profile across West Sussex
5. Ensure we are fit for purpose and sustainable

4Sight Vision Support (A Company Limited by Guarantee)

Trustees' Report For the year ended 31 March 2023

Structure, Governance, and Management

4Sight Vision Support has the Charity registration number 1075447 and is a Company Limited by Guarantee, number 03740647. It is constituted under its amended Articles of Association dated 26th October 2018. The Charity was founded in 1921 and incorporated on 24th March 1999. The management of the affairs of the charity is vested in the Trustees. The Trustees are the directors of the company together with not more than nine members elected by the Annual General Meeting or co-opted by the Trustees. 3 out of 8 of our Trustees have lived experience of sight loss.

In 2022-2023 we also started using the Charity Excellence Framework tool to ensure that we are up to date with governance, policy, and procedures and have met the quality mark standard.

Our Staff

The charity's operational affairs, including Chief Executive, service delivery, finance, admin, income generation, and communications were managed and delivered by 16 staff. 25% of our staff team have lived experience of sight loss, including our Chief Executive Officer, Kirstie Thomas.

Our Volunteers

Our dedicated, supported, kind, and incredible volunteers are of the utmost importance to the charity and the people we support. We acknowledge, as always, the importance of volunteering and that our support to our clients would be impossible without the dedication from our extensive volunteer base.

Total active volunteers	207
New volunteers recruited	25
Volunteers with lived experience	30

Volunteers have been supporting us this year in the following roles:

- Social activities and events
- Fundraising
- Communications
- Sighted guiding
- Administration
- Gardening
- Minibus driving

"I know what it's like to lose your sight, so I can help people in a completely different way. We laugh and enjoy ourselves which is important to make life worthwhile. Without my volunteering, my life would be terrible. I can't sit down and read a book or watch TV so this [volunteering] really keeps me going. I would have nothing much to do if I didn't have this. If 4Sight disappeared I'd have to start my own charity to continue our activities."

Queen Elizabeth II

September 2022 was an unusual and upsetting month with the sad news that The Queen had passed away. Some of our fundraising events were postponed and our communications were more mindful, but it gave us a chance to reflect on the great honour we received in 2021 – the Queen's Award for Voluntary Service.

Garden party - Volunteers Penny Dale and Julia Kirkham, accompanied by Naomi Towns (Volunteer Coordinator), were thrilled to attend a Royal Garden Party at Buckingham Palace on 18th May 2022 as representatives of all our amazing volunteers. In June 2021 we were honoured to receive the Queen's Award for Voluntary Service (the highest award a voluntary group can receive in the UK), and recipients of the Award nationwide were invited to attend the Garden Party hosted by The Earl and Countess of Wessex, and then also attended by The Duchess of Cambridge and Princess Alexandra.

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year ended 31 March 2023

2022-2023 – THE YEAR AT A GLANCE – OUR IMPACT

With 5 main priorities in our Strategic Plan, here are some of our achievements during the year.

Total new clients	685
Total active service users	2,787

Referral pathways

Our referrals for support are received in a wide variety of ways including, our Sight Care Advisor services at University Hospitals Sussex (UHSX) NHS Trust, WSCC Rehabilitation Officers for the Visually Impaired (ROVI), our Sussex and Surrey Hospital (SASH) NHS and Queen Victoria (QVH) Hospital Trust Low vision clinics, opticians, social prescribers, self-referrals, GP's.

Age Breakdown

<u>Age Band</u>	<u>No. of clients</u>
0 To 4	8
5 To 10	17
11 To 16	25
17 To 18	6
19 To 24	15
25 To 39	40
40 To 64	326
65 To 74	273
75 To 84	697
85+	1,349
Data missing	31

Geographic Breakdown

<u>District</u>	<u>No. of clients</u>
Adur	271
Arun	698
Brighton & Hove	42
Chichester	422
Crawley,	238
East Sussex,	23
Hampshire	20
Horsham	379
Mid Sussex	338
Out of County	16
Surrey	48
Worthing	290
Data missing	2

Our Services and Activity

Information, Advice, and Guidance (IAG)

Our caring and trusted team is here to listen, identify areas of need and work with our clients to live their life without limits. We provide appropriate and up-to-date information, advice, and guidance in formats accessible to our beneficiaries, as well as enabling clients to connect with others, share experiences and support each other.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

"Mrs H had expressed feelings of isolation and loneliness after many of her friends had died or moved away. The Covid 19 lockdowns only heightened this and how vulnerable she was. I still contact Mrs H on a weekly basis, I have supported her to gain access to a magnifier, which she has received and is really helping her. I have also been able to provide moral support when required. Mrs. H feels confident that she can confide in me."

Total IAG Interactions	382
Total Hours	69hrs

Hospital Based Services

We provide emotional and practical support after diagnosis at the eye clinic, including helping to understand the diagnosis, the certification, and the registration process of having a sight impairment. We are the key link between patient, consultant and provide the knowledge of the support that is available to patients at this devastating time.

We help clients to understand their eye condition, and what support our clients can access and are a vital part of the health and social care pathway, we promote support and information on maintaining and ensuring good eye health.

Total people registered with a Certificate of Visual Impairment (CVI)	327
Total Low Vision Aid HESP form Issued for magnifiers	331
General Patient Contacts	1,990

Low Vision Assessments

We provide dedicated assessments to identify magnification, techniques, and products to help with everyday tasks such as reading, shopping, medication, preparing meals.

We deliver an NHS low vision service alongside Sight for Surrey within the Sussex and Surrey NHS Trust (SASH), we are also delighted that we were successful in implementing a new low vision service at Queen Victoria Hospital (QVH) in East Grinstead.

Low Vision Assessments carried out community based	58
Assessments using the Hospital Eye Scheme Prescription (HESP)	33
Assessment via the Sussex and Surrey NHS Trust contract (SASH)	
Crawley	92
Horsham	79
Assessments at Queen Victoria Hospital East Grinstead	42
Total Low Vision Assessments	390
Total hours of support	193hrs

Practical equipment advice and purchase

We offer a large range of specialist low vision equipment and provide advice and demonstration to ensure our beneficiaries are choosing the most appropriate tools and solutions for their needs.

Interactions	747
No. Of Items Sold	638
Total orders (Inc via WSCC ROVI Team)	392

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

Benefits

We offer support to access benefits and concessions and help to complete forms, such as Personal Independence Payments (PIP), Attendance Allowance (AA), and Blue Badges. We also provide advice, including support with appeals, tribunals, and assessments.

"A client whose stroke left him with sight loss had applied for PIP but had been refused. I visited his home and completed the forms again. He was suffering from severe anxiety and completing these forms exacerbated this. He, and his wife said that I included a lot more details that they had not thought about as it was everyday life to them now. I also assisted him with his telephone assessment as he often struggles to talk with his anxiety and had to leave the room to calm down as he felt very overwhelmed by all the questions. He has now been awarded the higher rate of PIP. Both he and his wife said that they could not have done this without my knowledge and support.

Benefits Interventions	118
Direct beneficiaries	52
Total Hours of support delivered	99hrs

Accessible technology Service

With the help of our ever growing and developing specialist accessible technology service, we can support our clients to develop new and existing skills, communicate effectively and remain independent. We provide clients with the support, information, and knowledge to make informed choices and learn to adapt to technology after sight loss.

Number of direct beneficiaries	90
Number of interventions	240
Number of remote Interventions	172
Number of in-person Interventions delivered	52
Total hours of support delivered	101hrs

Education and Employment Support

For our younger and working age clients, we offer support with education, training, learning, and offering access to and remaining in employment. This service also helps to provide support to educators and employers so that they are better informed of what support is available and how they can support people with sight loss.

Employment Support

Interactions:	3
Direct beneficiaries:	2
Total hours of support:	2hrs

Education Support

Interactions	21
Direct beneficiaries	17
Total hours of support:	3hrs

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year ended 31 March 2023

Health and Wellbeing

We provide support, information, and advice to enable our clients to access leisure, social, and community activities within their community, combatting social isolation to improve the health and wellbeing of our clients.

Some examples are low vision days, events, online activities, and walking groups.

Total Client Interactions 2022/2023

Contact Method	Number	Duration
Audio (CD/MP3)	1	5mins
Card	2,167	73hrs 47mins
Email	272	30hrs 30mins
Face To Face	649	432hrs 15mins
Large Print	899	111hrs 57mins
Memory Stick	1	5mins
Online Video Call	6	2hrs 14mins
SMS Text	4	25mins
Special - See Notes	3	16mins
Standard Print	20	3hrs 47mins
Telephone	3,314	954hrs 44mins
Total Interactions	7,336	1,610hrs 5mins

AWARDS & RECOGNITION

We were delighted to receive the incredible honour of an award from the High Sheriff of West Sussex for "Great and Valuable" services to the community. The Sheriff has been of incredible support to 4Sight Vision Support in his year in the post and presented us with a donation of £1,000 to help support the work we do.

We were delighted this year to be selected as one of the Mayor of Bognor Regis's Charities of the Year. The Mayor and Mayoress supported and attended many events and activities throughout the year and put on their own events to support us. In April 2023 we were delighted to invite them to Bognor Regis vision support centre where they presented us with a cheque for an incredible £1,070 which has gone directly to support clients within the Bognor Regis Area.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

OUR COMMUNICATIONS

Community talks	10
Press Releases	16
Radio Interviews	6

Our **social media** presence grew.

Facebook

New	241
Total	1,264

Instagram

New	77
Total	436

Twitter

Total	615
-------	-----

Newsletters sent to our clients with information, advice, and activities.

In the following accessible formats

CD	755
USB	543
Braille	29
email	3,104
printed	9,847
Total:	14,278

PARTNERSHIPS

Partnership working is a key priority to 4Sight Vision Support, and we have continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services.

We have a formal link with Sight for Surrey through the SaSH NHS contract and link into the local West Sussex Community and Voluntary Action groups. We are also a founder member of the 'Community Solutions Consortia' (CSC) with Age UK West Sussex, Brighton and Hove, Carers Support West Sussex, The Aldingbourne Trust, Independent Lives, Healthwatch West Sussex, Citizens Advice and West Sussex MIND. CSC is a consortium of county-wide service provider organisations that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

This year we were on the collaboration board working in co-production for the new WSCC Adult Social Care Strategy titled "The Life you want to Lead", to ensure that sight loss was considered and prevalent in this piece of work.

We also work closely with other organisations that support sight impaired people. Visionary is the national body that links sight loss organisations across the UK. 4Sight Vision Support plays an active role in the local Visionary south-east regional hub which includes Sight for Surrey, East Sussex Association of Blind & Partially Sighted People, Open Sight Hampshire, Kent Association for the Blind, Sight Concern Bedfordshire, Berkshire Vision, and many others. We also work with national partners including the RNIB, Guide Dogs UK, Blind Veterans UK, The Thomas Pocklington Trust and The Macular Society and we will continue to explore ways to work together with them wherever such partnerships can add value to the services and support we offer to our members.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

FINANCIAL PERFORMANCE

The financial performance of the charity for the year is set out in the Statement of Financial Activities.

Donations, Legacies and Grants totalled £224,780 for the period (2022: £237,034), whilst income from Charitable Activities was £103,811 (2022: £90,794). Total income for the charity amounts to £350,100 (2022: £364,720).

Total expenditure for the year was £386,772 (2022: £424,725).

The net decrease in funds was £36,672 (2022: £59,555) against a planned surplus for the year of £2,933 (2022: planned deficit of £24,794).

Fees and pricing policies have remained at 2021-22 levels, adjusted for inflation. There are currently no plans to introduce any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that any charges can be waived for those unable to afford it.

The trading subsidiary, 4Sight Vision Support Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure.

4Sight Vision Support has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six months' expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

This level of reserves had been achieved at the year end. The total funds held at the balance sheet date were £670,617 (2022: £707,289) which includes £35,870 (2022: £80,298) held in restricted funds and £461,152 (2022: £468,581) held as tangible fixed assets. This gives free reserves of £173,595 (2022: £158,410).

The view of the Trustees for the 2022-23 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary. The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

FUNDRAISING

Our fundraising includes encouraging donations and gifts in wills, running events, supporting people in our community who wish to raise funds for us and operating a lottery and raffles. Our fundraising strategy is provided and delivered by our in-house team.

The Trustees would like to note their sincere thanks to the local businesses, schools, universities, colleges, and many individuals who choose to set up, run, or participate in a fundraising event in aid of our work each year. Without the support of this supporter and donor base, 4Sight Vision Support would simply not be able to fulfil its objectives.

As with many voluntary sector organisations, securing funding for our services remains a constant challenge. The cost-of-living crisis started to impact levels of donations we were receiving at the start of this year, with many regular supporters citing rising costs in petrol and then energy as reasons they were unable to support us in the way they had been. From January 2023 the competition for funding from trusts and foundations began to increase – this is our

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

biggest area of fundraising, and the Trustees and the Senior Management Team remain focussed on the work that is needed to develop more sustainable, on-going income streams.

The senior member of our fundraising team is a member of the Institute of Fundraising and our organisation is registered with the Fundraising Regulator; consequently, everyone who supports us may be assured that we comply with the regulatory standards for fundraising.

We respond to all complaints within five days. Complaints are dealt with in line with our fundraising complaints policy. Serious complaints are escalated to our Chief Executive and Trustees so they may review our activities in the light of the complaint. We have not received any complaints in this financial period.

Funders

4Sight Vision Support continues to benefit from the very generous support of a broad range of funders, whether that be Charitable Trusts and Foundations, statutory funders such as County, District, Borough, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support, and we thank them for enabling us to fulfil our mission to support and improve the lives of blind and sight impaired people in West Sussex.

The Trustees would also like to acknowledge the generous support of some larger donations from the following organisations:

- NHS Charities Together
- Power to Change – Powering Up
- Ulverscroft Foundation
- Hospital Saturday Fund
- Yorkshire Building Society
- Worthing Community Chest
- Marsh Charitable Trust
- Woodroffe Benton Foundation
- Garfield Weston Foundation
- The W O Street Charitable Foundation
- The Longley Trust
- Boltini Trust
- Edgar E Lawley Foundation
- Chalcroft Charitable Trust
- Charlotte Marshall Charitable Trust
- Basil Shippam and Alsford Trust
- Masonic Charitable Foundation
- The Kathleen and Sidney Linkins Memorial Trust
- Souter Charitable Trust
- Sussex Community Foundation
- The Wilson Memorial Trust
- Ernest Kleinwort Charitable Trust
- Co-op Local Community Fund
- Friarsgate Trust
- Thomas Pocklington Trust
- West Sussex Travel Society Charity
- The Patricia Routledge Foundation
- Windruff Charitable Trust
- The Viscountess Blakenham's Charitable Trust
- Bognor Regis Town Council
- Haywards Heath Town Council
- Chichester District Council

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

Many other donors and benefactors have supported us throughout the year including Parish and Town Councils, local Community groups and organisations and Initiative funders as well as those who have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

IMPACT OF COVID-19

The coronavirus (Covid-19) pandemic has continued to have an impact. We continued to see ongoing staff and volunteer illness, absence, and concerns.

We still hear devastating stories of isolation and the impact on people's mental health and wellbeing into 2023, with some clients still unable to leave their homes due to anxiety and mobility issues. We continue to provide one-to-one home support where necessary.

Concerns rise over extensive waiting lists of hospital appointments, and we continue to work with the NHS to offer solutions and support to patients at this time.

THE BOARD OF TRUSTEES

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company.

The Trustees shall consist of the Honorary Officers, individuals nominated by local area committees, and individuals elected by the members at the AGM, of which not less than 50% shall be visually impaired people or people with lived experience of sight loss.

The Board of Trustees:

- meets at least four times per year (during this year, all meetings were held online including the AGM)
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year

The Annual General Meeting:

- elects Officers of the Charity.
- elects up to 9 members of the Board of Trustees.
- and approves the annual report and accounts.

The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents, and Vice Presidents who shall be members of the Charity.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires that the Trustees prepare financial statements for each financial year, which give a true and fair view of the Charity's state of affairs at the end of the year and of the incoming and outgoing resources for the year then ended.

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

A register of Trustees and Senior Managers declared interests is maintained and updated at least annually, and the HMRC Fit and Proper Persons process is in place. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. All serving trustees are already familiar with the practical work of the charity. Potential new trustees, who are selected for their strengths and diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our head office, and if possible, at our other bases of activity and outreach localities, to familiarise themselves with the charity and the context within which it operates.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Trustees' Report
For the year ended 31 March 2023**

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking, and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted, and this information helps to build the profile for future Trustee recruitment.

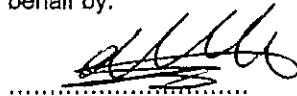
Trustees are encouraged to update their skills through attendance at appropriate training courses and events and, to use the available resources and comprehensive guidance available on the Charity Commission website. Honorary Officers are selected from the Board of Trustees.

RISK ASSESSMENT

The Board of Trustees keeps under review the risks to which 4Sight Vision Support may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. A Risk Register is in place and is updated quarterly or more frequently if required. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety, and reputation. Where appropriate, systems and procedures have been established to mitigate the risks the Charity faces.

Compliance is about ensuring that we adhere to statutory and regulatory requirements and, in line with best practice and our duty of care to all of our stakeholders, the Charity is working towards Level 1 of the Trusted Charity quality mark, which has been specifically designed for use by voluntary sector organisations.

The Report was approved by the Trustees, in their capacity as company directors on 24/11/23 and signed on their behalf by:



Kirstie Thomas
Company secretary

4Sight Vision Support
(A Company Limited by Guarantee)

Independent Examiner's Report
For the year ended 31 March 2023

Independent Examiner's Report to the Trustees of 4Sight Vision Support ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2023.

Responsibilities and Basis of Report

As the Trustees of the charity (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 charity 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 charity'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 charity'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 ICAEW, 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 charity 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.

This report is made solely to the charity'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 charity'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 charity and the charity's Trustees as a body, for my work or for this report.

Signed:  Dated: 27 November 2023

Lucy Hammond BSc FCA

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex PO20 7AJ

4Sight Vision Support
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 March 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	149,337	75,443	224,780	237,034
Charitable activities	4	103,811	-	103,811	90,794
Other trading activities		17,231	-	17,231	31,310
Investments	6	971	-	971	14
Other income		3,307	-	3,307	5,568
Total income		274,657	75,443	350,100	364,720
Expenditure on:					
Raising funds	7	64,984	-	64,984	70,504
Charitable activities	8	201,917	119,871	321,788	353,771
Total expenditure		266,901	119,871	386,772	424,275
Net movement in funds		7,756	(44,428)	(36,672)	(59,555)
Reconciliation of funds:					
Total funds brought forward		626,991	80,298	707,289	766,844
Net movement in funds		7,756	(44,428)	(36,672)	(59,555)
Total funds carried forward		634,747	35,870	670,617	707,289

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

The notes on pages 16 to 35 form part of these financial statements.

4Sight Vision Support
(A Company Limited by Guarantee)
Registered number: 03740647

Balance Sheet
As at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	461,152	468,581
Investments	14	100	100
		<u>461,252</u>	<u>468,681</u>
Current assets			
Stocks	15	11,446	8,113
Debtors	16	4,374	16,340
Cash at bank and in hand		217,749	240,162
		<u>233,569</u>	<u>264,615</u>
Creditors: amounts falling due within one year	17	(24,204)	(26,007)
Net current assets		<u>209,365</u>	<u>238,608</u>
Total net assets		<u><u>670,617</u></u>	<u><u>707,289</u></u>
Charity funds			
Restricted funds	18	35,870	80,298
Unrestricted funds	18	634,747	626,991
Total funds		<u><u>670,617</u></u>	<u><u>707,289</u></u>

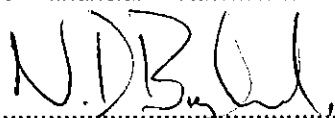
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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 on 24/11/23 and signed on their behalf by:


 Dr Norman Boyland DL FRSC


 Arthur Mayson ACIB TEP

The notes on pages 16 to 35 form part of these financial statements.

Notes to the Financial Statements
For the year ended 31 March 2023

1. Accounting policies

1.1 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

4Sight Vision Support 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.

1.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held for 12 months from authorising these financial statements.

1.3 Income

All income is recognised once the charity 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 charity 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 charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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.

Notes to the Financial Statements
For the year ended 31 March 2023

1. Accounting policies (continued)

1.4 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 charity 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 charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.6 Interest receivable

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

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Freehold property	- 2% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 50% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

Notes to the Financial Statements
For the year ended 31 March 2023

1. Accounting policies (continued)

1.8 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 in subsidiaries are valued at cost less provision for impairment.

1.9 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.

1.10 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.

1.11 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.

1.12 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 charity 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.

1.13 Financial instruments

The charity 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.

1.14 Operating leases

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

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

1. Accounting policies (continued)

1.15 Pensions

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

1.16 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 charity 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 charity 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.

2. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The residual values and useful economic lives of tangible fixed assets over which these items are depreciated are estimates which impact the net book value at the balance sheet date, particularly for freehold property.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

3. Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations	49,479	-	49,479
Legacies	15,008	-	15,008
Grants	84,850	75,443	160,293
	149,337	75,443	224,780

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Donations	47,668	2,882	50,550
Legacies	3,852	-	3,852
Grants	42,965	139,667	182,632
	94,485	142,549	237,034

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £
Clubs	9,990	9,990
Sight Care Advisor Service	44,307	44,307
Resource and transcriptions	27,979	27,979
Outreach	21,535	21,535
	103,811	103,811

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

4. Income from charitable activities (continued)

	Unrestricted funds 2022 £	Total funds 2022 £
Clubs	6,566	6,566
Sight Care Advisor Service	43,142	43,142
Resource and transcriptions	21,966	21,966
Outreach	19,120	19,120
	<u>90,794</u>	<u>90,794</u>

5. Income from other trading activities

	Unrestricted funds 2023 £	Total funds 2023 £
Income from fundraising events		
Fundraising events	5,101	5,101
Fundraising sponsored events	-	-
Raffles & Lotteries	5,690	5,690
Other fundraising income	6,440	6,440
	<u>17,231</u>	<u>17,231</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income from fundraising events			
Fundraising events	13,854	100	13,954
Fundraising sponsored events	5,857	-	5,857
Raffles & Lotteries	8,047	-	8,047
Other fundraising income	3,452	-	3,452
	<u>31,210</u>	<u>100</u>	<u>31,310</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

6. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £
Investment income	971	971
	<u> </u>	<u> </u>
	Unrestricted funds 2022 £	Total funds 2022 £
Investment income	14	14
	<u> </u>	<u> </u>

7. Expenditure on raising funds

	Unrestricted funds 2023 £	Total funds 2023 £
Other costs	12,827	12,827
Wages and salaries	52,157	52,157
	<u>64,984</u>	<u>64,984</u>
	<u> </u>	<u> </u>
	Unrestricted funds 2022 £	Total funds 2022 £
Other costs	14,550	14,550
Wages and salaries	55,954	55,954
	<u>70,504</u>	<u>70,504</u>
	<u> </u>	<u> </u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Clubs	14,431	2,720	17,151
Sight Care Advisor Service	82,731	-	82,731
Resource and transcriptions	10,252	22,370	32,622
Outreach	94,503	94,781	189,284
	<u>201,917</u>	<u>119,871</u>	<u>321,788</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Clubs	6,449	683	7,132
Sight Care Advisor Service	61,240	-	61,240
Resource and transcriptions	44,367	4,293	48,660
Outreach	87,885	148,854	236,739
	<u>199,941</u>	<u>153,830</u>	<u>353,771</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

9. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Clubs	17,151	-	17,151
Sight Care Advisor Service	53,984	28,747	82,731
Resource and transcriptions	21,287	11,335	32,622
Outreach	122,568	66,716	189,284
	<u>214,990</u>	<u>106,798</u>	<u>321,788</u>

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Clubs	7,132	-	7,132
Sight Care Advisor Service	31,704	29,536	61,240
Resource and transcriptions	31,264	17,396	48,660
Outreach	166,568	70,171	236,739
	<u>236,668</u>	<u>117,103</u>	<u>353,771</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

	2023 £	2022 £
Analysis of direct costs		
Other costs	15,477	14,419
Staff travel, training, & recruitment	4,991	6,781
Building and estates costs	6,083	5,763
Professional fees	-	6,966
Communications	9,502	14,650
Equipment costs	26,593	17,860
Volunteer expenses	358	207
Staff costs	147,172	162,159
Depreciation	4,814	7,863
	<u>214,990</u>	<u>236,668</u>
	2023 £	2022 £
Analysis of support costs		
Finance	-	4,589
Other costs	321	1,675
Staff travel, training & recruitment	2,711	952
Building and estate costs	3,304	5,265
Professional fees	12,743	10,758
Communications	5,161	4,117
Equipment costs	-	374
Staff costs	79,943	81,510
Depreciation	2,615	7,863
	<u>106,798</u>	<u>117,103</u>
Total costs		
Direct costs	214,990	236,668
Support costs	106,798	117,103
	<u>321,788</u>	<u>353,771</u>

Governance costs of £19,380 (2022: £17,884) are included in within support costs, see note 10 for analysis.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

10. Governance costs

	Unrestricted funds 2023 £	Total funds 2023 £
Staff costs	11,991	11,991
Independent examination fee	4,000	4,000
Other costs	3,389	3,389
	<u>19,380</u>	<u>19,380</u>

	Unrestricted funds 2022 £	Total funds 2022 £
Staff costs	11,103	11,103
Independent examination fee	3,850	3,850
Other costs	2,931	2,931
	<u>17,884</u>	<u>17,884</u>

11. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £4,000 (2022 - £3,850).

12. Staff costs

	2023 £	2022 £
Wages and salaries	255,171	273,003
Social security costs	13,005	14,525
Contribution to defined contribution pension schemes	11,094	12,093
	<u>279,270</u>	<u>299,621</u>

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

	2023 No.	2022 No.
Average number of employees	<u>16</u>	<u>18</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

12. Staff costs (continued)

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

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £40,200 (2022: £51,750) and total employer pension contributions of £2,412 (2022: £3,105).

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

13. Tangible fixed assets

	Freehold property and land £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2022	523,422	16,276	16,750	8,894	5,159	570,501
Disposals	-	-	(2,750)	-	-	(2,750)
At 31 March 2023	523,422	16,276	14,000	8,894	5,159	567,751
Depreciation						
At 1 April 2022	56,602	16,276	16,750	7,133	5,159	101,920
Charge for the year	5,668	-	-	1,761	-	7,429
On disposals	-	-	(2,750)	-	-	(2,750)
At 31 March 2023	62,270	16,276	14,000	8,894	5,159	106,599
Net book value						
At 31 March 2023	461,152	-	-	-	-	461,152
At 31 March 2022	466,820	-	-	1,761	-	468,581

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

14. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2022	100
At 31 March 2023	100
Net book value	
At 31 March 2023	100
At 31 March 2022	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Holding
4SIGHT Trading Limited	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
4SIGHT Trading Limited	100

15. Stocks

	2023 £	2022 £
Goods for resale	11,446	8,113

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

16. Debtors

	2023 £	2022 £
Due within one year		
Trade debtors	374	520
Other debtors	4,000	4,468
Prepayments and accrued income	-	11,352
	<u>4,374</u>	<u>16,340</u>

17. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	11,770	12,180
Other taxation and social security	3,442	3,603
Other creditors	669	687
Accruals and deferred income	8,323	9,537
	<u>24,204</u>	<u>26,007</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers In/out £	Balance at 31 March 2023 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	40,240	9,990	(14,431)	(15,730)	20,069
General funds					
General Funds	586,751	264,667	(252,470)	15,730	614,678
Total Unrestricted funds	626,991	274,657	(266,901)	-	634,747
Restricted funds					
Outreach service	8,814	13,000	(13,547)	-	8,267
Clubs	4,837	-	(2,720)	-	2,117
Equipment	205	2,000	(2,205)	-	-
Volunteering co-ordinator	9,292	-	(7,500)	-	1,792
Newsletter	1,493	1,453	(705)	-	2,241
Children and Young People	9,991	-	(9,991)	-	-
NHS Charities Together	4,178	22,196	(23,650)	-	2,724
Accessible technology advice service	16,990	3,200	(20,165)	-	25
Low vision	8,000	-	(7,800)	-	200
Client Services	2,500	9,920	(727)	-	11,693
Postcode Lottery	11,980	-	(11,980)	-	-
Health & wellbeing	2,018	-	(2,018)	-	-
Vision Support	-	11,423	(8,398)	-	3,025
Improving Client Engagement	-	12,251	(8,465)	-	3,786
	80,298	75,443	(119,871)	-	35,870
Total of funds	707,289	350,100	(386,772)	-	670,617

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

18. Statement of funds (continued)

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The purpose of material individual funds are:

Outreach Service - Funds received to maintain our general services to members
Client Services - Funds received to sustain and expand capacity to meet rising demand
Client Engagement - Funds received for a client engagement officer

The purpose of other restricted funds is described above in the name of the fund.

During the year a transfer was posted between the designated clubs fund and general funds to represent funds held in respect of clubs which are now dormant or closed.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers In/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	46,940	6,566	(6,522)	(6,744)	40,240
General funds					
General Funds	628,425	215,505	(263,923)	6,744	586,751
Total Unrestricted funds	675,365	222,071	(270,445)	-	626,991
Restricted funds					
Outreach service	59,154	33,556	(83,896)	-	8,814
Clubs	5,293	227	(683)	-	4,837
Equipment	-	1,794	(1,589)	-	205
Building	204	-	(204)	-	-
Volunteering co-ordinator	-	15,118	(5,826)	-	9,292
Newsletter	3,017	5,477	(7,001)	-	1,493
Big Lottery	23,811	-	(23,811)	-	-
Children and Young People	-	14,873	(4,882)	-	9,991
NHS Charities Together	-	11,548	(7,370)	-	4,178
Centenary	-	2,356	(2,356)	-	-
Accessible technology advice service	-	17,584	(594)	-	16,990
Low vision	-	10,500	(2,500)	-	8,000
Client Services	-	7,500	(5,000)	-	2,500
Postcode Lottery	-	19,898	(7,918)	-	11,980
Fundraising	-	100	(100)	-	-
Health & wellbeing	-	2,118	(100)	-	2,018
	91,479	142,649	(153,830)	-	80,298
Total of funds	766,844	364,720	(424,275)	-	707,289

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

19. Clubs designated funds

	2023	2022
	£	£
Income		
Clubs income	9,990	6,566
	9,990	6,566
Expenditure		
Travel	(1,103)	(140)
Hall hire	(2,108)	(860)
Functions	(7,100)	(3,717)
Other expenses	(4,120)	(1,805)
	(14,431)	(6,522)
Net movement in the year	(4,441)	44
Balance brought forward	40,240	46,940
Transfers (to)/from the general fund	(15,730)	(6,744)
Balance carried forward	20,069	40,240

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 21 (2022: 27).

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	461,152	-	461,152
Fixed asset investments	100	-	100
Current assets	197,699	35,870	233,569
Creditors due within one year	(24,204)	-	(24,204)
Total	634,747	35,870	670,617

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2023

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	468,581	-	468,581
Fixed asset investments	100	-	100
Current assets	184,317	80,298	264,615
Creditors due within one year	(26,007)	-	(26,007)
Total	626,991	80,298	707,289

21. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,094 (2022: £12,093).

22. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

23. Related party transactions

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

During the year, no trustees received any remuneration nor any expenses (2022: Nil).

There are no other related party transactions which require disclosure.

4SIGHT VISION SUPPORT

England & Wales - Charity number 1075447

Accounts

Registered number: 03740647
Charity number: 1075447

4Sight Vision Support
(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the year ended 31 March 2022

4Sight Vision Support
(A Company Limited by Guarantee)

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4Sight Vision Support
(A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the year ended 31 March 2022

Trustees	Dr Norman Boyland DL FRSC, Chairman Arthur Mayson ACIB TEP, Hon. Treasurer Sheilagh Baker DBO (D), Elected Member Robert Hayes, Vice Chairman Jan Penn, Elected Member Heather Bell DBO (D), Elected Member Julia Kirkham, Elected Member Maureen Jenkins RN BSc (Hons) ANP, Elected Member
Company registered number	03740647
Charity registered number	1075447
Registered office	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
Chief Executive Officer and Company Secretary	N Demetriades (to 31 August 2021) K Thomas (from 1 September 2021)
Independent examiner	Kreston Reeves LLP Chartered Accountants Springfield House Springfield Road Horsham West Sussex RH12 2RG
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Patron	In absentia
Vice Patrons	Major-General Tony Boam CB CBE Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL The Right Hon. Sir Peter Hordern PC DL Major Mark Scrase-Dickens CMG DL Masoud Teimory MD DO FRCOphth The Right Hon. Lord Young of Graffham FRPS DL Tim Fooks - appointed January 2022

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued (January 2019).

CHARITABLE OBJECTS AND PUBLIC BENEFIT

When planning activities for the year the Trustees have complied with guidance issued by the Charity Commission and with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

In particular the Trustees have considered the specific guidance on charities for the advancement of health, and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or another disadvantage and living in West Sussex.

ABOUT 4SIGHT VISION SUPPORT

In October 2021 we celebrated our 100th Anniversary. For over 100 years, 4Sight Vision Support has been the leading sight loss charity supporting blind and sight impaired people living in West Sussex.

With our ongoing work, forward strategy, and partnership working, we aim to make 4Sight Vision Support the Charity that is there for the people of West Sussex at the time when it matters most.

This year we have reviewed and refreshed our charity strategy and objectives to ensure we are relevant, and appropriate, and continue to respond to users' voices.

Our Vision

At the heart of our holistic and person-centred approach is a commitment to ensure everyone can live a **LIFE WITHOUT LIMITS** following a sight loss diagnosis.

Our Mission

Make a positive difference to blind and sight impaired people in West Sussex at every stage of their lives and sight loss journey.

Our Values

- We are **Caring**
- For over 100 years, we are **Trusted**
- We are **Forward-Thinking**

Our Priorities

1. Raise the profile of 4Sight Vision Support through improved communication and engagement with our stakeholders
2. Increase the number of blind and sight impaired people we support
3. Change the way we work to provide more one-to-one vision support services
4. Promote good eye health and sight loss prevention
5. Ensure 4Sight Vision Support is fit for purpose, sustainable and relevant

Structure, Governance, and Management

4Sight Vision Support has the Charity registration number 1075447 and is a Company Limited by Guarantee, number 03740647. It is constituted under its amended Articles of Association dated 26th October 2018. The Charity was founded in 1921 and incorporated on 24th March 1999. The management of the affairs of the charity is vested in the Trustees. The Trustees are the directors of the company together with not more than nine members elected by the Annual General Meeting or co-opted by the Trustees. 3 out of 8 of our Trustees have lived experience of sight loss

In 2021-2022 we also started using the Charity Excellence Framework tool to ensure that we are up to date with governance, policy, and procedures and have met the quality mark standard.

Our Staff

The charity's operational affairs, including Chief Executive, service delivery, finance, admin, income generation, and communications were managed and delivered by 15 staff. 20% of our staff team have lived experience of sight loss, including Kirstie Thomas who after working with the charity for 13 years was appointed as CEO in September 2021.

Our Volunteers

Volunteer numbers	206
Volunteers with Lived Experience	20
Total Hours	12,780
Added value	£121,410

Volunteer Contacts with Clients

Client Services volunteers based at Bognor and Shoreham recorded over **4,000** contacts with clients, in over **369** hours of contact.

Client contact consists of both telephone and written contact. For example, in addition to welfare calls to clients, volunteers send out client welcome packs and birthday cards.

A total of **1,400** welfare calls were made to clients equating to **137** hours of telephone support by volunteers.

47 New Volunteers have been recruited in the period into the following volunteer roles:

- Sighted Guides
- Group Helpers
- Car drivers & Minibus drivers
- Client Services & Centre volunteers
- Fundraising, Events & Communications

Queen's Award for Voluntary Service

In June 2021 4Sight Vision Support was honoured with The Queen's Award for Voluntary Service, the highest award a voluntary group can receive in the UK. The award recognises outstanding work by volunteer groups to benefit their local communities and we were doubly honoured to receive an additional 'Special Recognition – Covid 19' Commendation, awarded to those who provided impactful support to the community in response to the pandemic.

In November, the Lord-Lieutenant of West Sussex, Mrs Susan Pyper, presented the charity with the Award crystal and certificate at a special ceremony at the Shoreham Centre attended by volunteers, invited guests, and staff.

4Sight Vision Support
(A Company Limited by Guarantee)

Trustees' Report
For the year ended 31 March 2022

Recipients of the Award nationwide were invited to attend a Royal Garden Party at Buckingham Palace hosted by The Earl and Countess of Wessex and attended by The Duchess of Cambridge and Princess Alexandra. The Garden Party, held on Wednesday 18 May 2022, was attended by 4Sight Vision Support volunteers Penny Dale and Julia Kirkham, along with Volunteer Coordinator, Naomi Towns.

2021-2022 – THE YEAR AT A GLANCE – OUR IMPACT

With 5 main priorities in our Strategic Plan, here are some of our achievements during the year.

Total new clients	546
Total active service users	2,287

Our **referrals** for support are received in a wide variety of ways including, our Sight Care Advisor services at University Hospitals Sussex (UHSX) NHS Trust, WSCC Rehabilitation Officers for the Visually Impaired (ROVI), our Sussex and Surrey Hospital (SASH) NHS Trust Low vision clinics, opticians, social prescribers, self-referrals, and GP's.

Age breakdown

<u>Age Band</u>	<u>No. of people</u>
0 To 4	3
5 To 10	10
11 To 16	20
17 To 18	5
19 To 24	7
25 To 39	30
40 To 64	256
65 To 74	256
75 To 84	581
85+	1,089
Data missing	30

Geographic Breakdown

<u>District</u>	<u>No. of people</u>
Adur	233
Arun	578
Brighton & Hove	42
Chichester	340
Crawley	209
East Sussex	18
Hampshire	20
Horsham	312
Mid Sussex	296
Out of County	5
Surrey	20
Unknown	3
Worthing	211

Sight Care Advisor's interaction

Total people registered with a certificate of Visual Impairment (CVI)	354
Total Low Vision Aid HESP form issued for magnifiers	415
General Patient Contacts	1,278

Low Vision assessments

Low Vision Assessments carried out	104
Assessments using the Hospital Eye Scheme Prescription (HESP)	37
Assessment via the Sussex and Surrey NHS Trust contract (SASH)	
Crawley	137
Horsham	112
Total Low Vision Assessments	390

Practical equipment advice and purchase

Equipment Advice and Demonstration interaction	557
No. Of Items Sold	637
Total orders (inc via WSCC ROVI Tam)	436
Total	£12,846

Accessible Technology Service from July 2021

Number of direct beneficiaries	121
Number of interventions delivered	306
Number of remote sessions delivered	264
Number of in person sessions delivered	42
Amount of hours of support delivered	165.5 hours

New Services/Activity for this year

Benefits advise, including support with form filling, applications, appeals, and assessments

Benefits Interactions	40
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Education support for students, at school or college

Supported 11 young people in 20 interactions

Total Face to Face interaction	477
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OUR SERVICES & ACTIVITIES

In this financial year alongside our updated Vision, Mission, Values, and priorities we also undertook a strategic services review and restructure based on learning from the pandemic and improving and ongoing engagement with our beneficiaries.

Our person-centred, tailored, one-to-one support services now cover the following and meet with the national standard 'Seeing it My Way' outcomes:

- Our caring and trusted team are here to **listen**, identify areas of need, and **work with clients** to live their life without limits.
- **Emotional** and **practical** support after **diagnosis** at the eye unit, including helping to understand the certification and registration process of having a visual impairment.
- Help to **understand individual eye conditions**, what support clients can access, and promote **good eye health**.
- **Have someone to talk** to and help to **connect with others**, share experiences and support each other.

Trustees' Report
For the year ended 31 March 2022

- Dedicated **assessments** to identify **magnification**, techniques, and **products** to help with everyday tasks such as **reading**, shopping, medication, and preparing meals.
- Financial support to access **benefits** and **concessions**, help **to complete forms**, such as Personal Independence Payments (PIP), Attendance Allowance (AA), and Blue Badge.
- With the help of **technology**, we can support people to develop new and existing skills, **communicate** effectively and remain **independent**.
- Provide appropriate and up-to-date **information, advice, and guidance** in appropriate accessible formats
- Support with **education**, training, learning, and **employment**.
- Enable people to access **leisure, social, health, and wellbeing** activities within your community.

We deliver this through our dedicated service team split into the following areas:

- **Sight Care Advisor** Service based at eye units at Southlands and St Richards, providing vital emotional and practical support at the point of diagnosis of irreversible sight loss. We are delighted this year to announce that this service is now funded by the UHSX NHS Trust for the first time in 24 years.
- **Client Service**, the first point of contact for all referrals into our service, including triage, calls, data capture, and ongoing internal and external referrals
- **Low Vision and equipment service** these cover assessments for magnifiers, lighting, practical information, advice, guidance, and equipment demonstration and purchase
- **Accessible Technology Service** providing invaluable assistance, training, information, and advice on adaptations and accessibility options available through technology
- **Advocacy** one-to-one person-centred, tailored support to support needs identified through our triage process
- **Benefits, education and employment service** supporting, children, young adults, and working-age clients to ensure they can, work, learn and manage financially
- **Health and Wellbeing services** enabling people to continue with social, leisure, and community activities, while breaking down barriers to accessing activities

100th Anniversary

For 100 years and without interruption, 4Sight Vision Support has provided specialist services to blind and sight impaired adults and children across West Sussex. In October 2021 we marked this anniversary with two very special celebrations; a birthday party at our Bognor HQ and a 'Visions of Hollywood' Fundraising Ball. The two occasions not only celebrated this landmark, but also the hard work of staff, volunteers and the local community who continued to deliver the Charity's vital services throughout the pandemic.

Current staff and volunteers came together to celebrate at the birthday party with fizz, a quiz, and of course a 100th birthday cake! They included the longest standing members Annie Taylor, Sight Care Advisor, and Finance Manager Melanie Adams, both who have been with the charity for over 20 years.

Guests at the 'Visions of Hollywood' Ball included current and former staff, volunteers, Trustees, clients, corporate supporters, plus friends and family. Tickets and fundraising on the night raised nearly £13,000. The Team at 4Sight Vision Support would like to thank its corporate sponsors Rayner; Barnham Opticians; Brandabble; Arun Business Partnership; Sims Williams Estate Agents; SRP Design and Print; Passmore Glass and Southdowns Water.

Other 100th Anniversary activities during the year included; various communication activities to celebrate/mark this momentous occasion (with thanks to the local press for helping us share our story), a Centenary Prize Draw which raised £3,300 and the design and sale of a special commemorative pin badge.

OUR COMMUNICATIONS

Press releases 19

Radio interviews 4

Our **social media** presence grew

Facebook: 57 new total 1,023

Instagram: 85 new total 389

Twitter: 19 new total 1,616

Newsletters sent to our clients with information, advice and activities

In the following accessible formats

CD total 736

USB 505

Braille 27

E-mail 2,525

Printed 11,701

Total: 15,494

PARTNERSHIPS

Partnership working is a key priority to 4Sight Vision Support, and we have continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services.

We have a formal link with Sight for Surrey through the SaSH NHS contract as mentioned above, and link into the local West Sussex Community and Voluntary Action groups. We are also a founder member of the 'Community Solutions Consortia' (CSC) with Age UK West Sussex, Brighton and Hove, Carers Support West Sussex, The Aldingbourne Trust, Independent Lives, Healthwatch West Sussex, Citizens Advice and West Sussex MIND. CSC is a consortium of county-wide service provider organisations that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

This year we were on the sounding board working in co-production for the new WSCC Adult Social Care Strategy titled "The Life you want to Lead", to ensure that sight loss was considered and prevalent in this piece of work.

We also work closely with other organisations that support sight impaired people. Visionary is the national body that links sight loss organisations across the UK. 4Sight Vision Support plays an active role in the local Visionary south-east regional hub which includes Sight for Surrey, East Sussex Association of Blind & Partially Sighted People, Open Sight Hampshire, Kent Association for the Blind, Sight Concern Bedfordshire, Berkshire Vision and many others. We also work with national partners including the RNIB, Guide Dogs UK, Blind Veterans UK, The Thomas Pocklington Trust and The Macular Society and we will continue to explore ways to work together with them wherever such partnerships can add value to the services and support we offer to our members.

FINANCIAL PERFORMANCE

The financial performance of the charity for the year is set out in the Statement of Financial Activities.

Donations, Legacies and Grants totalled £237,034 for the period (2021: £358,995), whilst income from Charitable Activities was £90,794 (2021: £57,480). Total income for the charity amounts to £364,720 (2021: £423,243).

Total expenditure for the year was £424,275 (2021: £398,607).

The net decrease in funds was £59,555 (2021: net increase of £24,636) against a planned deficit for the year of £24,794 (2021: £40,370).

Fees and pricing policies have remained at 2020-21 levels. There are currently no plans to introduce any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that any charges can be waived for those unable to afford it.

The trading subsidiary, 4Sight Vision Support Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure.

4Sight Vision Support has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

This level of reserves had been achieved at the year end. The total funds held at the balance sheet date were £707,289 (2021: £766,844) which includes £80,298 (2021: £91,479) held in restricted funds and £468,581 (2021: £484,310) held as tangible fixed assets. This gives free reserves of £158,410 (2021: £191,055).

The view of the Trustees for the 2021-22 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary. The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

FUNDRAISING

As with many voluntary sector organisations, securing funding for our services remains a constant challenge and the Trustees and the Senior Management Team remain focussed on the work that is needed in order to develop sustainable, on-going income streams.

The senior member of our fundraising team is a member of the Institute of Fundraising and our organisation is registered with the Fundraising Regulator; consequently, everyone who supports us may be assured that we comply with the regulatory standards for fundraising.

Our fundraising includes encouraging donations and gifts in Wills, running events and operating a lottery and raffle. Our fundraising strategy is provided and delivered by our in-house team.

We respond to all complaints within five days. Complaints are dealt with in line with our fundraising complaints policy. Serious complaints are escalated to our Chief Executive and Trustees so they may review our activities in the light of the complaint. We have not received any complaints in this financial period.

Funders

4Sight Vision Support continues to benefit from the very generous support of a broad range of funders, whether that be Charitable Trusts & Foundations, statutory funders such as County, District, Borough, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support and we thank them for enabling us to fulfil our mission to support and improve the lives of visually impaired people in West Sussex. Equally, the Trustees would like to note their sincere thanks to local businesses, schools, universities, colleges and the many individuals who choose to set up, run, or participate in a fundraising event in aid of our work each year. Without the support of this ever-growing supporter and donor base, 4Sight Vision Support would simply not be able to fulfil its objectives.

The Trustees would also like to acknowledge the generous support of some larger donations from the following organisations:

- The Hedley Foundation
- The Bassil Shippam and Alsford Trust
- The Masonic Charitable Foundation
- The Edward Gostling Foundation
- The Kathleen and Sidney Linkins Memorial Trust
- People's Postcode Lottery
- The Souter Charitable Trust
- Sussex Community Foundation
- The Wilson Memorial Trust
- Awards for All
- Hardy Charitable Trust
- Ernest Kleinwort Charitable Trust
- The Munro Charitable Trust
- Co-op Local Community Fund
- Friarsgate Trust
- The Childwick Trust
- Thomas Pocklington Trust
- West Sussex Travel Society Charity
- The Worshipful Company of Information Technologists
- The Patricia Routledge Foundation
- Ambergate Charitable Trust
- Southern Water
- Windruff Charitable Trust

Trustees' Report
For the year ended 31 March 2022

- Nancy, Viscountess Blakenham's Charitable Trust
- Arun District Council
- Bognor Regis Town Council

Many other donors and benefactors have also supported us throughout the year including Parish and Town Councils, local Community groups and organisations and initiative funders as well as those who have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

IMPACT OF COVID-19

The coronavirus (Covid-19) pandemic has continued to affect the provision of services throughout the year with continuous changes in government guidelines and restrictions. Including working from home, wearing a face covering, hand sanitising, risk assessments, staff and volunteers being vaccinated, and social distancing. Our safeguarding committee continued to meet on a regular basis to discuss new changes and restrictions as they occurred.

We also saw increased staff and volunteer illness, absence, and concern, and our team are still working through waiting lists for visits as a result of the disruption.

Our online, and virtual offers have continued and have proved to be a popular way of communication, particularly with our accessible technology service

Events and activities had to be cancelled or rescheduled throughout the year which had an impact on services offered as well as a financial one.

Towards the end of the financial year, we removed all Covid-19 restrictions in line with the Government guidelines but continue to demonstrate higher levels of good hygiene practices and comply where restrictions are in place. Including continuing to wear face coverings when visiting our vulnerable clients.

THE BOARD OF TRUSTEES

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company.

The Trustees shall consist of the Honorary Officers, individuals nominated by local area committees, and individuals elected by the members at the AGM, of which not less than 50% shall be visually impaired people or people with lived experience of sight loss.

The Board of Trustees:

- meets at least four times per year (during this year, all meetings were held online including the AGM)
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

The Annual General Meeting:

- elects Officers of the Charity.
- elects up to 9 members of the Board of Trustees.
- and approves the annual report and accounts.

The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Charity.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires that the Trustees prepare financial statements for each financial year, which give a true and fair view of the Charity's state of affairs at the end of the year and of the incoming and outgoing resources for the year then ended.

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

A register of Trustees and Senior Managers declared interests is maintained and updated at least annually, and the HMRC Fit and Proper Persons process is in place. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. All serving trustees are already familiar with the practical work of the charity. Potential new trustees, who are selected for their strengths and diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our head office, and if possible at our other bases of activity and outreach localities, to familiarise themselves with the charity and the context within which it operates.

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted, and this information helps to build the profile for future Trustee recruitment.

Trustees are encouraged to update their skills through attendance at appropriate training courses and events and, to use the available resources and comprehensive guidance available on the Charity Commission website. Honorary Officers are selected from the Board of Trustees.

RISK ASSESSMENT

The Board of Trustees keeps under review the risks to which 4Sight Vision Support may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. A Risk Register is in place and is updated quarterly or more frequently if required. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety, and reputation. Where appropriate, systems and procedures have been established to mitigate the risks the Charity faces.

Compliance is about ensuring that we adhere to statutory and regulatory requirements and, in line with best practice and our duty of care to all of our stakeholders, the Charity is working towards Level 1 of the Trusted Charity quality mark, which has been specifically designed for use by voluntary sector organisations.

The Report was approved by the Trustees, in their capacity as company directors on ~~28/10/2022~~ ^{28/10/2023} and signed on their behalf by:



Kirstie Thomas
Company secretary

4Sight Vision Support
(A Company Limited by Guarantee)

Independent Examiner's Report
For the year ended 31 March 2022

Independent Examiner's Report to the Trustees of 4Sight Vision Support ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

Responsibilities and Basis of Report

As the Trustees of the charity (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 charity 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 charity'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 charity'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 ICAEW, 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 charity 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.

This report is made solely to the charity'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 charity'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 charity and the charity's Trustees as a body, for my work or for this report.

Signed:  28 November 2022
Lucy Hammond BSc FCA

Kreston Reeves LLP
Chartered Accountants
Springfield House
Springfield Road
Horsham
West Sussex RH12 2RG

4Sight Vision Support
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 March 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	3	94,485	142,549	237,034	358,995
Charitable activities	4	90,794	-	90,794	57,480
Other trading activities		31,210	100	31,310	6,576
Investments	6	14	-	14	78
Other income		5,568	-	5,568	114
Total income		222,071	142,649	364,720	423,243
Expenditure on:					
Raising funds	7	70,504	-	70,504	66,975
Charitable activities	8	199,941	153,830	353,771	331,632
Total expenditure		270,445	153,830	424,275	398,607
Net movement in funds		(48,374)	(11,181)	(59,555)	24,636
Reconciliation of funds:					
Total funds brought forward		675,365	91,479	766,844	742,208
Net movement in funds		(48,374)	(11,181)	(59,555)	24,636
Total funds carried forward		626,991	80,298	707,289	766,844

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

The notes on pages 15 to 34 form part of these financial statements.

4Sight Vision Support
(A Company Limited by Guarantee)
Registered number: 03740647

Balance Sheet
As at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	468,581	484,310
Investments	14	100	100
		468,681	484,410
Current assets			
Stocks	15	8,113	9,364
Debtors	16	16,340	13,255
Cash at bank and in hand		240,162	288,212
		264,615	310,831
Creditors: amounts falling due within one year	17	(26,007)	(28,397)
Net current assets		238,608	282,434
Total net assets		707,289	766,844
Charity funds			
Restricted funds	18	80,298	91,479
Unrestricted funds	18	626,991	675,365
Total funds		707,289	766,844

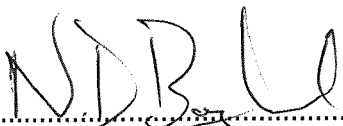
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

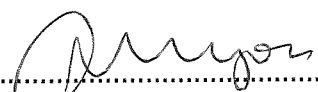
The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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 on 28 October 2022 and signed on their behalf by:


 Dr Norman Boyland DE FRSC


 Arthur Mayson ACIB TEP

The notes on pages 15 to 34 form part of these financial statements.

Notes to the Financial Statements
For the year ended 31 March 2022

1. Accounting policies

1.1 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

4Sight Vision Support 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.

1.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held for 12 months from authorising these financial statements.

1.3 Income

All income is recognised once the charity 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 charity 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 charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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.

Notes to the Financial Statements
For the year ended 31 March 2022

1. Accounting policies (continued)

1.4 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 charity 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 charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.6 Interest receivable

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

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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.

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

Depreciation is provided on the following bases:

Freehold property	- 2% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 50% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

Notes to the Financial Statements
For the year ended 31 March 2022

1. Accounting policies (continued)

1.8 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 in subsidiaries are valued at cost less provision for impairment.

1.9 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.

1.10 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.

1.11 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.

1.12 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 charity 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.

1.13 Financial instruments

The charity 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.

1.14 Operating leases

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

Notes to the Financial Statements
For the year ended 31 March 2022

1. Accounting policies (continued)

1.15 Pensions

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

1.16 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 charity 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 charity 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.

2. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The residual values and useful economic lives of tangible fixed assets over which these items are depreciated are estimates which impact the net book value at the balance sheet date, particularly for freehold property.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

3. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Donations	47,668	2,882	50,550
Legacies	3,852	-	3,852
Grants	42,965	139,667	182,632
	<u>94,485</u>	<u>142,549</u>	<u>237,034</u>
	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	29,669	5,922	35,591
Legacies	5,500	-	5,500
Grants	151,288	166,616	317,904
	<u>186,457</u>	<u>172,538</u>	<u>358,995</u>

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £
Clubs	6,566	6,566
Sight Care Advisor Service	43,142	43,142
Resource and transcriptions	21,966	21,966
Outreach	19,120	19,120
	<u>90,794</u>	<u>90,794</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

4. Income from charitable activities (continued)

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Clubs	1,521	-	1,521
Sight Care Advisor Service	16,178	7,445	23,623
Resource and transcriptions	13,216	-	13,216
Outreach	19,120	-	19,120
	<u>50,035</u>	<u>7,445</u>	<u>57,480</u>

5. Income from other trading activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income from fundraising events			
Fundraising events	13,854	100	13,954
Fundraising sponsored events	5,857	-	5,857
Raffles & Lotteries	8,047	-	8,047
Other fundraising income	3,452	-	3,452
	<u>31,210</u>	<u>100</u>	<u>31,310</u>

	Unrestricted funds 2021 £	Total funds 2021 £
Income from fundraising events		
Fundraising events	144	144
Fundraising sponsored events	1,017	1,017
Raffles & Lotteries	2,998	2,998
Other fundraising income	2,417	2,417
	<u>6,576</u>	<u>6,576</u>

Notes to the Financial Statements
For the year ended 31 March 2022

6. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £
Investment income	14	14
	<u>14</u>	<u>14</u>

	Unrestricted funds 2021 £	Total funds 2021 £
Investment income	78	78
	<u>78</u>	<u>78</u>

7. Expenditure on raising funds

	Unrestricted funds 2022 £	Total funds 2022 £
Other costs	14,550	14,550
Wages and salaries	55,954	55,954
	<u>70,504</u>	<u>70,504</u>

	Unrestricted funds 2021 £	Total funds 2021 £
Other costs	14,708	14,708
Wages and salaries	52,267	52,267
	<u>66,975</u>	<u>66,975</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Clubs	6,449	683	7,132
Sight Care Advisor Service	61,240	-	61,240
Resource and transcriptions	44,367	4,293	48,660
Outreach	87,885	148,854	236,739
	199,941	153,830	353,771

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Clubs	1,751	870	2,621
Sight Care Advisor Service	53,624	7,445	61,069
Resource and transcriptions	30,886	7,584	38,470
Outreach	70,837	158,635	229,472
	157,098	174,534	331,632

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

9. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Clubs	7,132	-	7,132
Sight Care Advisor Service	31,704	29,536	61,240
Resource and transcriptions	31,264	17,396	48,660
Outreach	166,568	70,171	236,739
	236,668	117,103	353,771

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Clubs	2,621	-	2,621
Sight Care Advisor Service	32,669	28,400	61,069
Resource and transcriptions	21,749	16,721	38,470
Outreach	162,000	67,472	229,472
	219,039	112,593	331,632

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

	2022	2021
	£	£
Analysis of direct costs		
Other costs	14,419	12,905
Staff travel, training, & recruitment	6,781	1,462
Building & Estates costs	5,763	13,253
Professional fees	6,966	3,196
Communications	14,650	11,243
Equipment costs	17,860	17,190
Volunteer expenses	207	156
Staff costs	162,159	151,360
Depreciation	7,863	8,265
	236,668	219,030
	2022	2021
	£	£
Analysis of support costs		
Finance	4,589	688
Other costs	1,675	582
Staff travel, training & recruitment	952	1,512
Building and estate costs	5,265	4,416
Professional fees	10,758	9,924
Communications	4,117	3,189
Equipment costs	374	630
Staff costs	81,510	83,387
Depreciation	7,863	8,265
	117,103	112,593
Total costs		
Direct costs	236,668	219,030
Support costs	117,103	112,593
	353,771	331,623

Governance costs of £17,884 (2021: £16,887) are included in within support costs, see note 10 for analysis.

Notes to the Financial Statements
For the year ended 31 March 2022

10. Governance costs

	Unrestricted funds 2022 £	Total funds 2022 £
Staff costs	11,103	11,103
Independent examination fee	3,850	3,850
Trustee meeting costs	-	-
Legal and professional	-	-
Other costs	2,931	2,931
	17,884	17,884

	Unrestricted funds 2021 £	Total funds 2021 £
Staff costs	10,754	10,754
Independent examination fee	3,480	3,480
Trustee meeting costs	182	182
Legal and professional	322	322
Other costs	2,149	2,149
	16,887	16,887

11. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £3,850 (2021 - £3,480).

12. Staff costs

	2022 £	2021 £
Wages and salaries	273,003	262,270
Social security costs	14,525	13,348
Contribution to defined contribution pension schemes	12,093	11,395
	299,621	287,013

Notes to the Financial Statements
For the year ended 31 March 2022

12. Staff costs (continued)

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

	2022	2021
	No.	No.
Average number of employees	18	17

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

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £51,750 (2021: £43,860) and total employer pension contributions of £3,105 (2021: £2,632).

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

13. Tangible fixed assets

	Freehold property and land £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2021	523,422	21,473	16,750	8,894	5,159	575,698
Disposals	-	(5,197)	-	-	-	(5,197)
At 31 March 2022	<u>523,422</u>	<u>16,276</u>	<u>16,750</u>	<u>8,894</u>	<u>5,159</u>	<u>570,501</u>
Depreciation						
At 1 April 2021	50,933	20,174	9,750	5,372	5,159	91,388
Charge for the year	5,669	1,299	7,000	1,761	-	15,729
On disposals	-	(5,197)	-	-	-	(5,197)
At 31 March 2022	<u>56,602</u>	<u>16,276</u>	<u>16,750</u>	<u>7,133</u>	<u>5,159</u>	<u>101,920</u>
Net book value						
At 31 March 2022	<u>466,820</u>	<u>-</u>	<u>-</u>	<u>1,761</u>	<u>-</u>	<u>468,581</u>
At 31 March 2021	<u>472,489</u>	<u>1,299</u>	<u>7,000</u>	<u>3,522</u>	<u>-</u>	<u>484,310</u>

Notes to the Financial Statements
For the year ended 31 March 2022

14. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2021	100
At 31 March 2022	100
Net book value	
At 31 March 2022	100
At 31 March 2021	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Holding
4SIGHT Trading Limited	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
4SIGHT Trading Limited	100

15. Stocks

	2022 £	2021 £
Goods for resale	8,113	9,364

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

16. Debtors

	2022	2021
	£	£
Due within one year		
Trade debtors	520	234
Other debtors	4,468	3,521
Prepayments and accrued income	11,352	9,500
	16,340	13,255

17. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	12,180	15,870
Other taxation and social security	3,603	5,173
Other creditors	687	181
Accruals and deferred income	9,537	7,173
	26,007	28,397

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2022

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	46,940	6,566	(6,522)	(6,744)	40,240
General funds					
General Funds	628,425	215,505	(263,923)	6,744	586,751
Total Unrestricted funds	675,365	222,071	(270,445)	-	626,991
Restricted funds					
Outreach service	59,154	33,556	(83,896)	-	8,814
Clubs	5,293	227	(683)	-	4,837
Equipment	-	1,794	(1,589)	-	205
Building	204	-	(204)	-	-
Volunteering co-ordinator	-	15,118	(5,826)	-	9,292
Newsletter	3,017	5,477	(7,001)	-	1,493
Big Lottery	23,811	-	(23,811)	-	-
Children and Young People	-	14,873	(4,882)	-	9,991
NHS Charities Together	-	11,548	(7,370)	-	4,178
Centenary	-	2,356	(2,356)	-	-
Accessible technology advice service	-	17,584	(594)	-	16,990
Low vision	-	10,500	(2,500)	-	8,000
Client Services	-	7,500	(5,000)	-	2,500
Postcode Lottery	-	19,898	(7,918)	-	11,980
Fundraising	-	100	(100)	-	-
Health & wellbeing	-	2,118	(100)	-	2,018
	91,479	142,649	(153,830)	-	80,298
Total of funds	766,844	364,720	(424,275)	-	707,289

Notes to the Financial Statements
For the year ended 31 March 2022

18. Statement of funds (continued)

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The purpose of material individual funds are:

Outreach Service - Funds received to maintain our general services to members

Big Lottery - Connect4Sight project - minibuses and clubs co-ordinator

Postcode Lottery - Funding received for one to one support for working age sight impaired people

NHS Charities Together - Ageing Well Co-ordinator supporting older sight impaired people.

The purpose of other restricted funds is described above in the name of the fund.

During the year a transfer was posted between the designated clubs fund and general funds to represent funds held in respect of clubs which are now dormant or closed.

Notes to the Financial Statements
For the year ended 31 March 2022

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	57,475	1,521	(1,751)	(10,305)	46,940
General funds					
General Funds	598,703	241,739	(222,322)	10,305	628,425
Total Unrestricted funds	656,178	243,260	(224,073)	-	675,365
Restricted funds					
Outreach service	50,565	128,153	(119,563)	-	59,155
Clubs	6,163	-	(870)	-	5,293
Equipment	1,451	5,702	(7,153)	-	-
Big Lottery	-	7,445	(7,445)	-	-
Children and Young People	636	-	(432)	-	204
NHS Charities Together	2,251	-	(2,251)	-	-
Centenary	1,581	5,792	(4,357)	-	3,016
Low vision	23,383	21,478	(21,050)	-	23,811
Client Services	-	11,413	(11,413)	-	-
	86,030	179,983	(174,534)	-	91,479
Total of funds	742,208	423,243	(398,607)	-	766,844

Notes to the Financial Statements
For the year ended 31 March 2022

19. Clubs designated funds

	2022 £	2021 £
Income		
Clubs income	6,566	1,521
	6,566	1,521
Expenditure		
Travel	(140)	(117)
Hall hire	(860)	(1,015)
Functions	(3,717)	(271)
Other expenses	(1,805)	(348)
	(6,522)	(1,751)
Net movement in the year	44	(230)
Balance brought forward	46,940	57,475
Transfers (to)/from the general fund	(6,744)	(10,305)
Balance carried forward	40,240	46,940

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 27 (2021: 34).

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	468,581	-	468,581
Fixed asset investments	100	-	100
Current assets	184,317	80,298	264,615
Creditors due within one year	(26,007)	-	(26,007)
Total	626,991	80,298	707,289

Notes to the Financial Statements
For the year ended 31 March 2022

20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	484,310	-	484,310
Fixed asset investments	100	-	100
Current assets	219,352	91,479	310,831
Creditors due within one year	(28,397)	-	(28,397)
Total	675,365	91,479	766,844

21. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £12,093 (2021 - £11,395).

22. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

23. Related party transactions

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

During the year, no trustees received any remuneration nor any expenses (2021: Nil).

There are no other related party transactions which require disclosure.

4SIGHT VISION SUPPORT

England & Wales - Charity number 1075447

Accounts

Registered number: 03740647
Charity number: 1075447

4Sight Vision Support
(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the year ended 31 March 2021

4Sight Vision Support
(A Company Limited by Guarantee)

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4Sight Vision Support
(A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the year ended 31 March 2021

Trustees	Dr Norman Boyland DL FRSC, Chairman Arthur Mayson ACIB TEP, Hon. Treasurer Sheilagh Baker DBO (D), Elected Member Robert Hayes, Vice Chairman Jan Penn, Elected Member Heather Bell DBO (D), Elected Member (appointed 16 December 2020) Julla Kirkham, Elected Member (appointed 16 December 2020) Maureen Jenkins RN BSc (Hons) ANP, Elected Member
Company registered number	03740647
Charity registered number	1075447
Registered office	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
Chief Executive Officer and Company Secretary	N Demetriades (to 31 August 2021) K Thomas (from 1 September 2021)
Independent examiner	Kreston Reeves LLP Chartered Accountants Springfield House Springfield Road Horsham West Sussex RH12 2RG
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Patron	In absentia
Vice Patrons	Major-General Tony Boam CB CBE David Bowerman CBE JP DL* Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL The Right Hon. Sir Peter Hordern PC DL Major Mark Scrase-Dickens CMG DL Masoud Tadmory MD DO FRCOphth The Right Hon. Lord Young of Graffham FRPS DL

* It is with deep regret that the Board of Trustees has to report the passing of our Vice-Patron David Bowerman CBE JP DL in June 2020, who represented and supported the charity for many years.

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report

For the year ended 31 March 2021

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' Issued (January 2019).

CHARITABLE OBJECTS AND PUBLIC BENEFIT

When planning activities for the year the Trustees have complied with guidance issued by the Charity Commission and with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

In particular the Trustees have considered the specific guidance on charities for the advancement of health, and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or another disadvantage and living in West Sussex.

The objects of the Charity are:

To promote the welfare of the blind and partially sighted people living in the area of benefit.

ABOUT 4SIGHT VISION SUPPORT

For 100 years, 4Sight Vision Support has been the leading sight loss charity supporting blind and sight impaired people living in West Sussex.

At the heart of our holistic & person-centred services is a commitment to ensuring that a diagnosis of sight loss is not a one-way road to loss of independence and isolation. Our work helps people to maintain and transform their own lives into positive and fulfilling ones after sight loss.

With our ongoing work, forward strategy and partnership working, we aim to make 4Sight Vision Support the Charity that is there for the people of West Sussex at the time when it matters most.

Our VISION is 'being there when it matters for everyone living with sight loss in West Sussex'

Our MISSION is 'to make a positive difference in the lives of people living with sight loss by providing support, advice, advocacy and training to improve their quality of life.'

We assist people living with sight loss through five primary aims, which are to help them:

- Understand their sight condition
- Retain their independence
- Maintain and improve their quality of life
- Participate fully in their community
- Have a voice

Our VALUES are embedded as our Staff, Trustees and Volunteers are part of the same team, believing that diversity should always be valued and promoted and share a commitment to work together to support the development of everyone's potential. Our values are:

- **Person-centred** - ensuring someone with sight loss is at the centre of decisions which relate to their life. A person-centred process involves listening, thinking together, coaching, sharing ideas, and seeking feedback.
 - **Professional** – being known by our members and the voluntary, public and private sector organisations we work with through a positive reputation for our professionalism and confidentiality
 - **Transparent** – by being accountable to the public and other stakeholders in a way which is clear and understandable.
-

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued)

For the year ended 31 March 2021

- **Inclusive** – so that all people, regardless of their abilities, disabilities, or health care needs, have the right to be respected and appreciated as valuable members of their communities.
- **Collaborative** – in working with our members as individuals or as a group of people to create or produce something.
- **Reassuring** – by serving or intending to remove someone's doubts or fears when living with sight loss.
- **Supportive** - enabling people living with sight loss to access new and existing medical, clinical, social, leisure and advocacy related services.
- **Respectful** – by behaving in a way that shows regard for our members and the people we serve.
- **Responsive** – by effectively dealing with requests for information, advice & guidance in an accurate and timely manner.

Structure, Governance and Management

4Sight Vision Support has the Charity registration number 1075447 and is a Company Limited by Guarantee, number 03740647. It is constituted under its amended Articles of Association dated 26th October 2018. The Charity was founded in 1921 and incorporated on 24th March 1999. The management of the affairs of the charity is vested in the Trustees. The Trustees are the directors of the company together with not more than nine members elected by the Annual General Meeting or co-opted by the Trustees.

Our staff

The charity's operational affairs, including service delivery, were managed and delivered by 16 staff consisting of the Chief Executive and the following staff teams.

- Finance, Administration, IT, HR & Facilities
- Sight Care Services
- Outreach Services
- Income Generation, Marketing & Communications
- Quality Assurance and Strategic Support

Volunteers

The Trustees would like to record their heartfelt thanks and appreciation for the enormous contribution made by all of the volunteers that are currently registered with 4Sight Vision Support. Although in very different circumstances this year, volunteers provided year-round support to our members yet again by offering telephone befriending, making welfare calls, providing admin support, distributing Newsletters and Kindness Packs, providing emotional support on a weekly basis to 4Sight Vision Support Club members, attending Committees or Board Meetings or helping with virtual / online Clubs and activities. It is not an exaggeration to say that without their collective efforts, 4Sight Vision Support would not be able to provide the depth, breadth and quality of services that it currently is able to.

To put this into perspective, when added up, the average in-kind donation of time that 4Sight Vision Support's Volunteers make each year equates to approximately £266,000 of added value to our services. Going beyond just financial value, our volunteers bring with them an incredible sense of commitment allied to a wealth of skills, knowledge and life-experience which enriches the organisation enormously.

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued) For the year ended 31 March 2021

Having said all of that, the impact of the Covid-19 pandemic has taken its toll on our volunteer numbers this year, with a significant number reporting in our annual survey that they would not be returning after the pandemic and the government Lockdowns. In all, we estimate that we will have lost 20% of our volunteers this year. The Trustees would like to record their special thanks to each and every one of the volunteers that have decided to step down and to thank them for their service to the Charity over the years.

2020/21 – THE YEAR AT A GLANCE – OUR IMPACT.

With 5 main aims within our 2018-2021 Strategic Plan, here are some of our achievements during the year.

- For the period 1st April 2020 to 31st March 2021, 368 people registered with us as members through Client Services, our holistic membership services program. 368 triage calls were carried out through telephone calls.
- An increase in membership of 9% with a total of 368 new registrations.
- 150 volunteers gave approximately 15,600 volunteer hours to support our operational activities across the county.
- Our services team and volunteers made a total 6,505 contacts, delivered 87 Low Vision Assessments, provided 116 accessible technology advice calls and demonstrations,
- Made 705 contacts on daily living aids equipment and offered information, advice & guidance on 730 occasions in the most part by phone.
- We supported 31 patients from Crawley and Horsham Hospitals Eye Clinics as part of our ongoing partnership with Sight for Surrey.
- Through the efforts of the Sight Care Advisor Team (SCA), we have continued to support patients in their journey on the eye health care pathway in West Sussex. We do this through our partnership work with both West Sussex County Council and the Western Sussex Hospitals NHS Foundation Trust, enabling the maintaining and management of the Register of Visually Impaired people living in West Sussex. The total number of Certificate of Vision Impairment referrals made by our SCA team to the County Council who hold the Register was 66 and issued 251 HESP1 vouchers for low vision aids and made 1,316 additional patient contacts.
- Expansion and enhancement of our Sight Loss Awareness training continues with the aim of raising awareness of preventable sight loss strategies.
- Our services continue to meet the '10 Seeing It My Way' outcomes for visually impaired people in the UK, especially for our members in West Sussex who are at the heart of everything we do.
- We distributed 1,726 Kindness Packs
- We distributed 11,538 newsletters in 6 different formats; Standard Print, Large Print, audio CD, audio USB, Braille and Email.
- 16,000 Covid-19 Service Updates were distributed to our members.
- Our social media presence grew
 - Facebook – Total 966 likes.
 - Twitter – 108 new followers, total = 1,597
 - Instagram – 85 new followers, total = 304
 - LinkedIn – 12 new followers, total = 51

In summary, throughout the year and as a result of the continued investment in services that help us to fulfil our Vision and Mission, the 4Sight Vision Support team of staff and volunteers worked together to deliver and make possible:

- 8,754 contacts including 4,584 Welfare Calls
- Distributed 1,726 Kindness packs
- 705 equipment advice and demonstrations

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued) For the year ended 31 March 2021

- 118 Low Vision Assessments including SASH clinics
- 116 Accessible Technology advice and support calls and demonstrations
- 66 Certificates of Vision Impairment
- 11,538 Newsletters
- 16,000 Covid-19 Service Updates were distributed to our members
- 83 Virtual/Online Clubs with a total of 362 members and 44 carers

OUR SERVICES

From national research and from what our members tell us, we know that living with sight loss has a significant impact on people's ability to live independently, to access shops, services, community facilities, to use public transport and to play an active part in society.

Other health related issues often accompany sight loss, and this can have a long-lasting effect on people's emotional wellbeing. National research and local evidence also show that people of all ages living with sight loss are more likely to suffer with depression and that almost half of all falls sustained by visually impaired people are directly attributed to their sight loss. These factors all lead to significant hospital admissions and increased health costs.

To address these issues, 4Sight Vision Support supports visually impaired people through the provision of non-clinical support through a range of services that complements that of Optometrists in the High Street, Ophthalmologists in the county Hospital Eye Clinics and that given by the Rehabilitation Officers from the West Sussex County Council's Sensory Teams.

Over 90% of all staff time is spent on providing high quality services to our members and beneficiaries. In addition, about 10% of senior staff time is directed towards influencing local decision makers and working with partners across the voluntary sector here in West Sussex and nationally, particularly through our engagement with the England Vision Strategy, Vision 2020 and Visionary. This year especially saw an increase in our engagement with the work of Visionary, as our national, regional and local colleagues across the sector came together in monthly online meetings to find collective solutions necessary to ensure that the many blind and sight impaired people in the UK who experienced extreme isolation and other hardships through the pandemic, were properly supported and advocated for. Through this collective effort, 4Sight Vision Support was proud to contribute to the development of the Visionary Sight Loss Sector Charter that was launched in November 2020.

All Staff and Volunteers aspire to work towards our strategic aims and values set out in our Strategic Plan for 2018 - 2021. In September of this year, work started on a brand new strategy for the 2021-24 period.

The incredible contribution made in terms of time, commitment and talent by our 16 Staff and 250 strong Volunteer team helps to ensure that the services 4Sight Vision Support provides for visually impaired people and others living with the impact of sight loss in West Sussex have continuity, purpose and quality and make a significant impact in improving the health & wellbeing outcomes for our beneficiaries.

OUR ACTIVITIES:

All of our activities were affected by the Covid-19 pandemic in this financial year. Whereas normally, frontline services are delivered from three Vision Support Centres across the county, this year our Centres were closed from mid-March 2020 and services were rapidly modified and adapted to be delivered in Covid safe ways.

4Sight Vision Support

(A Company Limited by Guarantee)

**Trustees' Report (continued)
For the year ended 31 March 2021**

Pre-Covid, our Centres are situated at the 4Sight Vision Support Bradbury Centre, Bognor Regis (the charity's headquarters and site of our main administration and resource support functions), and also in Midhurst and in Shoreham by Sea. These fully equipped and staffed Centres provided access to a range of services, and a base for outreach. Our drop-in centres in Burgess Hill, Hayward's Heath and Crawley all closed as a result of Covid.

Due to the impact of Covid on our ability as an organisation to fundraise and to deliver frontline services safely, Trustees took the decision to close the Midhurst Centre in September this year in order to conserve and redirect our resources through the pandemic. In addition to the impact of the pandemic on our Vision Support Centres, equally, our Low Vision clinics and Sight Care Advisor service were affected by the pandemic, with the closure or part-closure of Eye Clinics across West Sussex. In consultation with our NHS partners on the coastal strip, the Sight Care Advisor service was remodelled to deliver support to patients remotely and the Low Vision Clinics in Crawley and Horsham were suspended. In both cases, our staff found remote-working solutions to be able to provide urgent support to hospital patients and our members through the pandemic, though the long-term impact of this has seen a rise in waiting lists for Low Vision assessments, CVIs and Accessible Technology support – something reported across the country by many of our Visionary partners.

Pre-Covid, our support services include:

Information, Advice & Guidance:

- Emotional Support
- Advocacy
- Signposting
- Telephone Befriending
- Transcription – Braille, CD, USB & other electronic formats for both in-house and commercially.
- Quarterly Newsletter
- Access to Exhibition and Focus Days

Vision Support:

- Sight Care Advisor Services – based in Southlands Hospital, Shoreham & St Richards Hospital, Chichester
- Skills for Seeing training
- Sight Loss MOT – An assessment of needs after sight loss
- Low Vision Assessments – assessing how best to utilise existing vision
- Assistive Technology Support
- Equipment Purchase

In centre support: suspended through Covid

- Low Vision Clinics in Crawley & Horsham Hospitals
- Monthly drop-in sessions in Burgess Hill, Haywards Heath, Crawley & Horsham
- Low Vision Aids and Equipment Advice and displays at our Support Centres in Bognor Regis, Midhurst & Shoreham by Sea

In your community:

- Social, Activity, Leisure and Special Interest Groups – over 30 different clubs and activity groups across the county.

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued)
For the year ended 31 March 2021

Some of our services in more detail;

Sight Care Advisors and Low Vision Services

In line with national best practice, 4Sight Vision Support Sight Care Advisors (SCA) support people from the moment that they receive a diagnosis of sight loss; a model of practice similar to the use of Eye Clinic Liaison Officers (ECLOs) in other parts of the country.

Since 1998, 4Sight Vision Support has deployed highly skilled ophthalmic nurses as our SCAs who are based in the Eye Clinics at Southlands and St. Richard's Hospital Eye Clinics, working to support, guide and refer people at the point of diagnosis and during their time of need.

The SCAs work includes making direct referrals to their colleagues at 4Sight Vision Support, as well as making external referrals to Sight Support Worthing, the West Sussex County Council (WSCC) Rehabilitation officers for the Visually Impaired (ROVI) team, and other agencies who contribute to supporting visually impaired people. As in previous years, the SCAs continued to support the Certificate of Vision Impairment process within the Eye Clinics, as well as assisting patients who may also require a Low Vision Assessment.

Low Vision Clinics have continued to be commissioned by the Surrey and Sussex Healthcare NHS Trust (SASH) for delivery by 4Sight Vision Support at Horsham and Crawley hospitals – a service that is being delivered in partnership with Sight for Surrey, who provide the equivalent service in Surrey.

We continue to work proactively with other Eye Health partners as part of the Surrey and Sussex Local Eye Health Network (LEHN) which provides the opportunity for the eye health professionals – together with patients and voluntary sector organisations – to show leadership, identify priorities and re-design services and pathways to meet patient and population needs.

Whilst all of the above holds true, during this year, the impact of Covid on our services and those of the NHS and other providers of low vision support has been immense. Waiting lists for treatment in Eye Clinics, Opticians and Low Vision clinics have grown throughout the pandemic and the number of people experiencing a reduction in their quality of sight, independence and physical & emotional wellbeing has risen dramatically. 4Sight Vision Support staff have worked closely with eye health care professionals in the statutory sector throughout the pandemic to support patients/members in most need and we will continue to do the same once the pandemic eases and services return to some kind of 'new normal'.

Outreach Services

As with the Sight Care Advisor Service, our Outreach Services form a key part of 4Sight Vision Support's core mission through the provision of practical, responsive and direct support to people living with the often debilitating and devastating effects of sight loss.

The Outreach team strives to develop, improve and extend the support it offers and at present, these services include our skilled and empathetic Outreach staff team, a growing range of adaptive technology to help with communication needs, rehabilitation support & advice (in partnership with the WSCC ROVI team) and Low Vision Assessments (LVAs) in our Resource Centres and where appropriate, at people's homes or in Hospital Eye Clinics.

In addition, the Outreach Workers are actively engaged in promoting 4Sight Vision Support services to people in their local communities, by attending and presenting information and/or talks at many events, club and group meetings, as well as directly supporting our existing leisure/activity clubs and groups throughout the year.

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued)
For the year ended 31 March 2021

Through this year, our Outreach Worker team has been working remotely to provide county-wide support to our members. Extensive efforts were taken by the whole staff team to redesign services that were Covid-safe and where possible, face to face support was provided to our members following all Government and Public health guidelines.

Clubs and Membership Services

A vital part of 4Sight Vision Support's work in helping its members maintain their independence and overcome social isolation, comes through the organisation's affiliated Area Committees and specialist leisure/activity clubs and groups. The Clubs meet regularly in a variety of community settings across West Sussex - from Selsey to East Grinstead, Shoreham to Crawley and at many other locations in between.

During this year, Club members and Club volunteers were unable to attend the Clubs that would normally provide them with the benefits of friendship, enjoyment, sharing, learning and fun from what is a long-standing and vibrant '4Sight Vision Support community'. However, our Club Leaders rose to the challenges presented by Covid and maintained close links throughout the year with all of their members. In addition, we have created a series of online/virtual Clubs that have been welcomed and utilised by many of our members.

The impact of this loss of contact and social interaction for frail, elderly and vulnerable people is yet to be fully understood, but health & social care experts across the country and our colleagues in other West Sussex charities were already identifying early on in the pandemic that the long-term effects of extended Lockdowns would put a huge strain on the already over-stretched health & social care systems. Throughout the year, Club Leaders have reported regularly on our member's loss of mobility, confidence, and an overall reduction in their quality of life. The challenge this year to sustain people through such a significant public health crisis will undoubtedly be followed in subsequent years by the perhaps even bigger challenge of finding ways as a Charity to help rebuild our member's wellbeing and independence that has been sadly lost in this financial year.

Project 360

The Project 360 service was developed and launched in 2017 with the benefit of funding secured from the Dunhill Medical Trust and from the Garfield Weston Foundation. Project 360 provides each of our members with proactive, tailored, holistic care and support in their journey on what is referred to nationally as the 'eye health care' pathway. Based upon the 'Pathway to Independence' model of care developed by our sight loss sector colleagues at Henshaws in Greater Manchester and using the 'Sight Loss MOT' as developed by our colleagues at Devon in Sight, Project 360 ensures that every one of our members is properly supported after receiving a diagnosis of sight loss.

Project 360 interventions help to ensure that our members receive the right information, advice and guidance at the right time and that they are appropriately referred to the services they need (internal or external) to avoid any further reduction in their health and well-being.

Since its introduction, Project 360 has become the core and heart of the charity- directing all members – new and current onto a journey of welfare support. It has quickly become the backbone of all our service delivery and has proved so powerful and beneficial that other services are growing and developing quickly around it. Project 360 has also been instrumental in helping to increase our membership figures each year.

Main Aims of Project 360

- Improve the sight loss / eye health care pathway to ensure consistent, coherent and concise delivery of services to identify, support network;
- Ensure all members access all services and are supported in their journey between services through key staff and volunteers.

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued)
For the year ended 31 March 2021

The Project has enabled us to:

- Reach more people in need and improve access to local services for visually impaired people, reducing health inequalities;
- Empower visually impaired people to access training, education, employment or volunteering opportunities, thus improving social contact & reducing barriers in their community;
- Reduce isolation, stress and anxiety and improve well-being and confidence participate actively in their communities and family life and maintain independence.

As reported on above, during this year, the Project 360 team has responded very well to the Covid-19 pandemic through the provision of vital Welfare calls to members. The Welfare Calls team have helped to reduce isolation, provide emotional support and identify urgent eye health needs.

Connect4Sight

Funded through The National Lottery Reaching Communities fund, the Connect4Sight project started with a 3-month set up phase (April-June 2019), followed by Year 1 project delivery from July 2019, when the Area Clubs and Activities Coordinator took up post.

The Connect4Sight Area Clubs and Activities Coordinator role has provided a useful link between the Board of Trustees and 4Sight Vision Support staff, and the Area Committees, Clubs, members and volunteers, and this has contributed to stronger relationships and more cohesive and consistent ways of working across all areas of the Charity.

In line with 4Sight Vision Support's commitment to ensure that a diagnosis of sight loss is not a one-way road to loss of independence and isolation, the Connect4Sight Community Programme has focussed on:

- Developing new volunteer led social clubs and activities for members enabling them to build strong and meaningful peer to peer relationships at a local level;
- Supporting established Area Committees, Clubs, Club Leaders and volunteers;
- Engaging with groups we have not engaged with previously;
- Building new connections and partnerships within our local community.

The Connect4Sight project has also been remodelled this year, and has led on the development and provision of a range of online/virtual Clubs and Activities for our members that have gone some way to replacing the lack of face-to-face opportunities that our members traditionally enjoy and benefit from so much.

Health & Wellbeing: Hub and Kitchen Services, Social, Leisure & Activity Clubs

Improving the Health and Wellbeing of members is a key aim of 4Sight Vision Support and this year, thanks to the volunteer team across the County that tirelessly supports our members at the Clubs, we offer an extensive range of 4Sight Vision Support Club activity that promote and encourage health & wellbeing, such as Rambling, Tai Chi, Cookery, Bowling, Book Reading, Music & Movement, Walking, Macular, Lunch, Horse Riding, Handicrafts and Self-Help groups amongst many others.

However, for safety reasons, all of these Health & Wellbeing activities have been suspended this year as a result of the pandemic and we look forward to the time when they can safely resume, along with all of our other frontline services.

The Trustees would like to thank all the Club Leaders and volunteers that help to support and deliver these vital grass-roots elements of the charity's work, and we look forward to their continued support once the Lockdowns have ended and the pandemic is finally over.

4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued)
For the year ended 31 March 2021

PARTNERSHIPS

Partnership working is a key priority to 4Sight Vision Support, and we have continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services.

We have a formal link with Sight for Surrey through the SaSH NHS contract as mentioned above, and link into the local West Sussex Community & Voluntary Action groups, i.e. Voluntary Action Arun & Chichester, Horsham & Mid Sussex Voluntary Action, Crawley Community and Voluntary Service, Voluntary Action Worthing and Adur Voluntary Action. We are also a founder member of the 'Community Based Solutions' (CBS) consortia with Age UK West Sussex, Carers Support West Sussex, The Aldingbourne Trust, Independent Lives, Healthwatch West Sussex, Citizens Advice and West Sussex MIND. CBS is a consortium of county-wide service provider organisations that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

Of equal significance are the partnerships we have established with other organisations that support visually impaired people. Visionary is the national body that links sight loss organisations across the UK. 4Sight Vision Support plays an active role in the local Visionary south-east regional hub which includes Sight For Surrey, East Sussex Association of Blind & Partially Sighted People, Open Sight Hampshire, Kent Association for the Blind, Sight Concern Bedfordshire, Berkshire Vision and many others, and this year, our participation within the Visionary South East region has continued to grow. More broadly, we work with our national partners including the RNIB, Guide Dogs UK, Blind Veterans UK, The Thomas Pocklington Trust and The Macular Society for example and we will continue to explore ways to work together with them wherever such partnerships can add value to the services and support we offer to our members.

As already stated above, the value of partnership working through Visionary nationally, and the Community Based Solutions Consortia locally, have been invaluable for finding joined up solutions to the challenges caused by the pandemic.

FINANCIAL PERFORMANCE

The financial performance of the charity for the year is set out in the Statement of Financial Activities.

Donations, Legacies and Grants totalled £358,995 for the period (2020: £221,541), whilst Income from Charitable Activities was £57,480 (2020: £109,965). Total income for the charity amounts to £423,243 (2020: £357,447).

Total expenditure for the year was £398,607 (2020: £518,554).

The net increase in funds was £24,636 (2020: net decrease of £161,107) against a planned deficit for the year of £40,370 (2020: £69,014).

Fees and pricing policies have remained at 2019-20 levels. There are currently no plans to increase any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that charges can be waived for those unable to afford it, including those in full time education.

The trading subsidiary, 4Sight Vision Support Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

4Sight Vision Support

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Trustees' Report (continued)
For the year ended 31 March 2021

RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure.

4Sight Vision Support has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services.

This level of reserves had been achieved at the year end. The total funds held at the balance sheet date were £766,844 (2020: £742,208) which includes £91,479 (2020: 86,030) held in restricted funds and £484,310 (2020: £500,840) held as tangible fixed assets. This gives free reserves of £191,055 (2020: £155,338).

The view of the Trustees for the 2020-21 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary. The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

FUNDRAISING

As with many voluntary sector organisations, securing funding for our services remains a constant challenge and the Trustees and the Senior Management Team remain focussed on the work that is needed in order to develop sustainable, on-going income streams.

The senior member of our fundraising team is a member of the Chartered Institute of Fundraising; consequently, everyone who supports us may be assured that we comply with the regulatory standards for fundraising.

Our fundraising includes encouraging donations and gifts in Wills, running events and operating a lottery and raffle. During this financial year, we have used one third-party fundraising consultant to help us raise funds due to not having the relevant expertise in-house. Our ambition is to ensure that by the end of the next financial year, our fundraising strategy will be provided and delivered by a fully in-house team.

We respond to all complaints within five days. Complaints are dealt with in line with our fundraising complaints policy. Serious complaints are escalated to our Chief Executive and Trustees so they may review our activities in the light of the complaint. We have not received any complaints in this financial period.

4Sight Vision Support continues to benefit from the very generous support of a broad range of funders, whether that be Charitable Trusts & Foundations, statutory funders such as County, District, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support and we thank them for enabling us to fulfil our mission to support and improve the lives of visually impaired people in West Sussex. Equally, the Trustees would like to note their sincere thanks to the regional 4Sight Vision Support fundraising committees, Area Committees, local businesses, schools, universities, colleges and the many individuals who choose to set up, run, or participate in a fundraising event in aid of our work each year. Without the support of this ever-growing supporter and donor base, 4Sight Vision Support would simply not be able to fulfil its objectives.

4Sight Vision Support

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Trustees' Report (continued) For the year ended 31 March 2021

In more 'normal' financial years, successful community events (many run on our behalf by third parties) generate unrestricted income for us throughout the year. For example, there are numerous street and store collections held by supporters and volunteers across the county, and countless anonymous donations made through our static boxes dotted around West Sussex. These initiatives and events are a vital part of the collective fundraising effort. However, this effort has been greatly affected by the Covid-19 pandemic this year because all of our face-to-face fundraising activities have had to be suspended. The majority of our fundraising has been through applications to Trusts & Foundations, including many 'emergency Covid-19 grants' and to the Government's programme of Covid-19 support. These have all made a significant difference and the Trustees would like to thank all grant-making bodies for their support for the Charity in this most difficult of years.

In particular, the Trustees would also like to acknowledge the generous support of some larger donations from the following organisations:

Arun District Council
Awards For All
Bassil Shippam & Alsford Trust,
Chalcroft Charitable Trust
Chichester District Council
Clothworkers' Foundation
Co-op Local Community Fund
Dunhill Medical Trust
Edith Lillian Harrison 2000 Foundation
Ernest Hecht Charitable Trust
Ernest Kleinwort Charitable Trust
Garfield Weston Foundation
Hall & Woodhouse Ltd
Hospital Saturday Fund
Ian Askew Charitable Trust
Kathleen & Sidney Linkins Memorial Trust
Masonic Charitable Foundation
Nationwide Foundation,
Shanly Foundation
Sir Jules Thorn Charitable Trust
Souter Charitable Trust
Sussex Community Foundation
Sylvia Waddilove Foundation UK
Tesco Centenary
The Elise Pilkington Charitable Trust
The National Lottery
Thomas Pocklington Trust
Viscountess Blakenham's Charitable Trust
West Sussex Travel Society Charity
Windruff Charitable Trust
Yorkshire Building Society

Many other donors and benefactors have also supported us throughout the year including Parish and Town Councils, local Community groups and organisations and initiative funders as well as those who have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

4Sight Vision Support

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**Trustees' Report (continued)
For the year ended 31 March 2021**

IMPACT OF COVID-19, FUTURE PLANS AND DEVELOPMENTS

The coronavirus (Covid-19) pandemic caused the UK to enter into a series of national Lockdowns that began in mid-March 2020 and which have already had a far-reaching impact on the whole of the UK – its people, its economy and the way we all live our lives. Not surprisingly, such a crisis has impacted the whole of our operational activities and on our plans for the future.

From an operational perspective and in line with the Business Continuity Plan, the Charity began delivering its frontline services and activities remotely in the middle of March by creating a 'Covid Response Team' which was manned by staff and volunteers. The aim of the Response team was to connect with and support all 4Sight Vision Support members by making ongoing 'Welfare Calls' to them as they were now at increased risk of isolation and other negative health & wellbeing issues caused by the sudden and sustained lockdown, such as lack of access to food, transport, health appointments, health & hospital services with potential for further loss of vision etc.

The Fundraising Team focused their efforts on a number of Emergency Covid Funds for Charities that came online rapidly, including the Government's own financial support schemes for businesses and charities.

Looking back now, the Trustees are pleased to report that the steps taken during the first half of 2020, in accordance with UK government and Public Health England guidance, have been successful and that we have been able to fulfil our mission of 'being there when it matters' for our members.

Like many other charities, we were hoping for and expecting a shorter pandemic and a faster progression back to a so called 'more normal' life. Although many of our plans were put on hold because of Covid-19, our planning, support and services for our community did not stop.

In a year of great adversity and uncertainty, the whole team at 4Sight Vision Support stepped up to the challenge when asked and has worked together to deliver services in new and innovative ways to combat the practical challenges and isolation faced by so many of our members. We replaced our face-to-face services with telephone befriending, welfare calls, virtual support groups and Accessible Technology training and Low Vision Assessments delivered both by phone and through Zoom. Our Sight Care Advisor service continued to support patients still coming through the Hospital Eye Clinics, and - where absolutely necessary because no other help was available - we made home visits following all the Public Health guidance.

The ongoing Lockdowns and constantly changing public health data meant that for large parts of the year, we were unable to deliver face-to-face services; our centres closed, staff quickly set up to work from home and all of our face-to-face health & wellbeing activities across the County stopped, as did all of our fundraising events. We were fortunate to receive help from a number of forward-thinking funders that enabled us to acquire additional IT, PPE and other essentials necessary to be able to manage through such a dramatic and rapid period of change. Along with other voluntary sector organisations, we gratefully took advantage of the Chancellor's appropriate packages of support to keep the country going. Wherever help and support was forthcoming, we endeavoured to access it so that we could continue to help and support to our members.

In April we carried out a full triage of our 2,100 members, which allowed us to prioritise those people in most urgent need. Our Covid response team, made up of staff and volunteers ensured that each person had access to essential practical and emotional support. In all 4,584 Welfare Calls were made.

'Virtual groups', 'remote telephone support', 'working from home' quickly become the buzzwords in the charity and every single aspect of our operations was affected by these new ways of working. Our quarterly Newsletter became monthly, as did Finance Sub-Committee Meetings and Safeguarding Meetings. Staff kept in touch constantly using video conferencing platforms and due to our very active role in the Visionary London & South East Regional network, we took part in a huge number of online webinars and information sharing sessions with our local, regional and national sight loss sector colleagues. It was clear from the intelligence we gained via

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Trustees' Report (continued)

For the year ended 31 March 2021

Visionary, that blind & sight impaired people in West Sussex were experiencing very similar difficulties to those faced by their peers right across the country.

Because Clubs, Peer to Peer groups and Home Visits were not possible, we quickly established a range of online alternatives to replace them – In all, we delivered 83 sessions with 362 regular participants. These sessions were designed to share news, information and to enable individuals to maintain contact with friends from their Clubs/Groups. In some cases, we found the new online sessions were better attended and this was due to the fact that the 'virtual model' enabled a broader spread of attendees from across the County.

When possible, guest speakers were invited to make presentations to the group often followed by a lively Q & A session. Going forwards in a post Covid world, we plan to continue these sessions to add further inclusive opportunities to our range of services.

The suspension of our Social/Leisure Clubs was a real blow to many of our members, and the Club Leaders and volunteers that ran them. Throughout the year, our Club Leaders maintained weekly contact with their members to ensure that each person remains connected and informed about the status of the club and our plans for the future.

As the pandemic grew, Lockdowns were replaced by yet another Lockdown, two areas of our services began to show significant waiting lists – firstly, the urgent need of our members to be able to gain Accessible Technology support of which 50 people are still waiting , and secondly, a similarly urgent need for Low Vision Assessments with a current waiting list of over 100 people.

The Trustees recognise the fantastic efforts made by the Staff team throughout the year and both the Staff and the Trustees acknowledge the incredible contribution made by our Volunteers through the year – without their support, many of our members would have endured even longer periods of isolation and inactivity.

Perhaps it's serendipity then that in and amongst all of this, we were delighted to learn that we had been nominated for the Queens Award For Voluntary Service in recognition of the exceptional contribution made by our volunteers, who more than ever during the pandemic, continued to make a positive difference to the lives of people living with sight loss in West Sussex.

The pandemic and lockdown has not only changed the financial and fundraising landscape, it has significantly impacted the health & social care sector landscape in the UK also and we have reflected on that as a Charity. From those reflections, we began to work through a strategy refresh and have created a new 'Future Services Plan' for how we will meet the challenges of a post-Covid world. The changes brought about by Covid created both the urgency and the thinking space required for us to review what we do, how we do it and most importantly, why we do it. We are excited about the potential of this work to help us to become a stronger and more purposeful organisation, and though there is still much to do, the early signs of change are beginning to bear fruit.

In the face of an unprecedented national emergency, we have learned not only that there are new and different ways to provide support and services for blind and visually impaired people across West Sussex. But we have also learned that 4Sight Vision Support is a resilient, innovative and relevant charity that will continue to help its members recover and thrive as we enter our second century of public service.

THE BOARD OF TRUSTEES

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company.

The Trustees shall consist of the Honorary Officers, individuals nominated by local area committees, and individuals elected by the members at the AGM, of which not less than 50% shall be visually impaired people or people with lived experience of sight loss.

4Sight Vision Support

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Trustees' Report (continued) For the year ended 31 March 2021

The Board of Trustees:

- meets at least four times per year (during this year, all meetings were held online including the AGM)
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

The Annual General Meeting:

- elects Officers of the Charity.
- elects up to 9 members of the Board of Trustees.
- and approves the annual report and accounts.

The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Charity.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires that the Trustees prepare financial statements for each financial year, which give a true and fair view of the Charity's state of affairs at the end of the year and of the incoming and outgoing resources for the year then ended.

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

A register of Trustees and Senior Managers declared interests is maintained and updated at least annually, and the HMRC Fit and Proper Persons process is in place. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. All serving trustees are already familiar with the practical work of the charity. Potential new trustees, who are selected for their strengths and diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our head office, and if possible at our other bases of activity and outreach localities, to familiarise themselves with the charity and the context within which it operates.

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted, and this information helps to build the profile for future Trustee recruitment.

Trustees are encouraged to update their skills through attendance at appropriate training courses and events and, to use the available resources and comprehensive guidance available on the Charity Commission website. Honorary Officers are selected from the Board of Trustees.

RISK ASSESSMENT

The Board of Trustees keeps under review the risks to which 4Sight Vision Support may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. A Risk Register is in place and is updated quarterly or more frequently if required. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety, and reputation. Where appropriate, systems and procedures have been established to mitigate the risks the Charity faces.

4Sight Vision Support

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Trustees' Report (continued)
For the year ended 31 March 2021

Compliance is about ensuring that we adhere to statutory and regulatory requirements and, in line with best practice and our duty of care to all of our stakeholders, the Charity is working towards Level 1 of the Trusted Charity quality mark, which has been specifically designed for use by voluntary sector organisations.

The Report was approved by the Trustees, in their capacity as company directors on 3/12/2021 and signed on their behalf by :


.....
Kirstle Thomas
Company secretary

4Sight Vision Support
(A Company Limited by Guarantee)

Independent Examiner's Report
For the year ended 31 March 2021

Independent Examiner's Report to the Trustees of 4Sight Vision Support ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the Trustees of the charity (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 charity 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 charity'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 charity'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 ICAEW, 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 charity 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.

This report is made solely to the charity'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 charity'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 charity and the charity's Trustees as a body, for my work or for this report.

Signed: 

Dated: 3/12/2021

Sarah Ediss

BSc. FCA

Kreston Reeves LLP

Chartered Accountants

Horsham

4Sight Vision Support
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the year ended 31 March 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	186,457	172,538	358,995	221,541
Charitable activities	4	50,035	7,445	57,480	109,965
Other trading activities		6,576	-	6,576	24,572
Investments	6	78	-	78	539
Other income		114	-	114	830
Total income		243,260	179,983	423,243	357,447
Expenditure on:					
Raising funds	7	66,975	-	66,975	69,338
Charitable activities	8	157,098	174,534	331,632	449,216
Total expenditure		224,073	174,534	398,607	518,554
Net movement in funds		19,187	5,449	24,636	(161,107)
Reconciliation of funds:					
Total funds brought forward		656,178	86,030	742,208	903,315
Net movement in funds		19,187	5,449	24,636	(161,107)
Total funds carried forward		675,365	91,479	766,844	742,208

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

The notes on pages 20 to 38 form part of these financial statements.

4Sight Vision Support
(A Company Limited by Guarantee)
Registered number: 03740647

Balance Sheet
As at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	13	484,310	500,840
Investments	14	100	100
		484,410	500,940
Current assets			
Stocks	15	9,364	9,165
Debtors	16	13,255	20,092
Cash at bank and in hand		288,212	246,530
		310,831	275,787
Creditors: amounts falling due within one year	17	(28,397)	(34,519)
Net current assets		282,434	241,268
Total assets less current liabilities		766,844	742,208
Net assets excluding pension asset		766,844	742,208
Total net assets		766,844	742,208
Charity funds			
Restricted funds	18	91,479	86,030
Unrestricted funds	18	675,365	656,178
Total funds		766,844	742,208

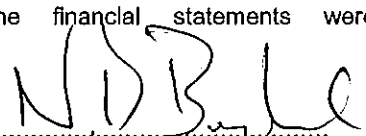
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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 on 3/12/2021 and signed on their behalf by:


Dr Norman Boyland BCFRSC
 (Trustee)


Arthur Mayson ACIBTEP
 (Trustee)

The notes on pages 20 to 38 form part of these financial statements.

**4Sight Vision Support
(A Company Limited by Guarantee)**

**Notes to the Financial Statements
For the year ended 31 March 2021**

1. Accounting policies

1.1 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

4Sight Vision Support 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.

1.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held for 12 months from authorising these financial statements.

1.3 Income

All income is recognised once the charity 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 charity 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 charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the year ended 31 March 2021

1. Accounting policies (continued)

1.4 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 charity 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 charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

1.6 Interest receivable

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

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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.

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

Depreciation is provided on the following bases:

Freehold property	- 2% on cost
Plant and machinery	- 33% on cost
Motor vehicles	- 50% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

Notes to the Financial Statements
For the year ended 31 March 2021

1. Accounting policies (continued)

1.8 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 in subsidiaries are valued at cost less provision for impairment.

1.9 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.

1.10 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.

1.11 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.

1.12 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 charity 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.

1.13 Financial instruments

The charity 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.

1.14 Operating leases

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

4Sight Vision Support
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Notes to the Financial Statements
For the year ended 31 March 2021

1. Accounting policies (continued)

1.15 Pensions

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

1.16 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 charity 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 charity 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.

2. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

The residual values and useful economic lives of tangible fixed assets over which these items are depreciated are estimates which impact the net book value at the balance sheet date, particularly for freehold property.

4Sight Vision Support
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Notes to the Financial Statements
For the year ended 31 March 2021

3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	29,669	5,922	35,591
Legacies	5,500	-	5,500
Grants	151,288	166,616	317,904
	<u>186,457</u>	<u>172,538</u>	<u>358,995</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	27,555	8,009	35,564
Legacies	32,286	-	32,286
Grants	650	153,041	153,691
	<u>60,491</u>	<u>161,050</u>	<u>221,541</u>

4. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Clubs	1,521	-	1,521
Sight Care Advisor Service	16,178	7,445	23,623
Resource and transcriptions	13,216	-	13,216
Outreach	19,120	-	19,120
	<u>50,035</u>	<u>7,445</u>	<u>57,480</u>

4Sight Vision Support
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Notes to the Financial Statements
For the year ended 31 March 2021

4. Income from charitable activities (continued)

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Clubs	29,622	-	29,622
Sight Care Advisor Service	-	11,454	11,454
Resource and transcriptions	47,688	-	47,688
Outreach	21,201	-	21,201
	<u>98,511</u>	<u>11,454</u>	<u>109,965</u>

5. Income from other trading activities

	Unrestricted funds 2021 £	Total funds 2021 £
Income from fundraising events		
Fundraising events	144	144
Fundraising sponsored events	1,017	1,017
Raffles & Lotteries	2,998	2,998
Other fundraising income	2,417	2,417
	<u>6,576</u>	<u>6,576</u>

	Unrestricted funds 2020 £	Total funds 2020 £
Income from fundraising events		
Fundraising events	13,985	13,985
Fundraising sponsored events	2,695	2,695
Raffles & Lotteries	3,455	3,455
Other fundraising income	4,437	4,437
	<u>24,572</u>	<u>24,572</u>

4Sight Vision Support
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Notes to the Financial Statements
For the year ended 31 March 2021

6. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £
Investment income - local cash	78	78

	Unrestricted funds 2020 £	Total funds 2020 £
Investment income - local cash	539	539

7. Expenditure on raising funds

	Unrestricted funds 2021 £	Total funds 2021 £
Other costs	14,708	14,708
Wages and salaries	52,267	52,267
	66,975	66,975

4Sight Vision Support
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Notes to the Financial Statements
For the year ended 31 March 2021

7. Expenditure on raising funds (continued)
(continued)

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Other costs	32,347	2,760	35,107
Wages and salaries	31,593	-	31,593
	<u>63,940</u>	<u>2,760</u>	<u>66,700</u>

Fundraising trading expenses

		Total funds 2021 £
	Unrestricted funds 2020 £	Total funds 2020 £
Shops - other costs	<u>2,638</u>	<u>2,638</u>

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Clubs	1,751	870	2,621
Sight Care Advisor Service	53,624	7,445	61,069
Resource and transcriptions	30,886	7,584	38,470
Outreach	70,837	158,635	229,472
	<u>157,098</u>	<u>174,534</u>	<u>331,632</u>

4Sight Vision Support
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Notes to the Financial Statements
For the year ended 31 March 2021

8. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Clubs	29,415	4,396	33,811
Sight Care Advisor Service	76,422	11,604	88,026
Resource and transcriptions	54,635	8,671	63,306
Outreach	150,690	113,383	264,073
	<u>311,162</u>	<u>138,054</u>	<u>449,216</u>

9. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Clubs	2,621	-	2,621
Sight Care Advisor Service	32,669	28,400	61,069
Resource and transcriptions	21,749	16,721	38,470
Outreach	162,000	67,472	229,472
	<u>219,039</u>	<u>112,593</u>	<u>331,632</u>

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Clubs	33,811	-	33,811
Sight Care Advisor Service	56,779	31,247	88,026
Resource and transcriptions	44,922	18,384	63,306
Outreach	189,842	74,231	264,073
	<u>325,354</u>	<u>123,862</u>	<u>449,216</u>

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9. Analysis of expenditure by activities (continued)

	2021 £	2020 £
Analysis of direct costs		
Other costs	12,905	41,059
Staff travel, training, & recruitment	1,462	7,680
Building & Estates costs	13,253	28,657
Professional fees	3,196	3,805
Communications	11,243	10,678
Equipment costs	17,190	30,244
Volunteer expenses	156	1,287
Wages and salaries	151,360	174,665
National Insurance	-	16,537
Pension Costs	-	8,038
Depreciation	8,265	2,704
	<u>219,030</u>	<u>325,354</u>
	2021 £	2020 £
Analysis of support costs		
Finance	688	801
Other costs	582	1,657
Staff travel, training & recruitment	1,512	1,787
Building and estate costs	4,416	4,225
Professional fees	9,924	9,316
Communications	3,189	2,856
Equipment costs	630	534
Staff costs	83,387	96,911
Depreciation	8,265	5,775
	<u>112,593</u>	<u>123,862</u>
Total costs		
Direct costs	219,030	325,354
Support costs	112,593	123,862
	<u>331,623</u>	<u>449,216</u>

Governance costs of £16,887 (2020: £17,014) are included in within support costs, see note 10 for analysis.

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10. Governance costs

	Unrestricted funds 2021 £	Total funds 2021 £
Staff costs	10,754	10,754
Independent examination fee	3,480	3,480
Trustee meeting costs	182	182
Legal and professional	322	322
Other costs	2,149	2,149
	16,887	16,887

	Unrestricted funds 2020 £	Total funds 2020 £
Staff costs	11,533	11,533
Independent examination fee	3,220	3,220
Trustee meeting costs	152	152
Legal and professional	337	337
Other costs	1,772	1,772
	17,014	17,014

11. Independent examiner's remuneration

The Independent examiner's remuneration amounts to an Independent examiner fee of £3,480 (2020 - £3,220).

12. Staff costs

	2021 £	2020 £
Wages and salaries	262,270	295,630
Social security costs	13,348	18,292
Contribution to defined contribution pension schemes	11,395	13,688
	287,013	327,610

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12. Staff costs (continued)

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

	2021	2020
	No.	No.
Average number of employees	17	17

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

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £43,860 (2020 : £43,860).

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Notes to the Financial Statements
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13. Tangible fixed assets

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation						
At 1 April 2020	523,422	21,473	16,750	36,407	5,159	603,211
Disposals	-	-	-	(27,513)	-	(27,513)
At 31 March 2021	523,422	21,473	16,750	8,894	5,159	575,698
Depreciation						
At 1 April 2020	45,265	18,072	2,750	31,125	5,159	102,371
Charge for the year	5,668	2,102	7,000	1,760	-	16,530
On disposals	-	-	-	(27,513)	-	(27,513)
At 31 March 2021	50,933	20,174	9,750	5,372	5,159	91,388
Net book value						
At 31 March 2021	472,489	1,299	7,000	3,522	-	484,310
At 31 March 2020	478,157	3,401	14,000	5,282	-	500,840

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Notes to the Financial Statements
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14. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 April 2020	100
At 31 March 2021	<u>100</u>
Net book value	
At 31 March 2021	100
At 31 March 2020	<u>100</u>

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Holding
4SIGHT Trading Limited	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
4SIGHT Trading Limited	100

15. Stocks

	2021 £	2020 £
Goods for resale	<u>9,364</u>	<u>9,165</u>

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Notes to the Financial Statements
For the year ended 31 March 2021

16. Debtors

	2021	2020
	£	£
Due within one year		
Trade debtors	234	537
Other debtors	3,521	3,425
Prepayments and accrued income	9,500	16,130
	13,255	20,092

17. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	15,870	17,043
Other taxation and social security	5,173	6,134
Other creditors	181	757
Accruals and deferred income	7,173	10,585
	28,397	34,519

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Notes to the Financial Statements
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18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers In/out £	Balance at 31 March 2021 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	57,475	1,521	(1,751)	(10,305)	46,940
General funds					
General Funds	598,703	241,739	(222,322)	10,305	628,425
Total Unrestricted funds	656,178	243,260	(224,073)	-	675,365
Restricted funds					
Outreach service	50,565	128,153	(119,563)	-	59,155
Clubs	6,163	-	(870)	-	5,293
Equipment	1,451	5,702	(7,153)	-	-
Sight Care Advisor service	-	7,445	(7,445)	-	-
Building	636	-	(432)	-	204
Volunteering	2,251	-	(2,251)	-	-
Newsletter	1,581	5,792	(4,357)	-	3,016
Big lottery	23,383	21,478	(21,050)	-	23,811
Kindness packs	-	11,413	(11,413)	-	-
	86,030	179,983	(174,534)	-	91,479
Total of funds	742,208	423,243	(398,607)	-	766,844

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The description applied to each fund describes the purpose.

Transfers between funds represent club contributions from the East Preston club to support the charity due to Covid.

4Sight Vision Support
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Notes to the Financial Statements
For the year ended 31 March 2021

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Unrestricted funds					
Designated funds					
Clubs designated funds (see note 19)	60,937	29,622	(33,811)	727	57,475
General funds					
General Funds	750,334	155,321	(343,929)	36,977	598,703
Total Unrestricted funds	811,271	-	(377,740)	37,704	656,178
Restricted funds					
Outreach service	41,822	87,270	(78,527)	-	50,565
Clubs	835	9,724	(4,396)	-	6,163
Equipment	2,237	4,630	(5,416)	-	1,451
Sight Care Advisor service	150	11,454	(11,604)	-	-
Building	27,095	501	(3,256)	(23,704)	636
Volunteering	11,330	-	(9,079)	-	2,251
Newsletter	8,575	3,239	(10,233)	-	1,581
Big lottery	-	52,926	(15,543)	(14,000)	23,383
Kindness packs	-	2,760	(2,760)	-	-
	92,044	172,504	(140,814)	(37,704)	86,030
Total of funds	903,315	172,504	(518,554)	-	742,208

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19. Clubs designated funds

	2021 £	2020 £
Income		
Clubs income	1,521	29,622
	<u>1,521</u>	<u>29,622</u>
Expenditure		
Travel	(117)	(4,733)
Hall hire	(1,015)	(7,466)
Functions	(271)	(15,958)
Other expenses	(348)	(5,654)
	<u>(1,751)</u>	<u>(33,811)</u>
Net movement in the year	(230)	(4,189)
Balance brought forward	57,475	60,937
Transfers (to)/from the general fund	(10,305)	727
Balance carried forward	<u><u>46,940</u></u>	<u><u>57,475</u></u>

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 34 (2020: 34).

20. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	484,310	-	484,310
Fixed asset investments	100	-	100
Current assets	219,352	91,479	310,831
Creditors due within one year	(28,397)	-	(28,397)
Total	<u><u>675,365</u></u>	<u><u>91,479</u></u>	<u><u>766,844</u></u>

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20. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	500,840	-	500,840
Fixed asset investments	100	-	100
Current assets	189,757	86,030	275,787
Creditors due within one year	(34,519)	-	(34,519)
Total	656,178	86,030	742,208

21. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,395 (2020 - £13,688).

22. Operating lease commitments

At 31 March 2021 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	-	3,500

23. Related party transactions

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

During the year, no trustees received any remuneration nor any expenses (2020: Nil).

There are no other related party transactions which require disclosure.