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# **Sightline Vision ( North West ) Limited**

(A company limited by guarantee )

## **Financial Statements**

**For the year ended 31st December 2021.**

**Charity Number:        1096452**

**Company Number:    04620457**

# Sightline Vision (North West) Limited

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# **Sightline Vision (North West) Limited**

## **Company/Charity Reference and Administrative**

### Company Directors / Trustees

Mr.P.A. Howard.	Chair
Mrs.C.J.Holmes.	MBE
Mr.A.V.Kimpton.	
Mr.E. Murgatroyd.	

Company Secretary	Mr.E.Murgatroyd.
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Charity Director	Mr.I.C.Edwards.
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Registered Office	Howick House Howick Park Avenue Penwortham Preston PR1 0LS
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Company Registration Number	04620457
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Charity Registration Number	1096452
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Independent Examiner	Harrison Latham and Company Chartered Accountants
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97 Tulketh Street  
Southport  
Merseyside  
PR8 1AW

Bankers

Barclays Bank plc  
Liverpool North, Bootle

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## **re Information**

Appointed 16th February 202

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## **Sightline Vision (North West) Limited**

### **Trustees' Annual Report**

#### **For the year ended 31st December 2021**

The trustees, who are also directors for the purposes of the Companies Act, present their Annual Report and Financial Statements for the year ended 31st December 2021, 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 provisions 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 the 11th March 2003. The principal governing document is its Memorandum and Articles of Association dated the 11th November 2002.

#### **Objectives**

Sightline's primary objective has been to provide a first- class telephone befriending service, and this is currently unique across the North West of England in that the service is completely free, totally confidential, secure, and open to anybody with visual impairment. Sightline's telephone based befriending service is designed to reduce loneliness and isolation for anybody living with a visual impairment. Our service is staffed by a team of dedicated, friendly, trained volunteers who have close experience of sight loss, which leads to a high level of understanding, empathy and support between Service Users and Volunteers. Consequently, many of our Service Users and Volunteers are benefitting from the positive impact a telephone befriending relationship can offer.

#### **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 eighteen years been paramount to our success.

The Befriending Service was launched in August 2018. During 2021 we have received 65 new referrals (2020 - 67) from various sources including national and local sight loss charities, local authorities, and healthcare professionals. During 2021 Sightline had an average of 44 matches per month (2020 - 34), which highlights the excellent progress that Sightline has made during this financial year especially as the number of matches in operation during December 2021 was 61.

Sightline Vision (North West) Limited has increased its networking opportunities through a variety of media (e.g. website, social media, newsletters and peer support groups) although most face-to-face activities have continued to be suspended due to the Coronavirus pandemic. These networking activities has enabled Sightline to raise its profile and the awareness of the befriending service, hence the on-going demand from Service Users.

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# **Sightline Vision (North West) Limited**

## **Trustees' Annual Report**

### **For the year ended 31st December 2021.**

#### **Our Volunteers.**

The delivery of our befriending service is reliant upon our amazing volunteers. At the end of the current financial year, we have 37 (2020-38) with 26 of them joining Sightline during 2021. All volunteers are in regular contact with our Services Coordinator, although monthly face-to-face peer group support meetings and training sessions have continued to be postponed due to Coronavirus pandemic. All new Volunteers receive a comprehensive Induction, Training and Support Guide together with online training in Equality, Diversity, Inclusion and Safeguarding and Communication Skills.

#### **Financial Review.**

Principal funding sources including grants have supported the key objectives of the Charity, running costs and services. Overall resources available have increased by £ 11,091 (2020 decreased by £ 18,307)

#### **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 the 31st December 2021 are £ 19,654 (2020-£ 19,654).

#### **Taxation**

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

#### **Plans for future periods**

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

To coincide with the new funding from the National Lottery the trustees have approved a Business Development Plan which sets out plans to increase the number of Service User referrals, to recruit more Volunteers, to obtain feedback from both Service Users and Volunteers to ensure the befriending service is still appropriate to their needs and to monitor the length of befriending calls as this gives a good indicator as to the quality of the relationships.

Sightline Vision (North West) Limited will continue to network with other organisations working across the UK sight loss sector to raise awareness of and promote our telephone befriending service which supports visually impaired people through emotional support and signposting. During 2021 Sightline has increased its levels of networking so many more visually impaired people are aware of its befriending service.

Sightline Vision (North West) Limited will continue to encourage and recruit Volunteers, for the delivery of our befriending service, who are themselves visually impaired. To support our Volunteers, we will offer a comprehensive induction and training programme with ongoing support. Our aim is to recruit new Volunteers to support the increased expansion plans for the befriending service during 2022 and beyond 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 37, with 70% of these having joined the team during 2021.



## **Sightline Vision (North West) Limited**

### **Trustees' Annual Report.**

#### **For the year ended 31st December 2021.**

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.

#### **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 on 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 process, 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 Charity Director 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 Charity Director 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 14.

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## **Sightline Vision (North West) Limited**

### **Trustees' Annual Report.**

#### **For the year ended 31st December 2021.**

##### **Related parties (continued)**

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 trustees also being trustees of Galloways.(Charity Number 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 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.

Company law requires the directors to prepare financial statements for each financial year. Under the 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. (GAAP). 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 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 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 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**

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

This report was approved by the Board on the 19th January 2022. and signed on their behalf.

**P.A. Howard. Director / Trustee.**

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## **Sightline Vision (North West) Limited**

### **Independent Examiner's Report to the Trustees.**

#### **For the year ended 31st December 2021.**

I report on the accounts of the company for the year ended 31st December 2021 which are set out on pages 9 to 14

#### **Respective responsibilities of trustees and examiner**

The trustees ( who are also directors 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 an 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.
- \* follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.
- \* state whether particular matters have come to my attention.

#### **Basis of Independent Examiners'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 record It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning 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.

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**Sightline Vision (North West) Limited****Statement of Financial Activities.  
(including Income and Expenditure Account)****For the year ended 31st December 2021**

	<b>Note.</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Income.</b>					
Grants and Donations.		0	78,846	78,846	28,000
Investment Income		2	0	2	28
Other Income-Donations		311	0	311	0
<b>Total Income</b>		<b>313</b>	<b>78,846</b>	<b>79,159</b>	<b>28,028</b>
<b>Expenditure</b>					
Charitable Activities		0	66,739	66,739	-46,335
Depreciation of Assets		809	0	809	
Loss on Asset Disposal		520	0	520	
<b>Total Expenditure</b>		<b>1,329</b>	<b>66,739</b>	<b>68,068</b>	<b>-46,335</b>
Net (expenditure) / income		-1,016	12,107	11,091	-18,307
Transfer between funds		0	0	0	0
<b>Net movement in Funds</b>		<b>-1,016</b>	<b>12,107</b>	<b>11,091</b>	<b>-18,307</b>
<b>Reconciliation of Funds.</b>					
Total Funds brought forward		23,409	16,333	39,742	58,048
<b>Total Funds carried forward.</b>		<b>22,393</b>	<b>28,440</b>	<b>50,833</b>	<b>39,741</b>

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 14 form part of these financial statements.

Sightline Vision (North West) Limited

Balance Sheet

As At 31st December 2021.

	Note.	2021 £	2021 £	2020 £	2020 £
<b>Fixed Assets.</b>					
Tangible Assets			2,426		3,755
<b>Current Assets</b>					
Debtors		664		728	
Cash at Bank and in hand		<u>49,022</u>		<u>36,261</u>	
<b>Total Current Assets.</b>		49,686		36,989	
<b>Creditors</b>					
Amounts falling due within one year		<u>1,279</u>		<u>-1,003</u>	
Net Current Assets			48,407		35,986
Net Assets			<u>50,833</u>		<u>39,741</u>
<b>Charity Funds.</b>					
Unrestricted income funds			22,393		23,409
Restricted income funds.			28,440		16,332
<b>Total Charity Funds</b>			<u>50,833</u>		<u>39,741</u>

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 the accounts.

The accounts were approved by the Board of Directors on the 19th January 2022 and signed on their behalf.

P.A. Howard. Director / Trustee.

The notes on pages 9 to 14 form part of these accounts

Company Registration Number 04620457

# **Sightline Vision (North West) Limited.**

## **Notes to the Accounts.**

### **For the year ended 31st December 2021.**

#### **1 Accounting Policies.**

##### **Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) effective 1st January 2015, the Charities Act 2011 and the Companies Act 2006

The financial statements are prepared on a ongoing 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 used solely 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 the 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:

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## Sightline Vision (North West) Limited

### Notes to the Accounts.

#### For the year ended 31st December 2021

##### Income recognition continued

- \* 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 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 the 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.

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 can be measured reliably.

The charity is not registered for VAT, consequently the input VAT incurred is charged as an expense against the expenditure 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.

## Sightline Vision (North West) Limited

### Notes to the Accounts.

#### For the year ended 31st December 2021.

##### 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 FRS 102 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 included 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.

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

	2021 £	2020 £
Gross Salaries.	23,585	17,529
Social Security Costs.	0	0
<b>Total</b>	<b>23,585</b>	<b>17,529</b>
The average number of employees during the year.	<b>2</b>	<b>1</b>

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.



**Sightline Vision (North West) Limited.**

**Notes to the Accounts.**

**For the year ended 31st December 2021.**

**Income and Expenditure Account.**

<b>3</b>		<b>2021 Unrestricted Fund £</b>	<b>2021 Restricted Fund £</b>	<b>2021 Total £</b>	<b>2020 Total £</b>
	<b>Income</b>				
a	Grants	0	78,846	78,846	0
	Lottery/Government emergency funding	0	0	0	19,000
	Thomas Pocklington Trust.	0	0	0	9,000
	Donations	311	0	311	
		311	78,846	79,157	28,000
c	Investment income: bank interest	2	0	2	28
d	Other income	0	0	0	0
	2021 Total Income	313	78,846	79,159	
	2020 Total Income.				28,028

<b>4</b>	<b>Expenditure Charitable Activities</b>	<b>2021 Unrestricted Fund £</b>	<b>2021 Restricted Fund £</b>	<b>2021 Total £</b>	<b>2020 Total £</b>
	Salaries,NIC and pension costs.		23,585		17,529
	Finance and Admin support.		17,340		13,440
	Accommodation: Rent and Services		5,537		4,200
	Communications and Marketing		4,434		0
	Training		503		228
	Motor - travel expenses		305		132
	Car Tax and Company Insurance		1,375		1,582
	Befriending contract and call costs.		5,815		5,173
	Other telephone costs.		815		0
	Governance costs		740		798
	Consultancy fees		515		975
	General running expenses		3,868		1,026
	Office Equipment		1,906		0
	Depreciation	809	0		1,252
	Loss on Disposal of Assets	520	0		0
	Total Charitable Expenditure 2021	1,329	66,738	68,067	46,335
	Total Charitable Expenditure 2020	1,252	45,083	46,335	

**Sightline Vision (North West) Limited****Notes to the Accounts****For the year ended 31st December 2021.**

<b>5 Governance costs</b>	2021 £	2020 £
Consultancy fees	516	975
Filing fees	13	13
Independent examination	740	740
	<u>1,269</u>	<u>1,728</u>

<b>6 Tangible Fixed Assests.</b>	<b>Grant Funded</b>		Non grant	<b>Total</b>
	New Equipment £	Motor Car £	Fixtures & Equipment £	
<b>Cost / Valuation</b>				
At 1st January 2021	1,735	10,260	330	12,325
Disposals	-1,200	0	-330	-1,530
At 31st December 2021	<u>535</u>	<u>10,260</u>	<u>0</u>	<u>10,795</u>
<b>Depreciation</b>				
At 1st January 2021	1,110	7,208	252	8,570
Charge for the year	46	763	0	809
Depreciation on disposals	-758	0	-252	-1,010
At 31st December 2021	<u>398</u>	<u>7,971</u>	<u>0</u>	<u>8,369</u>
Net Book Value				
At 31st December 2021	<u>137</u>	<u>2,289</u>	<u>0</u>	<u>2,426</u>
At 31st December 2020	<u>625</u>	<u>3,052</u>	<u>78</u>	<u>3,755</u>

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

The net book value of assets purchased with funding received from the Lotter Funding at the 31st December 2021 is £ 2,426 (2020 £3,755)

<b>7 Debtors: amounts falling due within one year</b>	2021 £	2020 £
Prepayments and Accrued Income.	<u>664</u>	<u>728</u>

<b>8 Creditors: amounts falling due within one year</b>	2021 £	2020 £
Accruals and deferred income.	<u>1,279</u>	<u>1,003</u>

**Sightline Vision (North West) Limited**

**Notes to the Accounts**

**For the year ended 31st December 2021**

**9 Unrestricted income funds including designated grant funded assets**

	1st January 2021 Balance brought forward £	Income £	Expenditure £	Transfers £	31st December 2021 Balance carried forward £
<b>General Income Fund.</b>	23,409	313	1,329	0	22,393

**10 Restricted Funds**

	1st January 2021 Balance brought forward £	Income £	Expenditure £	Transfers £	31st December 2021 Balance Carried forward £
Lottery Reaching Communities Fund Revenue Costs	16,333	78,846	66,738	0	28,441
<b>Total Funds</b>	16,333	78,846	66,738	0	28,441

**11 Analysis of net assets between funds**

	Unrestricted & Designated Funds £	Restricted Fund £	Total 2021 £	Total 2020 £
Tangible fixed Assets	2,426	0	2,426	3,755
Net Current Assets	19,967	28,440	48,407	35,987
<b>2021 Total</b>	22,393	28,440	50,833	39,742
<b>2020 Total.</b>	23,409	16,333		39,742

**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 (2020 Nil)

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

	2021 £	2020 £
Office Rent.	5,537	4,200