

Charity Registration No. 1102525

Company Registration No. 4815165 (England and Wales)

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

**ANNUAL REPORT
AND UNAUDITED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2021

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr R Smithies Mrs T Marno (Chair) Mr I Muhammed Mr M White Mr B Griggs Ms H Crozier Mrs J Grimshaw
President	The Worshipful Mayor of Bury
Chief Executive Officer	Mrs J Logan
Honorary Treasurer	Mrs L Gibbons
Charity number	1102525
Company number	4815165
Registered office	Wolstenholme House 4 Tenterden Street Bury
Independent examiner	David Kay, FCA Barlow Andrews LLP Carlisle House 78 Chorley New Road Bolton
Bankers	HSBC 2 Market Street Bury

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

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BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

Objectives and activities

The charity's objective is to promote the wellbeing of blind and partially sighted people in Bury, Lancashire and surrounding areas. The policies adopted in furtherance of these objects are to develop, arrange, promote, support and fund projects to ensure appropriate high quality care and support is available for people living with sight loss including families and carers. This can take the form of:

- Specialist training
- Benefit advice
- Support groups
- Social and leisure facilities
- Information, guidance and counselling as appropriate

There has been no significant change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Each year our trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

With the Covid pandemic, the past twelve months has been a challenge, but with it, many opportunities have emerged, and with funding support, Bury Society for Blind & Partially Sighted People has grasped these opportunities, remaining true to its objectives. The Charity is proud of the support implemented and maintained during this difficult time.

During this year, regular support services offered were adapted to maintain the safety and health of both client and staff. These included the following:

- Comprehensive Assessment – including assessment for adaptations, information on eye conditions and assessment for equipment and service beneficial to meet the needs of the individual. Support was offered via Video link, telephone or, in essential circumstances, home visits with appropriate PPE and COVID guidelines observed.
- Eye Condition Specific support groups – monthly sessions for Retinal Dystrophy, Macular Degeneration and Glaucoma were transferred from Centre based activities to telephone or virtual meetings. This provided a platform for information sharing, but equally support for mental well-being, and combating isolation.
- Rehabilitation support – Initially, visits were limited. As the year progressed, there was an increase in the need to provide practical support such as mobility training, lighting assessments, kitchen and daily living skills emerged. The combining of early intervention and rehabilitation has enabled a more co-ordinated and seamless service to be available for clients at every step of their journey.
- Hospital Information Service – This hospital-based service was paused. However, the support continued with referrals from the Eye clinic once re-opened. Due to patient number restrictions, a telephone service was offered to continue the vital link for clients providing reassurance at a critical time of diagnosis.
- Information Service – this service proved to be the lifeline for over 1000 clients, both initially and on-going during this challenging year. A regular bulletin giving updates on the situation, it's impact and support available was distributed in a range of accessible formats. Whilst the Centre was closed, staff continued to offer a confidential service of help, guidance and support on a range of issues including, but not limited to, access to services, shopping, medication, financial concerns and emotional support.
- Social Media platforms: Acknowledging that 40% of our clients do access a range of social media platforms, we increased our activity on Facebook and Twitter to provide a link between clients, families and the Society.
- Emotional and Practical Support: This support represented a major area of support by the Society during this year. As the majority of clients (70%) were over the age of 70, they automatically were in the extremely vulnerable category. From initial contact by staff, a regular phone friends service developed, helping to combat the isolation. In addition, a regular phone friends service was developed to include updates, but also practical advice for mental and physical wellbeing, news and views of friends and the outside world.
- Social Activities – To complement the emotional and practical support offered throughout this year, alternative social activities were developed. Whilst not all clients had access to the internet, the subscription to Zoom provided both internet and phone access to events. These included a 'Healthy Living' discussion group, providing healthy recipes, physical exercise and sharing of ideas, a monthly 'craft session', on line music group plus a Virtual Quiz Night.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The benefits to our clients from the above programme of support are:

- Improved health and mental well being
- Social inclusion
- Enhanced self-esteem.
- Practical skills to manage day-to-day living.
- Combating loneliness and isolation.
- Digital inclusion
- Physical well being

Volunteers

Our volunteers have always played a crucial role in the success of the Society. During this year, for the safety of our volunteers, many roles were paused. However, we have kept in touch via regular emailed newsletters, and holding virtual Coffee Mornings throughout the year. We have 120 active volunteers supporting the work of the Society. All volunteers undertake a comprehensive induction, irrespective of their role, including visual awareness training to ensure the best quality of service is provided for our clients. All volunteers are supported through individual, peer supervision, and are invited and encouraged to attend training, when possible, that is relevant to their role.

The benefits of our work with volunteers are:

- Increased skills, self-confidence and self-esteem for people who volunteer;
- Increased awareness and understanding of visual impairment.;
- Time from volunteers to support the work of the Society.

This year, we introduced a Phone Friends service, supported by volunteers. Following appropriate training, volunteers provided over 6,000 hours of telephone support to 72 clients identified as isolated and/or living alone. This initiative included a number of HSBC furloughed staff, who undertook the appropriate training and contributed greatly to this project. In addition, volunteers supported the production of a monthly newsletter and monitoring reports relating to the Phone Friends, amounting to a further 150 hours. Volunteers also supported the work of the Society by delivering equipment, writing Christmas letters to clients, producing Christmas gifts, making masks and other craft items for fundraising. In total a further 1,000 hours can be attributed to these activities.

Networking and partnership working

In these unprecedented times, it became of paramount importance to ensure a co-ordinated approach was maintained to protect the most vulnerable in our society.

As the Sensory Support for Visually Impaired People on behalf of Bury Council, this allowed us access to all Local Authority registered adults living with sight loss and ensured a timely and prompt response for the visually impaired adults of Bury. The partnership work between BBS and Bury Local Authority has been a key advantage during this period and highlights the value of Local Authorities working closely with the Voluntary Sector.

Our regular contacts with many agencies have proved essential in ensuring communication and support was available. These included:

The Community Eye Service, Visionary, Bury Council, CCG, Pennine Acute - Eye Clinic, Fairfield, Local Opticians, Age UK Bury, Bury Lions, The Met Theatre, GM Police and GM Fire Department, ADAB, CAB, Creative Living Centre, The Fed, Bury Cancer Support Centre, Extant, Communic8te, Speak Easy, Stroke Team, Living Well Team. Contacts with retail organisations, Tesco, Morrisons and Asda ensured accurate information was distributed to clients. In addition, we developed relations with the Community Hubs, Food banks, and many community groups, all working to support the local community.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

BBS are members of:

- Greater Manchester VI Consortium, working with Henshaw's, Walthew House, Guide Dogs, RNIB, Sight Loss Council and Visionary.
- Professionals in Partnership – Fairfield Hospital Audiology, Bury Council Hearing Impairment, Communic8te, Action on Hearing Loss.
- Visionary.
- NCVO.
- GMCVO
- Bury VCFA

Performance and achievements are monitored and reviewed internally at the Board Meetings. Project performance is reviewed on a regular basis, as a minimum, in line with the dictates of the relevant funding body. Statistics provided are both qualitative and quantitative, showing the number of registration assessments conducted, progression and impact of the early intervention project plus other services provided for blind and partially sighted clients. Statistics are also collated and retained setting out the numbers of blind and partially sighted people who are engaging in activities and accessing support. Evidence of well-being is obtained on a regular basis and evaluated for progression.

Activities undertaken in the year

This year has been a very different year for the Society, it's clients and volunteers. The premises, which have traditionally provided a safe haven for people to meet, was closed. All communities were affected but, for an individual with sight loss, the impact of COVID, the subsequent lock downs, isolation, challenges of on-line shopping, hospital appointments etc. has been devastating. It was therefore imperative that issues were addressed and where possible, solutions offered.

Actions:

Immediate response was utilising staff to review clients on the database and prioritising those known to be vulnerable i.e., living alone, other health issues etc. This resulted in initially contacting, by phone, 246 clients rated 'at risk'. All were asked about their general well-being and if they had sufficient support.

Depending on the response, clients were referred to the most appropriate support e.g., Bury Community Hub support for food, medication, transport, Age UK(Bury) etc. In addition, clients were offered a 'Phone Friend' and a regular information bulletin in a preferred format i.e., large print, audio, e mail, braille.

After this initial initiative, remaining clients who had utilised the service over the past 12 months were contacted, asking the same questions.

Over 90% of clients reported being anxious about the situation but felt supported. 10% required additional support either via the Society or through other agencies or organisations.

In total the Society engaged with 1169 clients. 77 clients were allocated a regular phone call by a member of staff or volunteer. Monitoring forms were completed, and levels of anxiety recorded before and after phone calls. The results of this are still being monitored. Initial concerns regarding medication, shopping etc have decreased and the overall concern now is anxiety and missing friends and family. Clients are exhibiting a loss of confidence in going out, using public transport and a general nervousness regarding social distancing, due to eye conditions.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

At the start of the pandemic, an Information Bulletin was produced, providing government and health updates, advice and guidance regarding how to deal with COVID, as well as articles for mental wellbeing. This was distributed to 794 named people and posted on our Website. The breakdown was as follows:

- 286 via e mail
- 70 via USB (audio)
- 430 via Large Print
- 8 via direct phone calls (read out).

Other Activities:

Subscription to Zoom enabled groups to still meet via phone line as well as on-line. Groups included:

- Healthy Living sessions.
- Music Group
- Glaucoma Support Group
- Macular Degeneration Support Group
- Accessibility Forum
- Knit & Natter on line

Fortnightly Information Bulletin: Initially focussed on government and health updates to ensure clear communication. As the year progressed, such positive feedback was received from clients, and volunteers and suggestions to include additional articles, a monthly VI Bulletin with increased content was adopted. The focus, whilst still covering Covid updates, also reminded people of life other than Covid, ideas and activities to try, information of eye conditions and feedback from clients on the 'outside world'. This proved particularly popular as many clients had not been out since March and therefore had no concept of how, for example, public transport and shops and public buildings, had adapted to government guidelines. As the months progressed, local Health and Social care communications also submitted a monthly briefing on current restrictions.

Safety: Feedback also included the fear of not recognising social distancing and the reaction of the public. As a result, the Society produced a lanyard and high visibility waistcoat clearly marked with 'Sight Impaired, please give me 2m', and clients were encouraged to use symbol and long canes. Articles were included in the bulletin from clients who had utilised these tools and the positive reaction they had experienced in an effort to alleviate some of the anxieties.

Christmas Catalogue: Many clients were unable to access online shopping. Due to circumstances the annual Christmas Craft and Gift fair could not go ahead. For this year, a large print catalogue was produced, displaying the crafts and goods made by our groups and volunteers, for clients and their friends to look at. A 'click and collect' and delivery service was provided and the Society invested in a card reader to enable payments to be made when cash was not readily available. Not only was this a successful fund raiser for the Society but, more importantly, it gave clients the choice to be included in accessing gifts if they wished or just to review.

Isolation and loneliness: In an effort to 'touch base' with everyone, the Christmas Bulletin to all clients on the Society's database included a festive decoration wishing people a safe and happy Christmas. This was distributed, in various formats to 1400 clients and families. In addition, being mindful of the clients highlighted as living alone, volunteers wrote Christmas letters to clients. This was distributed to over 300 clients who were spending the day alone. In addition, there were several specific clients who were being monitored by staff as they had experienced particular issues during the year e.g. death of a partner, suicidal thoughts, poor health. Each of these were phoned or visited by a member of staff on the days leading to Christmas.

On-Line advent Calendar: At Christmas, with the support of a volunteer, an on-line Advent calendar was produced depicting what had been achieved over 2020, along with a festive video by staff on YouTube.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

The charity's core funding has met the level of expenditure needed to meet its objectives through sound financial planning and management and the support of staff and volunteers.

The Statement of Financial Activities shows a net surplus in funds for the year of £16,988 and our funds stand at £350,784 in total. The charity's assets are held for the objects of the charity.

It is the policy of the charity that it will aim to maintain free reserves (those unrestricted funds which have not been designated for a specific use and are not tied up in tangible fixed assets) at a level equivalent to at least six months' normal expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Free reserves at 31 March 2021 amounted to £108,458.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

2020/21: The Charity traditionally is funded through donations and local fundraising. Over the past four years, the Society, supported by contracts from Bury Council and the NHS, has expanded its range of services to include a programme of early intervention and rehabilitation support, together with practical information and guidance, based both at the charity's own centre and the local hospital, Fairfield General.

Statutory contracts now constitute almost 45% of the charity's £182,700 income, and, as confirmed even during this year, have increased the number of people the Society is able to help by 150 people per month. These short-term interventions support Bury Blind Society's core aim of facilitating independence, enabling timely support when sight loss might otherwise result in reduced mobility or loss of confidence to deal with aspects of everyday life.

As the number of people with sight loss being referred has grown, the pressure on the work Bury Blind Society funds through charitable sources has also increased. Financial and human resources have not kept pace with the growing need for support and the trustees recognise the need to rectify this situation if the charity is going to provide the best possible service to people with sight loss in Bury and the surrounding areas. With this in mind, last year it was intended to look at funding opportunities to sustain this area as a priority. Along with this intention, a key area for development was longer-term support to combat social isolation and promote well-being through social and activity groups and individual support. Bury Blind Society already provides both centre and community based accessible opportunities for social inclusion, but recognises that with growing numbers of clients, both the range and capacity of provision needs to be developed.

This year has highlighted how the support provided by the Society is heavily reliant on charitable funds, predominately fundraising activities, and how precarious this situation is. During this financial year, the Society has benefited from the COVID support grants and government support made available to charities along with a considerable anonymous donation. The trustees are proud of how the Society has responded to the new and emerging needs during this year. However, they recognise that 2021/22 will be a difficult year, with an increase in the variety of support required but limited fundraising opportunities. The accounts for this year have provided a good foundation to deal with this challenge and provide the platform to look at new and innovative ways to address the predicted shortfall. With this in mind, the Trustees will be actively looking to expand the expertise within the current Board. The trustees wish to record their appreciation to the whole staff team, who under strong leadership have displayed outstanding commitment and dedication throughout this year.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

The charity is a company limited by guarantee, incorporated on 30 June 2003 and registered as a charity on 8 March 2004. The company was established under a Memorandum of Association which defined the objectives and powers of the charitable company and is governed under its Articles of Association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Cllr Y Wright

(Resigned 19 April 2021)

Mr R Smithies

Mrs T Mamo (Chair)

Mr I Muhammed

Mr M White

Mr B Griggs

Ms H Crozier

(Appointed 6 August 2020)

Mrs J Grimshaw

(Appointed 22 September 2020)

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.

As a company limited by guarantee, the company's Memorandum and Articles of Association govern the Society's trustees. The Society has produced a 'Welcome Pack', which is used in conjunction with the Charity Commissioners Good Governance document, to help its trustees understand their responsibilities. The Society aims to recruit trustees with appropriate skills and abilities to ensure management is maintained. Potential trustees are approached through personal knowledge of their skills, by recommendation or by advertising in the press if necessary.

The Society employs a full time Chief Executive Officer, who acts as line manager to the staff and is answerable to the Board. The Board meets formally, as a minimum, nine times per year, but meetings can and do take place at short notice should the need arise. The Board is made up of an Honorary President, the Mayor of Bury, who acts as President during their year of office, a Chairman, a Secretary and currently five other Board members. Four of the Board members are visually impaired themselves.

The trustees' report was approved by the Board of Trustees.



Mrs T Mamo

Chair of Trustees

Dated: 14 October 2021

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors of Bury Society for Blind and Partially Sighted People for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

I report to the trustees on my examination of the financial statements of Bury Society for Blind and Partially Sighted People (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

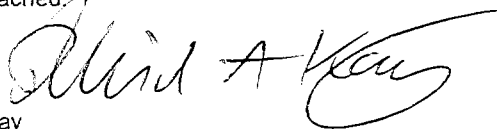
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination, I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



David Kay
Barlow Andrews LLP
Carlyle House
Bolton
BL1 4BY

Dated: 14 October 2021

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
<u>Income and endowments from:</u>							
Donations and grants	2	71,007	87,820	158,827	44,166	100,987	145,153
Income from generating funds	3	7,165	-	7,165	21,192	-	21,192
Income from fundraising activities	4	9,401	-	9,401	29,166	-	29,166
Investments		205	-	205	611	-	611
Other income	5	7,089	-	7,089	-	-	-
Total income		94,867	87,820	182,687	95,135	100,987	196,122
<u>Expenditure on:</u>							
Raising funds	6	3,652	-	3,652	10,923	-	10,923
Expenditure on charitable activities	7	64,667	97,171	161,838	77,059	115,404	192,463
Other expenditure (Interest payable)	11	209	-	209	654	-	654
Total resources expended		68,528	97,171	165,699	88,636	115,404	204,040
Net incoming/ (outgoing) resources before transfers		26,339	(9,351)	16,988	6,499	(14,417)	(7,918)
Gross transfers between funds		(464)	464	-	3,077	(3,077)	-
Net income/(expenditure) for the year/							
Net movement in funds		25,875	(8,887)	16,988	9,576	(17,494)	(7,918)
Fund balances at 1 April 2020		322,409	11,387	333,796	312,833	28,881	341,714
Fund balances at 31 March 2021		348,284	2,500	350,784	322,409	11,387	333,796

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	12		239,826		240,826
Current assets					
Debtors	14	8,499		9,121	
Cash at bank and in hand		109,657		99,135	
		<u>118,156</u>		<u>108,256</u>	
Creditors: amounts falling due within one year	16	<u>(7,198)</u>		<u>(15,286)</u>	
Net current assets			110,958		92,970
Total assets less current liabilities			<u>350,784</u>		<u>333,796</u>
Income funds					
Restricted funds	18	2,500		11,387	
Unrestricted funds		348,284		322,409	
		<u>350,784</u>		<u>333,796</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

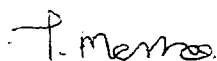
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 14 October 2021

Mrs T Marno
Chair of Trustees



Company Registration No. 4815165

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Bury Society for Blind and Partially Sighted People is a private company limited by guarantee incorporated in England and Wales. The registered office is Wolstenholme House, 4 Tenterden Street, Bury.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019. The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected.

Income from trading activities is recognised once the sale of goods has been completed.

Income from fundraising activities is recognised once the event has taken place and monies have been collected.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Transfers between funds arise when expenditure is incurred in one fund which can be funded or part funded by income of another fund. In addition, transfers may be made from unrestricted funds to clear excess expenditure over income arising in restricted funds.

1.5 Expenditure

Liabilities are recognised on an accruals basis.

Costs of raising funds relate to activities undertaken to generate income.

Expenditure on charitable activities is costs incurred by the charity in the delivery of its activities and services to its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other expenditure represents those items not falling into any other heading.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. estimated usage.

Governance costs include all expenditure directly related to the administration of the charity including expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Straight line over 40 years to a residual value of £200,000
Fixtures and fittings	25% straight line

1.7 Impairment of fixed assets

At each reporting end date, charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand.

1.9 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.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2 Donations and grants

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total funds
	2021 £	2021 £	2021 £	2020 £	2020 £
Donations and gifts	27,482	-	27,482	44,166	44,166
Grants receivable and contract income	43,525	87,820	131,345	-	100,987
	<u>71,007</u>	<u>87,820</u>	<u>158,827</u>	<u>44,166</u>	<u>145,153</u>

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total funds
	2021 £	2021 £	2021 £	2020 £	2020 £
Grants receivable for core activities					
Bury Social Services contract	-	75,949	75,949	-	77,004
Pennine Hospital Trust contract	-	6,692	6,692	-	6,560
Other small restricted grants	-	5,179	5,179	-	17,423
Other	43,525	-	43,525	-	-
	<u>43,525</u>	<u>87,820</u>	<u>131,345</u>	<u>-</u>	<u>100,987</u>

3 Income from generating funds

	2021 £	2020 £
Socials	-	2,981
Car parking	2,793	4,794
In house activities	46	6,199
Room hire	3,872	5,021
Sale of resources	454	2,197
	<u>7,165</u>	<u>21,192</u>

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Income from fundraising activities

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Fundraising events	9,401	29,166

5 Other income

	2021	2020
	£	£
Coronavirus job retention scheme grant	7,089	-

6 Expenditure in raising funds

	2021	2020
	£	£
<u>Fundraising and publicity</u>		
Staging fundraising events	3,199	9,065
<u>Trading costs</u>		
Purchase of resources	453	1,858
	3,652	10,923

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Expenditure on charitable activities

	2021 £	2020 £
Staff costs	117,235	122,074
Depreciation	1,000	-
Volunteers travel	1,022	3,107
Volunteers kitchen costs	34	2,596
Staff training	60	1,994
Staff travel and subsistence	45	970
Rates, water and service charges	745	950
Insurance, light and heat	8,164	7,688
Outings and socials	-	3,959
Repairs, maintenance and refurbishment	10,515	2,837
Telephone and internet	1,233	1,150
Postage and stationery	2,186	2,666
General expenses	2,183	7,968
Software, consumables and support	4,255	2,940
Small restricted funds - other expenditure	9,302	28,791
Accountancy-non-governance costs	1,159	331
	<u>159,138</u>	<u>190,021</u>
Accountancy - governance costs (see note 8)	2,700	2,442
	<u>161,838</u>	<u>192,463</u>
Analysis by fund		
Unrestricted funds	64,667	77,059
Restricted funds	97,171	115,404
	<u>161,838</u>	<u>192,463</u>

Included in expenditure on charitable activities are costs which support the charity's activities. The primary ones included in the figures above are premises and administration costs of £543 (2020: £2,429).

8 Governance costs

	2021 £	2020 £	Basis of allocation
Accountancy	2,700	2,442	Usage
	<u>2,700</u>	<u>2,442</u>	

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Trustees

None of the trustees received any remuneration or benefits from the charity during the year. Kelly Marno, who is the daughter of trustee Tracey Marno, works part time for the charity and earned a gross salary in the band £10,001 to £15,000 during the year.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Management, admin and support	8	9

Employment costs

	2021 £	2020 £
Wages and salaries	111,473	115,820
Social security costs	4,219	4,720
Other pension costs	1,543	1,534
	117,235	122,074

There were no employees whose annual remuneration was £60,000 or more. The employment cost of key management personnel was £38,690, including employer's pension costs and national insurance costs.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

11 Other expenditure (Interest payable)

	2021	2020
	£	£
Financing costs	209	654
	<u>209</u>	<u>654</u>

12 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
Cost			
At 1 April 2020	240,826	6,888	247,714
At 31 March 2021	<u>240,826</u>	<u>6,888</u>	<u>247,714</u>
Depreciation and impairment			
At 1 April 2020	-	6,888	6,888
Depreciation charged in the year	1,000	-	1,000
At 31 March 2021	<u>1,000</u>	<u>6,888</u>	<u>7,888</u>
Carrying amount			
At 31 March 2021	<u>239,826</u>	<u>-</u>	<u>239,826</u>
At 31 March 2020	<u>240,826</u>	<u>-</u>	<u>240,826</u>

13 Financial instruments

	2021	2020
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	<u>118,156</u>	<u>108,256</u>
Carrying amount of financial liabilities		
Measured at amortised cost	<u>11,004</u>	<u>15,286</u>

14 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	8,382	9,121
Other debtors	117	-
	<u>8,499</u>	<u>9,121</u>

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15 Loans and overdrafts

	2021 £	2020 £
Bank loans	-	10,611
Payable within one year	-	10,611

The long-term loans are secured by fixed charges over the land and buildings to which they relate.

The loan was repayable at £911 per month and was repaid in 2021. Interest was payable on the loan at 3.5% per annum.

16 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Bank loans	15	-	10,611
Other taxation and social security		-	1,768
Trade creditors		3,076	639
Other creditors		34	-
Accruals and deferred income		4,088	2,268
		7,198	15,286

17 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £1,543 (2020: £1,534).

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2019 £	Movement in funds			Balance at 1 April 2020 £	Movement in funds			Transfers £	Balance at 31 March 2021 £
		Incoming resources £	Resources expended £	Transfers £		Incoming resources £	Resources expended £	Transfers £		
Bury MBC	101	77,004	(79,942)	2,837	-	75,949	(76,413)	464	-	-
Pennine Acute Trust	-	6,560	(6,671)	111	-	6,692	(6,692)	-	-	-
Small restricted funds	(226)	17,423	(3,291)	(2,519)	11,387	5,179	(14,066)	-	-	2,500
HSBC	29,006	-	(25,500)	(3,506)	-	-	-	-	-	-
	<u>28,881</u>	<u>100,987</u>	<u>(115,404)</u>	<u>(3,077)</u>	<u>11,387</u>	<u>87,820</u>	<u>(97,171)</u>	<u>464</u>	<u>2,500</u>	

Transfers between unrestricted and restricted funds generally represent recharges of costs to specific projects in line with the terms of funding. In cases where expenditure against a particular restricted fund exceeds the available income, a transfer has been made from unrestricted funds to cover the overspend.

Bury MBC - early intervention support for the visually impaired.

Pennine Acute Trust - hospital information service (Fairfield Eye Clinic).

HSBC - refurbishment of Wolstenholme House facilities.

BURY SOCIETY FOR BLIND AND PARTIALLY SIGHTED PEOPLE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

19 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	239,826	-	239,826	240,826	-	240,826
Net current assets	108,458	2,500	110,958	81,583	11,387	92,970
	<u>348,284</u>	<u>2,500</u>	<u>350,784</u>	<u>322,409</u>	<u>11,387</u>	<u>333,796</u>

Unrestricted funds include tangible fixed assets of £239,826 which relates to the building used as premises for the charity.

20 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).