

NEWCASTLE VISION SUPPORT
(A charitable company limited by guarantee)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

31 DECEMBER 2020

Registered company number 05865697
Registered charity number 1115815

JOSEPH MILLER
Chartered Accountants
Newcastle upon Tyne

NEWCASTLE VISION SUPPORT

31 DECEMBER 2020

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NEWCASTLE VISION SUPPORT
REFERENCE AND ADMINISTRATIVE DETAILS

31 DECEMBER 2020

Company number: 05865697 **Charity number:** 1115815

Website: www.newcastlevisionsupport.org.uk

Trustees

Miss L Charlton MBE* Chair of the Board of Trustees and Management Committee
Mr S B Bell, Vice Chair
Mr E H Tainsh, Management Committee
Mrs H A Niven
Prof M Cattan
Mr R E Boggie*
Mr J A Cokeley*

*denotes trustees who have a visual impairment

Co-opted member of the Management Committee

D L Kilner FCA

Staff information:

Chief Executive Officer
Vision Support Workers (P/T)

Volunteering Co-ordinator (P/T)
Empowerment Officer (P/T)
Support Worker for Mr A Huntley
IT Support Worker
Financial Inclusion Officer
Business Administration (P/T)
Bookkeeper (P/T) (Self-employed)

Miss S Gregg
Mrs J Robinson
Mrs J Smith
Miss J McCormack (to 12 June 2020)
Mr A Huntley
Mr J Braithwaite (from 12 February 2020)
Miss P Ho
Mrs P Taylor
Miss C Lee
Mrs S Bowdon

**Registered and principal
operating office**

MEA House
Ellison Place
Newcastle upon Tyne
NE1 8XS

**Independent
examiner**

D R Gold FCA
Joseph Miller
Milburn House
Dean Street
Newcastle upon Tyne
NE1 1LE

Bankers

Lloyds TSB
102 Grey Street
Newcastle upon Tyne
NE99 1SL

Investment manager

Brewin Dolphin
Time Central
Gallowgate
Newcastle upon Tyne
NE1 4SR

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

The Trustees, who are also Directors for the purposes of company law, are pleased to present their report, together with the unaudited financial statements of the charity for the year ended 31 December 2020 which are also prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

Reference and administrative details set out on page 1 form part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland – Charities SORP FRS 102 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Structure, governance and management

Governing document

Newcastle Vision Support (NVS) is a company limited by guarantee and is governed by its Memorandum and Articles of Association, as amended 25 July 2018. It is a charity registered with the Charity Commission.

Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. At each AGM, one third of the Trustees retire by rotation. The Trustees who served during the year and up to the date of this report are set out on page 1.

Policies adopted for the induction and training of Trustees

The policies adopted follow the Code of Governance for the Voluntary and Community Sector as published by the Charity Commission.

Organisational structure and decision-making

The policies adopted to further the objects of the charity are formulated by the Trustees who meet quarterly.

The day-to-day management and running of the charity is the responsibility of the CEO.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate their exposure to the major risks.

2020 has been a very difficult year due to the Pandemic and all our procedures have been updated and amended. It was also necessary to update all our IT and telecommunication systems to enable staff to work effectively from home.

Objectives and activities

Aims and objectives. The history of NVS goes back to 1867 it aims are:-

'To promote any charitable purpose for the benefit of sight impaired and severely sight impaired people living in Newcastle upon Tyne and the surrounding area'. This is achieved by the provision of support calculated to meet their needs - provided that such support will be given in a way which increases and respects their independence, choice, privacy and dignity'. These Aims and Objectives are realised through

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

Objectives and activities *(continued)*.

NVS's provision of a range of specialist, supportive and enabling projects which continue to be developed to meet the identified needs and aspirations of our service users.

Over the last 12 months NVS has not been able to offer its usual groups or classes. However, we offered a weekly 'ring around' service to our paid-up members, IT assistance via the telephone or remotely and introduced two remote groups which were conducted via conference telephone calls.

To enable staff to work effectively from home CEO Sue Gregg and Trustee Andy Cokeley, reviewed and made suggestions for upgrading the IT and Communication Systems and the Database. Staff now have portable devices and mobile phones; this had led to a reduction in paperwork as records can be updated during home visits directly to the IT systems where they are now stored in the cloud.

Meeting the Charity Commissions' requirement of Public Benefit. NVS achieves this through offering its services mainly free of charge to our service users. The projects described below illustrate how this provision ensures that NVS meets its Public Benefit responsibility.

Overview of NVS's Provision. NVS's work includes:- Outreach, Advocacy, Empowerment, Safeguarding, Financial Inclusion and IT support. In addition, we provide a range of social and support groups to improve the quality of our service users lives, this is through offering specialist support to enable people to maintain and develop skills and self-confidence, reduce isolation, loneliness and depression.

Achievements and performance

NVS projects

Safeguarding Project. During 2020 we received 10 concerns regarding safeguarding issues. These concerns included neglect, self-neglect, financial, domestic, and psychological abuse.

We have continued to support people on a one-to-one basis for as long as necessary giving practical and emotional support. People have said they have felt listened too and really appreciate the continued support we provide.

We have continued to offer ongoing support to people by phone and email - this support has enabled them to talk about any concern they are experiencing and has enabled us to take appropriate action during very difficult times.

We continue to find several people are asking NVS to advocate on their behalf on several issues, unfortunately during 2020 we could only refer them to third parties due to restrictions. Once it was safe to do so we did visit people in their homes, wearing PPE, checking they had no symptoms before the visit and following social distance guidelines. This is an extremely useful service as many people do not have family to assist and are wary asking friends especially when it is for financial issues.

We will continue to keep up to date with training, so we are all aware of indicators which enables staff to raise concerns by following our policies and procedures.

Vision Support Project. Judith and Jacqui continued to work with and support people during the 39-week period of lockdown in 2020 via weekly telephone calls. They continued throughout supporting people in a very different way. Support was offered around the emotional and psychological impact that Covid had imposed on us. During the periods of restrictions being less intense they supported people in the way they had in the past, during these visits they noticed the deterioration of some of the service users: their sight,

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

Vision Support Project *(continued)*.

loss of confidence, mobility needs, anxiety, low mood, emotional and loneliness in people who in the past had not showed any of these signs.

Work carried out **when restrictions allowed**,

- Co ordinating and facilitating one session of the Sight Awareness For Everyone (SAFE) Course before Covid, 10 individuals attended.
- Benefit information (internal referral to Welfare benefits Officer)
- BT 195 Applications.
- Referrals to Social Care Direct (SCD).
- Demonstrating equipment: CCTVs, mobiles, Compact HD 7, TV eye and setting up in the service users homes.
- Providing information around talking books and assisting to apply for them.
- Completing applications to the British Wireless for the Blind (BWFB): delivery of equipment and setting up. During Covid referring to BWFB as they delivered and supported to set up via telephone.
- Social activities – advising about and escorting to social groups - pre-Covid.
- Referrals for Counselling (during pandemic these were done via Zoom)
- Follow up support following SCD rehabilitation intervention when possible due to Covid.
- Applications for CEA cards so people could attend the cinema and theatre where the guide or companion gets free admission pre-Covid.
- Assistance to access healthcare.
- Arranging home visits for opticians to complete an eye test.
- Referring to external agencies such as Care Hub, cleaning service providers, gardening providers.
- Referring internally for support to access IT iPad/Android, History, Art, and our Empowerment Service.
- Eccentric Viewing/steady eye technique.
- Where possible providing support for people who contact the service but live outside of the Newcastle Area.
- Blind Veterans - provide information and support to complete applications to access their services.
- Working with equipment providers such as Optelec, Pamtrad, RNIB, Associated Optical, and Enhanced Vision which increases our available resources. This gives the opportunity for service users to experience the equipment being demonstrated and more importantly to try it before purchase. This ensures that it meets their needs and promotes independent living.
- Grant applications to RNIB.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

Vision Support Project *(continued)*.

Support around the effects of Covid on individual service users by keeping in regular contact during 2020 by making phone calls and referring on for support to other organisations. These included SCD, Atime2Talk, Safeguarding, equipment suppliers, Marie Curie, shopping for service users, ECLOs, City helpline and Dementia. In total of approximately 3,000 phone calls to our vulnerable and anxious service users whilst working from home.

When able to offer support on a 1 to 1 basis in the capacity of a Vision Support Worker 90 plus service users were supported. Each service user has a 12-week support plan available to them and quite often this needs to be extended according to individual needs.

Volunteering Project. Volunteering is described as freely giving time to benefit a community. NVS volunteers are valuable to the support offered by 7 members of staff. During the pandemic, our volunteers helped with the distribution of membership renewals and our quarterly newsletter.

Feedback from volunteers is that they enjoy their role and are looking forward to helping again.

During the beginning of the pandemic the volunteer co-ordinator made approximately 400 phone calls.

Empowerment Project. Our empowerment project is for people aged 50 and over. It has three main areas - empowering people to take action to make life better for others, engaging people in activities that do not just have a social benefit and our IT service.

As for all projects 2020 was a challenging year. This was exacerbated when Angus Huntley, empowerment officer had to have unexpected surgery and was absent for a significant time. We are all pleased that he is fully recovered and back to work.

Prior to the first lockdown in March 2020, services ran as normal: history group, 10 service users attended to learn about local history in the Northeast. The Northeast Action on Transport group met representatives from Nexus to discuss the design and accessibility of the new metro carriages; held a weekly art class, visited the Hatton Art Gallery and the Great North Museum to experience a specially designed planetarium show and workshop for visually impaired people.

When the first lockdown was announced in mid-March, changes were made to services offered and the way we worked. Whilst working from home our focus was to stay in contact with our service users by phone, providing information and advice, checking on their needs and wellbeing and helping to reduce isolation. As lockdown continued, we adjusted to our new way of working.

We also explored running groups remotely, but technical and logistical problems meant in most cases, this was not possible.

Our campaigning work has continued throughout the pandemic and has delivered many positive outcomes and opportunities for service users to have their say.

July: We worked with Newcastle City Council providing advice regarding temporary changes to street layouts to enable social distancing as lockdown restrictions were eased.

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TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

Empowerment Project *(continued)*.

August: The empowerment officer and a service user met the cabinet member for transport and air quality and officials from the City Council to outline the practical problems caused by changes to the street layout on Grey Street. Problems included poorly defined and badly positioned pavement cafes; moving the pavement in to the road to allow for increased outdoor seating; lack of physical separation between pedestrians and the cycle lane and a lack of safe crossing points. We made recommendations for improvements, all of which have been implemented, meaning there is once again a proper pavement with a kerb to separate pedestrians from traffic and cyclists. The area is now easier to navigate thanks to improved crossing points and better definition and positioning of street cafes.

September: Our service users took part in remote workshops run by Nexus regarding the design and accessibility of the new metro carriages which are due to enter service in 2023.

Alongside Visionary we worked with the City Council prior to the launch of Newcastle's E-scooter trial, highlighting the dangers E-scooters pose to people with sight problems and suggesting measures which would help to improve safety. We continue to work with the City Council and Neuron Mobility (the E-scooter operator) monitoring the scheme, reporting incidents, and providing feedback from our service users.

IT Support Project. At the beginning of 2020 we continued with our core service of home visits and working with people on a one-to-one basis at Newcastle Vision Support. We supported individuals for multiple sessions with each session being up to 2 hours. The majority of referrals have been for training on either smartphones or tablets and specialist software (Dolphin Guide Connect and Synaptic). We also received requests for one off support for advice and queries. Our 5-week Tablets Course also recommenced in March. From January to March, 20 people have used our service, this consisted of 21 home visits and 16 'one to one' sessions.

Working in partnership with Newcastle City Learning, a tutor continued to deliver IT classes and a new course started in January. In this course, the service users were given a project to complete using the skills gained from the previous course.

We continued to deliver the technology session for the Sight Awareness for Everyone (SAFE) course. The aim of the session is to make people aware of what is available, the benefits, and to promote our IT service and demonstrate equipment. This often resulted in new referrals for our service.

When the lockdown was announced in March, we were all required to work from home. Therefore, all face-to-face sessions for the IT service had to be suspended and the service was temporarily switched to over the phone support only.

There were many challenges and we had to adapt to the current situation; thinking of ways of how we could still provide the IT service remotely. Not being able to support service users face-to-face presented its own challenges but we were able to innovate our IT service and offer support through a remote connection and control of someone's device. This was of great benefit to us and the service user, as we could see the screen as well as taking control and being able to fix any issues or make configurations when needed.

The pandemic highlighted the significance of technology for someone with a sight loss. It helped reduce isolation, has provided a means of communication, entertainment, a library of information and online shopping for essentials. Many of the referrals we received were primarily related to tuition on how to use a device/application.

Although 2020 has been an unprecedented year for all of us, our IT service managed to support a total of 59 people. The number of referrals also gradually increased as restrictions eased, currently we have several people on our waiting list.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

Financial Inclusion. The year was very difficult, notwithstanding the restrictions of lockdown our support continued. During 2020, 149 individual people (including 27 home visits) were supported and making the total amount of benefit secured to just under half a million pounds. A summary of the amounts is given below.

ESA (Employment Support Allowance) 16 people, £49,920

PIP (Personal Independence Payment) High rate 19 people, £149,188

PIP Med rate 7 people, £44,408

AA (Attendance Allowance) High rate 28 people £129,584

AA low rate 25 people, £78,000

UC (Universal Credit) extra disability premium 5 people £24,960

5 people were supported on council tax queries, 2 on pension credit queries. In addition, 8 Blue Badges and 4 TV Licences were applied for.

Following lock down on 23 March 2020, 39 weeks of the year were subject to either full or partial lock down restrictions. In that time approximately 1,500 phone calls were made on a weekly basis to vulnerable and lonely service users by NVS staff who were working from home.

NVS social support groups: Due to the pandemic, we were unable to continue with our social groups.

When restrictions are lifted, we will start to introduce them. They have always been popular as it allows our service users to socialise with likeminded people. They are good for motivation, relieving isolation and loneliness and reducing depression.

Quarterly Newsletter. We continue to send out regular newsletters in various formats, these keep people informed of events and information from other organisations on various topics.

Board of Trustees

The Board of Trustees wish to thank all staff, volunteers, service users and partners for their continued hard work and commitment to NVS during 2020. During the year we received two legacies and a number of donations. The receipt of legacies and donations is very gratifying for the Board of Trustees because they reflect a full appreciation by service users of the continued hard work and dedication of the staff.

Financial review

The principal sources of income comprised grants, donations and legacies and charges for services and equipment as shown in notes 4 and 5 respectively.

The net expenditure for the year after investment gains and losses amounted to £55,108 (2019: net income £101,669) as shown in the statement of financial activities on page 11.

Reserves policy

In determining the charity's reserves policy, the Trustees have taken into account the unpredictable nature of its income from donations, gifts and legacies and the need to avoid suspension of much needed services to its vulnerable client group.

The Trustees have therefore resolved that, so far as possible, unrestricted reserves should be held to enable services to be sustained for a period of six months in the event of a marked downturn in income. Such reserves would also be required to cover the financial obligations of the charity in the event of dissolution.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

Reserves policy *(continued)*.

The Trustees are carefully monitoring the reserves position on a regular basis to ensure current services can be maintained.

The unrestricted reserves not invested in fixed assets at 31 December 2020 were £206,194 (2019: £254,062), which represents approximately 13 months' expenditure and excludes £20,372 (2019: £28,941) of restricted funds and £48,231 of designated funds (2019: £51,133).

The charity has two designated funds as follows:

Safeguarding: £30,000 had been designated in 2018 to support safeguarding for a period of three years.

Additional activity room: In 2018, £25,000 had been designated to pay for the new activity room over the period of its lease. At 31 December 2020, the fund balance stood at £18,231.

Investment policy and performance

The Trustees have agreed a policy for investing funds, enabling them to maintain a strategic reserve of funds while providing funding for the activities of the charity. The investment managers have been instructed to provide an execution service only.

Principal funding

NVS's Trustees would like to thank the following funders for supporting the charity's work during 2020. Without this financial support NVS could not have provided its clients with its vital support.

The Trustees would also like to thank the many members and supporters for their generous donations during the year, including:

Community Foundation
Community Foundation - Kellett Fund
Masonic Charitable Foundation
Newcastle City Council
Reaching Communities – Big Lottery Fund
Reece Foundation
The Albert Hunt Trust

The Joseph Strong Frazer Trust
The Royal Victoria Trust for the Blind
Thomas Pocklington Trust

Plans for the future

The charity is hoping to continue all its essential activities but will also aim to respond to any new initiatives provided funding can be obtained.

The potential continued impact of the COVID-19 pandemic is referred to in note 15.

Statement of trustees' responsibilities in relation to the financial statements

The Trustees (who are also Directors of Newcastle Vision Support for the purposes of company law) are responsible for preparing the report of the Trustees 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 charitable company and of the incoming resources and application

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2020

Statement of trustees' responsibilities in relation to the financial statements *(continued)*.

of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 14 September 2021 and signed on their behalf by:

Mr S B Bell
Vice Chair

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NEWCASTLE VISION SUPPORT

I report to the charity Trustees on my examination of the financial statements of the company for the year ended 31 December 2020, which are set out on pages 11 to 21.

Responsibilities and basis of report

As the charity's Trustees of the company (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 company 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 your charity's financial statements as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the financial statements do not accord with those accounting 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 financial statements 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 financial statements 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.

D R GOLD FCA
Independent Examiner
Joseph Miller
Milburn House
Dean Street
Newcastle upon Tyne
NE1 1LE
Date: 14 September 2021

NEWCASTLE VISION SUPPORT

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	4	58,395	60,394	118,789	285,286
Charitable activities	5	2,690	-	2,690	9,774
Investments	6	2,822	-	2,822	2,255
Total income		<u>63,907</u>	<u>60,394</u>	<u>124,301</u>	<u>297,315</u>
Expenditure on:					
Raising funds		576	-	576	576
Charitable activities		109,293	68,963	178,256	201,119
Total expenditure	3,7	<u>109,869</u>	<u>68,963</u>	<u>178,832</u>	<u>201,695</u>
Net (expenditure) income before investment (losses) gains		(45,962)	(8,569)	(54,531)	95,620
Net (losses) gains on investments		<u>(577)</u>	<u>-</u>	<u>(577)</u>	<u>6,049</u>
Net (expenditure) income movement in funds		(46,539)	(8,569)	(55,108)	101,669
Reconciliation of funds:					
Total funds brought forward		<u>305,930</u>	<u>28,941</u>	<u>334,871</u>	<u>233,202</u>
Total funds carried forward	12,13	<u>259,391</u>	<u>20,372</u>	<u>279,763</u>	<u>334,871</u>

The results for the year derive from continuing activities and there are no gains and losses other than those shown above.

The notes on pages 13 to 21 form part of these financial statements

NEWCASTLE VISION SUPPORT

BALANCE SHEET

Company number: 05865697

AS AT 31 DECEMBER 2020

	Note	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	8	5,034		2,743	
Investments	9	59,715	64,749	60,652	63,395
Current assets					
Debtors	10	12,780		8,164	
Cash at bank and in hand		230,159		281,320	
		242,939		289,484	
Creditors: amounts falling due within one year	11	(27,925)		(18,008)	
Net current assets			215,014		271,476
Net assets			279,763		334,871
Charity funds	12,13				
Unrestricted income funds			211,160		254,797
Designated funds			48,231		51,133
Restricted income funds			20,372		28,941
Total funds			279,763		334,871

For the year ended 31 December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- 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; and
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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 and authorised for issue on 14 September 2021 and are signed on their behalf by:

Mr S B Bell
Vice Chair

The notes on pages 13 to 21 form part of these financial statements

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. Legal status of the charity

The charity is a company limited by guarantee. The members of the charity are the Trustees on page 1. The address of the registered office is 3rd Floor, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2. Accounting policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated. They have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland - Charities SORP FRS 102 (1 January 2019), the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling which is the functional and presentation currency of the charity.

Newcastle Vision Support meets the definition of a public entity under FRS 102.

(b) Preparation of financial statements on a going concern

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(c) Fund structure

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which the Trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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

(d) Income recognition

All income is included in the statement of financial activities when the charity is legally entitled to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

Legacies - are recognised following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Gifts in kind - donated for distribution are included at fair value and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the fair 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 tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

2. Accounting policies *(continued)*

(e) Expenditure recognition

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

All expenditure is included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Costs of expenditure on raising funds comprise the costs incurred towards obtaining income from grants and donations.

Charitable expenditure comprises all costs of activities in furtherance of the objects of the charity.

Governance costs include those costs incurred in connection with compliance with constitutional and statutory requirements and costs associated with the strategic management of the charity.

Support costs are allocated on the basis of staff time spent on each activity and are shown in note 7.

(f) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated to write off the cost less estimated residual value of tangible fixed assets over their expected useful lives as follows:

- Furniture and fittings - 25% per annum straight line
- Computer equipment - 33% per annum straight line

(g) Investments

Investments are a form of financial instrument and are initially recognised at transaction value and subsequently measured at their fair value at the balance sheet date using the closing quoted market price.

The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

(h) Cash at bank

Cash at bank includes a current account, an instant access deposit account and a CAF fixed interest saver account.

(i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

(j) Financial instruments

The charity only has financial instruments and financial liabilities that qualify as basic instruments. Basic instruments are initially measured at transaction value and subsequently measured at their settlement value.

(k) Operating leases

The charity classifies the lease of the premises and photocopier hire as operating leases. Rental charges are charged on a straight line basis over the term of the lease.

(l) Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution in the year is disclosed in note 7. There were no outstanding contributions at the year end. The administration costs of the defined contribution scheme are included within charitable activities support costs as set out in note 7. The money purchase plan is managed by B&CE Holdings Limited (The Peoples Pension). The charity has no liability beyond making its contribution and paying across the deductions for the employee's contributions.

NEWCASTLE VISION SUPPORT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

3. Net (expenditure) income for the year

	2020 £	2019 £
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Net (expenditure) income for the year is stated after charging:

Independent examination and accountancy services:

Independent examination	1,130	1,095
Accountancy services	2,170	2,105
Depreciation of tangible fixed assets	2,807	3,463

4. Income from donations and legacies	Unrestricted £	Restricted £	2020 £	2019 £
Donations and in kind support	16,795	-	16,795	18,817
Legacies	10,100	-	10,100	152,883
Grants	31,500	60,394	91,894	113,586
	58,395	60,394	118,789	285,286

5. Income from charitable activities	Unrestricted £	Restricted £	2020 £	2019 £
Charges for services and equipment	2,690	-	2,690	8,234
Contributions for outings	-	-	-	1,540
	2,690	-	2,690	9,774

6. Income from investments	Unrestricted £	Restricted £	2020 £	2019 £
Investment income	2,822	-	2,822	2,255

7. Total expenditure	Raising funds £	Charitable activities £	Governance £	Total 2020 £	Total 2019 £
Direct costs					
Purchases	-	2,541	-	2,541	6,171
Transport and outings	-	2,688	-	2,688	11,602
Wages and salaries	-	76,860	-	76,860	91,846
Redundancy costs	-	2,748	-	2,748	-
Staff and volunteer training	-	753	-	753	661
Staff and volunteer expenses and travel	-	4,091	-	4,091	8,629
Trustee expenses and travel	-	-	61	61	173
Establishment expenses	-	19,432	-	19,432	15,027
Advertising	-	-	-	-	66
Printing, postage, stationery and telephone	-	3,730	-	3,730	3,593
Carried forward	-	112,843	61	112,904	137,768

NEWCASTLE VISION SUPPORT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

7. Total expenditure (continued)	Raising funds £	Charitable activities £	Governance £	Total 2020 £	Total 2019 £
Brought forward	-	112,843	61	112,904	137,768
Direct costs (continued)					
Repairs and renewals	-	275	-	275	87
Computer maintenance	-	4,700	-	4,700	1,524
Project expenditure	-	270	-	270	4,178
Sundry expenditure	-	362	-	362	642
Depreciation and loss on disposal	-	1,940	-	1,940	3,024
Accountancy and independent examination	-	-	3,300	3,300	3,200
Fundraising costs	216	-	-	216	216
Investment management costs	360	-	-	360	360
Allocated support costs					
Wages and salaries	-	26,982	7,842	34,824	33,750
Pension administration costs	-	249	-	249	249
Staff and volunteer training	-	42	-	42	329
Staff and volunteer expenses and travel	-	560	-	560	607
Establishment expenses	-	9,656	-	9,656	7,334
Advertising	-	-	-	-	33
Printing, postage, stationery and telephone	-	1,718	-	1,718	1,782
Repairs and renewals	-	137	-	137	44
Legal and professional fees	-	13	-	13	13
Bookkeeping fees	-	4,062	-	4,062	4,986
Computer maintenance	-	2,165	-	2,165	753
Sundry expenditure	-	212	-	212	377
Depreciation	-	867	-	867	439
Total expenditure	576	167,053	11,203	178,832	201,695
Summary of total expenditure:					
Direct costs	576	120,390	3,361	124,327	150,999
Allocated support costs	-	46,663	7,842	54,505	50,696
	576	167,053	11,203	178,832	201,695
Governance		11,203			
Total expenditure on charitable activities		178,256			

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

7. Total expenditure *(continued)*

Staff costs:	2020	2019
	£	£
Wages and salaries	107,386	120,525
Redundancy costs	2,748	-
Social security costs	1,678	2,960
Pension costs	1,800	1,221
Other staff costs	820	890
	<hr/> 114,432	<hr/> 125,596

The average number of employees for the year, analysed by function was as follows:

	Number	Number
	8	9
Charitable activity and support staff	<hr/> 8	<hr/> 9

The charity considers its key management personnel comprise the Trustees and the Manager.
The total employment benefits of the key management personnel were £22,956 (2019: £22,132).
No employees received remuneration above £60,000.
None of the Trustees received any emoluments during the year.
The aggregate amount of expenses reimbursed to the Trustees during the year was £61 (2019: £173).
The number of Trustees reimbursed for travelling expenses was 1 (2019: 2).

8. Tangible fixed assets

	Furniture and fittings £	Computer equipment £	Total £
Cost			
At 1 January 2020	3,456	37,641	41,097
Additions	-	5,098	5,098
Disposals	(79)	-	(79)
	<hr/> 3,377	<hr/> 42,739	<hr/> 46,116
Depreciation			
At 1 January 2020	2,812	35,542	38,354
Charge for year	308	2,499	2,807
On disposals	(79)	-	(79)
	<hr/> 3,041	<hr/> 38,041	<hr/> 41,082
Net book value			
At 31 December 2020	<hr/> 336	<hr/> 4,698	<hr/> 5,034
At 1 January 2020	<hr/> 644	<hr/> 2,099	<hr/> 2,743

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

9. Fixed asset investments	2020	2019
	£	£
Summary		
Listed investments	56,907	57,484
Cash available for reinvestment by investment advisers	2,808	3,168
	<hr/>	<hr/>
	59,715	60,652
	<hr/>	<hr/>

Listed investments	2020	2019
	£	£
Market value at 1 January 2020	57,484	54,962
Additions at cost	-	-
Disposals at carrying value	-	(3,618)
Net (losses) gains on revaluation	(577)	6,140
	<hr/>	<hr/>
Market value at 31 December 2020	56,907	57,484
	<hr/>	<hr/>
Historical cost at 31 December 2020	48,410	48,380
	<hr/>	<hr/>

The investments are subject to the price and yield volatility of the investment portfolio, but this is considered necessary to achieve a higher total return in the long term.

10. Debtors	2020	2019
	£	£
Other debtors	1,140	1,813
Prepayments and accrued income	11,640	6,351
	<hr/>	<hr/>
	12,780	8,164
	<hr/>	<hr/>

11. Creditors: amounts falling due within one year	2020	2019
	£	£
Deferred income	-	10,616
Other creditors and accruals	27,925	7,392
	<hr/>	<hr/>
	27,925	18,008
	<hr/>	<hr/>

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

12. Charity funds

	At 1 Jan 2020 £	Movement in funds Income Expenditure £ £	Gains (losses) £	At 31 Dec 2020 £
Unrestricted income funds				
General funds	254,797	63,907 (106,967)	(577)	211,160
Designated funds:				
Safeguarding	30,000	- -	-	30,000
Additional activity room	21,133	- (2,902)	-	18,231
	305,930	63,907 (109,869)	(577)	259,391
Restricted income funds				
Vision Support	4,633	21,232 (25,865)	-	-
Resource centre	3	- (3)	-	-
Daycare	2,485	- (2,485)	-	-
Macular	2,823	- (223)	-	2,600
Safeguarding	1,079	- (1,079)	-	-
Empowerment	-	24,041 (24,041)	-	-
Financial Inclusion (formerly Welfare benefits)	-	3,000 (3,000)	-	-
Breathing spaces	610	- -	-	610
Core salary costs	7,465	12,121 (10,106)	-	9,480
Rebranding of charity for 150 anniversary	852	- -	-	852
IT Support	4,983	- (221)	-	4,762
Computer equipment capital grants	2,008	- (1,940)	-	68
Braille and other capital grants	2,000	- -	-	2,000
	28,941	60,394 (68,963)	-	20,372
Total funds	334,871	124,301 (178,832)	(577)	279,763

Summary of funds

	At 1 Jan 2020 £	Movement in funds Income Expenditure £ £	Gains (losses) £	At 31 Dec 2020 £
Unrestricted income funds	254,797	63,907 (106,967)	(577)	211,160
Designated funds	51,133	- (2,902)	-	48,231
Restricted income funds	28,941	60,394 (68,963)	-	20,372
	334,871	124,301 (178,832)	(577)	279,763

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

12. Charity funds (continued)

Restricted funds:

Income for the year includes the following:

Vision Support project

A grant of £21,231 was received towards the vision support projects.

Core salary costs

A grant of £12,000 was received to fund core salary costs.

Empowerment project

A grant of £24,041 was received towards the empowerment projects.

Financial Inclusion (formerly Welfare Benefits project)

A grant of £3,000 was received towards the financial inclusion project.

13. Analysis of net assets between funds

	Tangible fixed assets £	Fixed assets investments £	Net current assets £	Total 2020 £
Unrestricted income funds	4,966	59,715	146,479	211,160
Designated funds	-	-	48,231	48,231
Restricted income funds	68	-	20,304	20,372
Total funds	5,034	59,715	215,014	279,763

Analysis of net assets between funds - prior year

	Tangible fixed assets £	Fixed assets investments £	Net current assets £	Total 2019 £
Unrestricted income funds	735	60,652	193,410	254,797
Designated funds	-	-	51,133	51,133
Restricted income funds	2,008	-	26,933	28,941
Total funds	2,743	60,652	271,476	334,871

14. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2020 £	2019 £
Expiry date:		
Later than 1 year and not later than 5 years	5,920	4,155
Not later than 1 year	3,641	4,164
	9,561	8,319

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

15. Post balance sheet events

Any continuing impact of the COVID-19 pandemic constitutes a non-adjusting post balance sheet event. It is anticipated that there may continue to be a reduction in income from grants and donations.