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

(A company limited by guarantee )

### **Financial Statements**

**For the year ended 31st December 2022.**

**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 Information.

### Company Directors / Trustees

Mr.P.A. Howard. Chair

Mr.P.W. Booth.

Appointed 1st September 2022

Mrs.C.J.Holmes. MBE

Mr.A.V.Kimpton.

Mr.E. Murgatroyd.

Company Secretary.

Mr.E.Murgatroyd.

Resigned 21st November 2022

Charity Director.

Mr.I.C.Edwards.

Registered Office.

Howick House  
Howick Park Avenue  
Penwortham  
Preston  
PR1 0LS

Company Registration Number O4620457

Charity Registration Number 1096452

Independent Examiner: Harrison Latham and Company

Chartered Accountants

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 31st December 2022**

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 2022, 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 objective is to provide a premier telephone befriending service for visually impaired people which is completely free, totally secure and absolutely confidential. In response to the COVID pandemic Sightline began to offer its service across England and Wales. The service is still unique within the North West of England and only a handful of organisations provide anything similar within the rest of the UK. As a result Sightline has forged partnerships with the likes of RNIB, Guide Dogs, Age UK and many other organisations supporting blind and partially sighted people. Sightline's telephone based befriending service is designed to reduce loneliness and isolation for anyone living with 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 we see as paramount to our success. Indeed, it is Sightline's new approach to partnership working that has driven a rapid rise in the number of visually impaired people accessing the telephone befriending service. Sightline will soon celebrate 20 years as a registered charity, although its befriending service was only launched in 2018.

For the first time ever during 2022 Sightline received more than 100 new referrals, to be precise 106 (2021-65) from various sources including national and local sight loss charities, local authorities and healthcare professionals. During 2022 Sightline had an average of 70 matches per month (2021--44) which highlights the excellent progress Sightline has made during the financial year.

Sightline Vision (North West) Limited has increased its networking opportunities through a variety of media (eg website, social media, newsletters and peer support groups). Now that things have returned to normal after the pandemic face to face activities have also resumed with Sightline staff attending a number of events, exhibitions and the annual Visionary conference. These networking activities have enabled Sightline to continue to raise its profile and the awareness of the befriending service, hence the on-going demand from Service Users.



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

### **Trustees' Annual Report**

#### **For the year ended 31st December 2022.**

##### **Our Volunteers.**

The delivery of our befriending service is reliant on our amazing team of volunteers, many of whom are themselves visually impaired. At the end of our current financial year, we have 45. (2021--37). Many of our Volunteers now support more than one Service User. All Volunteers are in regular contact with the Services Manager, to provide feedback, discuss issues and ensure that the befriending matches provide the best possible support to the Service Users. All new Volunteers receive a comprehensive Induction, Training and Support Guide together with online training in Equality, Diversity and Inclusion, Safeguarding and Communication Skills.

Like most charities and as evidenced by the National Council for Voluntary Organisations (NCVO) Sightline has struggled to recruit new Volunteers and it is worthy therefore to note that at the end of 2022 Sightline only had 7 Service Users on its waiting list which has reduced to just 2 by the end of this first week in January.

##### **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 £7,683. ( 2021 increased by £ 11,091)

##### **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 2022 are £ 30,080 2021 (£ 19,969).

##### **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.

The Business Development Plan approved in 2020 has now been fully implemented and the impact can be clearly seen in the number of new Service User referrals although as mentioned earlier recruiting new Volunteers has been a struggle. The Charity Director has implemented new monitoring and evaluation systems, consequently the Trustees receive very comprehensive management reports at their quarterly trustee meetings.

Sightline Vision (North West) Limited has continued 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 2022 Sightline has entered into partnerships with RNIB and Guide Dogs whilst through its membership of Visionary has increased its levels of networking with local sight loss charities so that many more visually impaired people are aware of its befriending service.

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

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

#### **For the year ended 31st December 2022.**

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 12.

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

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

**For the year ended 31st December 2022.**

#### **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 24th January 2023. 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 31st December 2022.**

I report on the accounts of the company for the year ended 31st December 2022 which are set out on pages 7 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 records. 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.  
10th February 2023



# Sightline Vision (North West) Limited

## Statement of Financial Activities. (including Income and Expenditure Account)

For the year ended 31st December 2022

	Note.	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Income.</b>					
Grants	3a.	15,000	74,008	89,008	78,846
Investment Income	3c.	5		5	2
Other Income-Donations	3d.	431		431	311
<b>Total Income</b>		<b>15,436</b>	<b>74,008</b>	<b>89,444</b>	<b>79,159</b>
<b>Expenditure</b>					
Charitable Activities	4	5,930	75,831	81,761	68,068
<b>Total Expenditure</b>		<b>5,930</b>	<b>75,831</b>	<b>81,761</b>	<b>68,068</b>
Net (expenditure) / income		9,506	-1,823	7,683	11,091
Transfer between funds		0	0	0	0
<b>Net movement in Funds</b>		<b>9,506</b>	<b>-1,823</b>	<b>7,683</b>	<b>11,091</b>
<b>Reconciliation of Funds.</b>					
Total Funds brought forward		22,393	28,440	50,833	39,742
<b>Total Funds carried forward.</b>		<b>31,899</b>	<b>26,617</b>	<b>58,516</b>	<b>50,833</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 2022.

	Note.	2022 £	2022 £	2021 £	2021 £
<b>Fixed Assets.</b>					
Tangible Assets	6		1,819		2,426
<b>Current Assets</b>					
Debtors	7	725		664	
Cash at Bank and in hand		<u>57,766</u>		<u>49,022</u>	
<b>Total Current Assets.</b>		58,491		49,686	
<b>Creditors</b>					
Amounts falling due within one year	8	<u>1,794</u>		<u>1,279</u>	
Net Current Assets			56,697		48,407
Net Assets			<u>58,516</u>		<u>50,833</u>
<b>Charity Funds.</b>					
Unrestricted income funds	9		31,899		22,393
Restricted income funds.	10		26,617		28,440
<b>Total Charity Funds</b>			<u>58,516</u>		<u>50,833</u>

For the financial year in question the company was entitled to exemption under section 477 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 24th January 2023 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 O4620457

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

## **Notes to the Accounts.**

### **For the year ended 31st December 2022.**

#### **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:



## Sightline Vision (North West) Limited

### Notes to the Accounts.

For the year ended 31st December 2022

#### 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 2022.

##### 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

	2022 £	2021 £
Gross Salaries.	31,942	23,585
Social Security Costs.	0	0
<b>Total</b>	<b>31,942</b>	<b>23,585</b>
The average number of employees during the year.	2	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.

Sightline Vision (North West) Limited.

Notes to the Accounts.

For the year ended 31st December 2022.

<u>Income and Expenditure Account.</u>		2022 Unrestricted Fund £	2022 Restricted Fund £	2022 Total £	2021 Total £
<b>3</b>	<b>Income</b>				
a	Grants	15,000	74,008	89,008	78,846
		15,000	74,008	89,008	78,846
c	Investment income: bank interest	5		5	2
d	Other income Donations	431		431	311
	2022 Total Income	15,436	74,008	89,444	
	2021 Total Income.				79,159
<b>4</b>	<b>Expenditure Charitable Activities</b>				
	Salaries, NIC and pension costs.	0	31,942	31,942	23,585
	Finance and Admin support.	300	19,890	20,190	17,340
	Accommodation: Rent and Services	0	5,780	5,780	5,537
	Communications and Marketing	0	3,297	3,297	4,434
	Training	0	814	814	503
	Motor - travel expenses	50	2,088	2,138	305
	Company Insurance	0	1,210	1,210	1,375
	Befriending contract and call costs.	0	6,164	6,164	5,815
	Other telephone costs.	0	975	975	815
	Governance costs	0	976	976	740
	Consultancy fees	4,205	160	4,365	516
	General running expenses	768	2,535	3,303	3,868
	Office Equipment	0	0	0	1,906
	Depreciation	607	0	607	809
	Loss on Disposal of Assets	0	0	0	520
	Total Charitable Expenditure 2022	5,930	75,831	81,761	68,068
	Total Charitable Expenditure 2021	1,329	66,739	68,068	



**Sightline Vision (North West) Limited**

**Notes to the Accounts**

**For the year ended 31st December 2022.**

<b>5 Governance costs</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Consultancy fees	4,365	516
Filing fees	13	13
Independent examination	963	740
	<b>5,341</b>	<b>1,269</b>

<b>6 Tangible Fixed Assests.</b>	<b>Grant Funded</b>		<b>Non grant</b>	
	<b>New</b>		<b>Fixtures &amp;</b>	
	<b>Equipment</b>	<b>Motor Car</b>	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost / Valuation</b>				
At 1st January 2022	535	10,260	0	10,795
At 31st December 2022	<b>535</b>	<b>10,260</b>	<b>0</b>	<b>10,795</b>
<b>Depreciation</b>				
At 1st January 2022	398	7,971	0	8,369
Charge for the year	34	573	0	607
At 31st December 2022	<b>432</b>	<b>8,544</b>	<b>0</b>	<b>8,976</b>
<b>Net Book Value</b>				
At 31st December 2022	<b>103</b>	<b>1,716</b>	<b>0</b>	<b>1,819</b>
At 31st December 2021	<b>137</b>	<b>2,289</b>	<b>0</b>	<b>2,426</b>

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

The net book value of assets purchased with funding received from the Lottery Funding at the 31st December 2022 is £1,819 (2021 £2,426)

**7 Debtors: amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other Debtors	0	158
Prepayments and Accrued Income.	725	506
	<b>725</b>	<b>664</b>

**8 Creditors: amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income.	<b>1,794</b>	<b>1,279</b>

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

	1st January 2022 Balance brought forward £	Income £	Expenditure £	Transfers £	31st December 2022 Balance carried forward £
General Income Fund.	22,393	15,436	5,930	0	31,899

**10 Restricted Funds**

	1st January 2022 Balance brought forward £	Income £	Expenditure £	Transfers £	31st December 2022 Balance Carried forward £
Lottery Reaching Communities Fund					
Revenue Costs	28,440	70,508	75,831	0	23,117
Masonic Foundation Grant	0	3,500	0	0	3,500
Total Funds	28,440	74,008	75,831	0	26,617

**11 Analysis of net assets between funds**

	Unrestricted & Designated Funds £	Restricted Fund £	Total 2022 £	Total 2021 £
Tangible fixed Assets	1,819	0	1,819	2,426
Net Current Assets	30,080	26,617	56,697	48,407
2022 Total	31,899	26,617	58,516	50,833
2021 Total.	22,393	28,753		50,833

**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 (2021 Nil)

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

	2022 £	2021 £
Office Rent.	5,780	5,537