
Sightline Vision (North West) Limited

(A Company Limited by Guarantee)

Financial Statements

For the year ended 31 December 2020

Charity No: 1096452

Company No: 04620457 (England and Wales)

SIGHTLINE VISION (NORTH WEST) LIMITED

CONTENTS

	Page
COMPANY/CHARITY REFERENCE AND ADMINISTRATIVE DETAILS	1
DIRECTORS/TRUSTEES REPORT	2
INDEPENDENT EXAMINER'S REPORT	6
STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)	7
BALANCE SHEET	8
NOTES TO THE FINANCIAL STATEMENTS	9 - 13

SIGHTLINE VISION (NORTH WEST) LIMITED

COMPANY/CHARITY REFERENCE AND ADMINISTRATIVE INFORMATION

Directors/Trustees	Mr P A Howard-- Chair Mr A V Kimpton Mr E Murgatroyd Miss JP Binns	Resigned 16 th September 2020.
Company Secretary	Mr E Murgatroyd	
Manager	Mr I Edwards	Appointed 7 th January 2020
Registered Office	Howick House Howick Park Avenue Penwortham Preston PR1 0LS	
Company Registration No	04620457	
Charity Registration No	1096452	
Independent Examiner	Harrison, Latham and Company 97 Tulketh Street Southport Merseyside PR8 1AW	
Bankers	Barclays Bank plc Liverpool North Bootle	

SIGHTLINE VISION (NORTH WEST) LIMITED

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees, who are also directors for the purposes of the Companies Act, present their Annual Report and Financial Statements for the year ended 31 December 2020, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the Companies Act 2006. The trustees have adopted the provision of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (FRS 102) in preparing the annual report and financial statements of the charity.

Sightline Vision (North West) Limited is a company limited by guarantee and does not have a share capital, members contribute £5 in the event of the charity winding up. The company was registered with the Charity Commission on 11 March 2003. The principal governing document is its Memorandum and Articles of Association dated 11 November 2002.

Objectives

Following the closure of Sightline's telephone helpline in February 2020 the sole focus of the organisation going forward is on the free and secure confidential telephone befriending service that was launched in August 2018. The service is predominately for the sight loss community across the North West of England and is delivered by a team of trained volunteers. The vast majority of volunteers have experience of sight loss themselves, which gives the service and its users understanding, empathy and support.

Activities and performance

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

Sightline Vision (North West) Limited recognises and adheres to a strict policy of confidentiality within our work, respect for each other and for those who contact us, together with our networking partners, which has over the past 18 years been paramount to our success.

The Befriending Service was launched in August 2018. During 2020 we have received 67 new referrals (2019: 20) from various sources including wellbeing services, other organisations and healthcare professionals. During 2020 the organisation had an average of 34 matches per month (2019: 14), which highlights the excellent progress the organisation has made during this financial year.

Sightline Vision (North West) Limited received grant funding during the year from the National Lottery Reaching Communities Programme and in specific response to the Covid 19 pandemic emergency funding from the Thomas Pocklington Trust and the HM Government/National Lottery.

Sightline Vision (North West) Limited has increased its networking opportunities through a variety of media (e.g. talking newspapers, newsletters, regional peer support groups), although all face to face activities have stopped due to the Coronavirus pandemic. These networking activities has enabled the organisation to raise its profile and the awareness of the Befriending Service, hence the substantial increase in the number of Service User referrals.

Our volunteers

The delivery of our services is reliant upon volunteers. At the end of the current financial year we have 38 (2019: 23) with 28 of them joining the organisation during 2020. All volunteers are in regular contact with the Services Coordinator, although monthly face to face peer group support meetings and training sessions had to be postponed. However, all new volunteer receive online training in the following subjects: Safeguarding, Listening Skills, Telephone Support and Befriending Inductions, Emotional and Suicidal Callers and finally Confidentiality.

SIGHTLINE VISION (NORTH WEST) LIMITED

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Financial Review

Principal funding sources including grants have supported the key objectives of the charity, running costs and services. Overall resources available have decreased by £18,307 (2019: decrease £ 16,782).

Reserves policy and going concern

The trustees aspire to having free reserves at a level that would cover three months normal running costs. Free reserves as at 31 December 2020 were £ 19,654 (2019: £ 19,627).

Taxation

The charity has no liability to tax as all of its income is used for charitable purposes.

Plans for future periods

The organisation is now focusing solely on its free confidential telephone befriending service following the closure of its helpline in February 2020.

Sightline Vision (North West) Limited secured a sizeable grant from the National Lottery Reaching Communities Programme in December 2020 covering a substantial proportion of its expenditure during the period 1st April 2021 to 31st March 2024, for which it is extremely grateful. The organisation will seek to supplement this grant with grants from other funders to ensure the continuation of the befriending service for many years to come.

Sightline Vision (North West) Limited will continue to encourage and recruit volunteers, for the delivery of our befriending services, who are themselves visually impaired. To support our volunteers we will offer training in listening, communications and telephone skills. Our aim is to recruit new volunteers to support the expansion of the Befriending Service during 2021 now that the application to the National Lottery Reaching Communities Programme has been successful. Sightline remains indebted to its team of volunteers which now stands at nearly 40, with 50% of these having joined the team during 2020.

Sightline Vision (North West) Limited will continue to network with other organisations working across the UK sight loss sector in order to raise the awareness of, and promote our telephone befriending service which supports visually impaired people through emotional support and signposting. During 2020 the organisation has increased its levels of networking so many more visually impaired people are aware of its befriending service. The impact has been outstanding with more than a 100% increase in the number of Service Users during 2020 when compared to 2019.

Sightline Vision (North West) Limited has developed a variety of monitoring and evaluation processes to ensure that our Service Users receive the best possible service and so that accurate data can be provided to existing and potential new funders.

Risk management

The main risks to which the charity is exposed as identified by the trustees have been considered and systems have been established to mitigate those risks.

SIGHTLINE VISION (NORTH WEST) LIMITED

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Structure, governance and management

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end are shown on page 1.

Appointment of Trustees

One third of trustees must retire at each Annual General Meeting in accordance with the Articles of Association.

Trustees induction and training

New trustees are briefed in their legal obligations under Charity and Company Law, the Charity Commission guidance on public benefit, and are informed of the content of the Memorandum and Articles of Association, the Committee and decision-making processes, the business plan and recent financial performance of the charity. Trustees are encouraged to attend appropriate training events where these will facilitate the undertaking of their role.

Organisation

The Board of Trustees, which consists of at least three and not more than twelve individuals, administers the charity. The board meet at least four times a year. The manager is appointed by the trustees to manage the day to day operations of the charity.

Key management personnel

The day to day management of the charity is delegated to the manager, who in turn leads a staff team with specific areas of responsibility.

Related parties and co-operation with other organisations

None of the trustees receive remuneration or other benefits from their work with the charity. Related party transactions in the current year are shown in note 12.

The charity has a close relationship with Galloway's Society for the Blind, a charity which shares our passion for supporting persons who are blind or visually impaired.

Sightline Vision (North West) Limited has trustees in common with Galloway's Society for the Blind, with two of the trustees also being trustees of Galloway's Society for the Blind (Charity No 526088). The trustees do not consider this charity to be under common control since there are additional trustees on both the Board of Galloway's Society for the Blind and of Sightline Vision (North West) Limited.

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also directors for the purposes of company law) are responsible for preparing a Trustees Report and Financial Statements in accordance with applicable law.

SIGHTLINE VISION (NORTH WEST) LIMITED

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Accounting Standards and applicable law (United Kingdom Generally Accepted Accounting Practice). Under company law the directors 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 company and of the profit or loss of the company for that period. In preparing these financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimate that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

Small company exemptions

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

This report was approved by the Board on the 22nd January 2021 and signed on their behalf.



.....
P A Howard Director / Trustee

SIGHTLINE VISION (NORTH WEST) LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2020

I report on the accounts of the company for the year ended 31 December 2020 which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

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

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

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

Basis of independent examiner's report

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

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Neil Latham FCA
Harrison Latham & Company
97 Tulketh Street
Southport

Dated: 11th February 2021

SIGHTLINE VISION (NORTH WEST) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)

FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted funds £	Restricted Funds £	Total 2020 £	Total 2019 £
	Note				
Income					
Grants and donations	3(a)	-	28,000	28,000	43,564
Charitable activities	3(b)	-	-	-	-
Investment income	3(c)	28	-	28	59
Other income	3(d)	-	-	-	205
Total income		<u>28</u>	<u>28,000</u>	<u>28,028</u>	<u>43,828</u>
Expenditure					
Charitable activities	4	(1,252)	(45,083)	(46,335)	(60,610)
Total expenditure		<u>(1,252)</u>	<u>(45,083)</u>	<u>(46,335)</u>	<u>(60,610)</u>
Net (expenditure)/income		(1,224)	(17,083)	(18,307)	(16,782)
Transfers between funds		-	-	-	-
Net movement in funds		<u>(1,224)</u>	<u>(17,083)</u>	<u>(18,307)</u>	<u>(16,782)</u>
Reconciliation of funds					
Total funds brought forward		24,633	33,415	58,048	74,830
Total funds carried forward		<u>23,409</u>	<u>16,332</u>	<u>39,741</u>	<u>58,048</u>

The statement of financial activities includes all gains and losses recognised in the year and complies with the requirements for an income and expenditure account under the Companies Act.

All income and expenditure derive from continuing activities.

The notes on pages 9 to 13 form part of these financial statements.

SIGHTLINE VISION (NORTH WEST) LIMITED

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Note	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	6		3,755		5,006
Current assets					
Debtors	7	728		4,520	
Cash at bank and in hand		36,261		51,566	
Total current assets		36,989		56,086	
Creditors: Amounts falling due within one year.		(1,003)		(3,044)	
Net current assets			35,986		53,042
Net assets			39,741		58,048
Charity funds					
Unrestricted income funds	9		23,409		24,633
Restricted funds			16,332		33,415
Total charity funds			39,741		58,048

For the financial year in question the company was entitled to exemption under section 447 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

The accounts were approved by the Board of Directors on the 22nd January 2021 and signed on their behalf:



..... P A Howard Director / Trustee

The notes on pages 9 to 13 form part of these financial statements.

Company registration number 04620457

1 Accounting policies

The significant accounting policies applied in the preparation of these financial statements are set out below:

Basis of preparation

The financial statements have been prepared in accordance with 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) effective 1 January 2015, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention.

Fund structure

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the trust's work or for specific projects being undertaken by the charity.

Income recognition

Income is recognised when the charity becomes legally entitled to the income and amount can be quantified with reasonable accuracy.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income from donations and grants, including capital grants, are included in incoming resources when these are receivable, except as follows:

- when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods;
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the preconditions for use have been met;
- when donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

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 bank.

Expenditure recognition All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Notes to the Accounts

FOR THE YEAR 31 DECEMBER 2020

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

The charity is not registered for VAT, consequently input VAT incurred is charged as an expense against the expenditure heading to which it relates.

Support costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity.

Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

Tangible fixed assets and depreciation

Tangible fixed assets are initially measured at cost and subsequently measured at cost or deemed cost where the option in FRS102 to use a fair value of an asset at transition as deemed cost has been taken, less accumulated depreciation and impairment losses.

All assets costing more than £1,000 and having a useful economic life of more than four years are capitalised and included at cost which includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset on a systematic basis over its expected useful life as follows:

Motor car	-	25% on written down value
Fixtures and fittings	-	25% on written down value
Computer equipment	-	25% on written down value

2 Staff costs and remuneration of key management personnel

	2020 £	2019 £
Gross salaries	17,529	40,189
Social Security Costs	-	-
Total	17,529	40,189
The average number of employees during the year was:	1	2

The charity considers its key management personnel comprises the trustees and the manager

No remuneration is paid and no expenses reimbursed to the Board of Trustees during the year

Notes to the Accounts

FOR THE YEAR 31 DECEMBER 2020

3	Income	Unrestricted fund	Restricted fund	Total 2020	Total 2019
		£	£	£	£
(a)	Grants and donations				
	Lottery & Government	-	19,000	19,000	43,564
	Emergency Funding	-	9,000	9,000	-
	Thomas Pocklington Trust	-	-	-	205
	Donations	-	-	-	-
		-	28,000	28,000	43,769
(c)	Investment income				
	Bank interest	28	-	28	59
(d)	Other income	-	-	-	-
	2020 Total income	28	28,000	28,028	43,828
	2019: Total income	264	43,564		43,828

4	Charitable activities	Unrestricted fund	Restricted fund	2020	2019
	Salaries, NIC & pension costs.	-	17,529	17,529	40,189
	Finance and Admin support	-	13,440	13,440	300
	Accommodation: Office rent and services	-	4,200	4,200	4,200
	Training	-	228	228	1,676
	Motor – travel expenses	-	132	132	2,172
	Car Tax and Insurance	-	1,582	1,582	1,215
	Befriending Contract and Call Costs	-	5,173	5,173	4,893
	Governance Costs	-	798	798	840
	Consultancy Fees	-	975	975	1,113
	Activity and Development	-	-	-	550
	General running expenses	-	1,026	1,026	1,793
	Depreciation	1,252	-	1,252	1,669
	2020: Total charitable expenditure	1,252	45,083	46,335	60,610
	2019: Total charitable expenditure	1,669	58,941		60,610

Notes to the Accounts
FOR THE YEAR 31 DECEMBER 2020

5 Governance costs – unrestricted fund

	2020	2019
	£	£
Consultancy fees	975	1,113
Filing fees	13	13
Independent examination	740	840
	<u>1,728</u>	<u>1,966</u>

6 Tangible fixed assets

	<u>Grant funded</u>			
	New equipment	Motor car	Fixtures & equipment	Total
	£	£	£	£
Cost/valuation				
At 1 January 2020	1,735	10,260	330	12,325
Additions	-	-	-	-
	<u>1,735</u>	<u>10,260</u>	<u>330</u>	<u>12,325</u>
At 31 December 2020				
	<u>1,735</u>	<u>10,260</u>	<u>330</u>	<u>12,325</u>
Depreciation				
At 1 January 2020	902	6,191	226	7,319
Charge for the year	208	1,017	26	1,251
	<u>1,110</u>	<u>7,208</u>	<u>252</u>	<u>8,570</u>
At 31 December 2020				
	<u>1,110</u>	<u>7,208</u>	<u>252</u>	<u>8,570</u>
Net book value				
At 31 December 2020	625	3,052	78	3,755
	<u>625</u>	<u>3,052</u>	<u>78</u>	<u>3,755</u>
At 31 December 2019	834	4,069	104	5,006
	<u>834</u>	<u>4,069</u>	<u>104</u>	<u>5,006</u>

All assets are held for the charity's own charitable purposes

The net book value of assets purchased with funding received from the Big Lottery at 31 December 2020 was £3,755' (2019 £5,006).

7 Debtors: amounts falling due within one year

	2020	2019
	£	£
Prepayments and accrued income	<u>728</u>	<u>4,520</u>

8 Creditors: amounts falling due within one year

	2020	2019
	£	£
Taxation and social security	-	-
Accruals and deferred income	1,003	3,044
	<u>1,003</u>	<u>3,044</u>

Notes to the Accounts
FOR THE YEAR 31 DECEMBER 2020

9 Unrestricted income funds including designated grant funded assets

	Balance Brought Forward £	Income £	Expenditure £	Transfers £	Balance Carried Forward £
General income fund	24,633	28	1,252	-	23,409

10 Restricted funds

	Balance Brought Forward £	Income £	Expenditure £	Transfers £	Balance Carried Forward £
The Big Lottery: Revenue Costs	33,415	28,000	45,083	-	16,332
Total funds	58,048	28,028	46,335	-	39,741

11 Analysis of net assets between funds

	Unrestricted & designated funds £	Restricted fund £	Total 2020 £	Total 2019 £
Tangible fixed assets	3,755	-	3,755	5,006
Net Current assets	19,654	16,332	35,986	53,042
2020: Total	23,409	16,332	39,741	58,048
2019: Total	24,633	33,415		58,048

12 Related party transactions

There were no transactions with any trustees during the year and no expenses were paid to or on behalf of the trustees (2019 nil)

Galloway's Society for the Blind is an associated charity and recharged the charity in respect of the following costs:

	2020 £	2019 £
Administration	-	300
Office rent	4,200	4,200
	4,200	4,500