

SIGHT CONCERN BEDFORDSHIRE

England & Wales · Charity number 1117209

Details

Status	Registered
Legal form	Charitable company
Company number	05966120
Registered	2006-12-11
Register	View on the Charity Commission register

Contact

Address	116 Bromham Road Bedford MK40 2QN
Phone	01234311555
Email	office@sightconcern.org.uk
Website	www.sightconcern.org.uk

Activities

Objects: TO PROMOTE THE RELIEF OF BLIND AND PARTIALLY SIGHTED PERSONS AND PERSONS WITH ANY OTHER SENSORY ORRELATED DISABILITY

Activities: Sight Concern Bedfordshire's aim is to enhance the independence of blind and partially sighted people living within Luton and Bedfordshire. To reach out to the whole community to raise awareness about visual impairment and to ensure that everyone who requires information, and or, assistance receives it.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- **Area of benefit:** LUTON, BEDFORDSHIRE
- Bedford
- Central Bedfordshire
- Luton

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£361,196	£357,958	-	-
2023-09-30	£312,627	£329,182	-	-
2022-09-30	£360,248	£307,987	-	-
2021-09-30	£310,601	£282,191	-	-
2020-09-30	£325,618	£377,065	-	-

Trustees

Name	Role	Appointed
ANNE DAVIS		2026-01-13
Calli O'Brien		2020-06-11
DAVID LISTER JOHN MITCHELL		
Hubert pawelkiewicz		2024-04-22
Jamile Paul Little		2023-06-15
Joanna Claire Jameson		2016-06-14

Linked charities

- SIGHT CONCERN BEDFORDSHIRE (1117209-1)

Accounts

Charity Registration No 1117209
Company Registration No 05966120

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**Unaudited financial statements for
the year ended 30 September 2024**

Sight Concern Bedfordshire

A company limited by guarantee and not having a share capital

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Sight Concern Bedfordshire

Reference and administrative details

Trustees (who act as Directors for the purposes of the Companies Act)	Adrian Spurrell Chair Joanna Jameson David Mitchell Calli O'Brien Jamile Little Julie Born (resigned March 2024) Hubert Pawelkiewicz (appointed 22 nd April 2024)
Secretary	Carol O'Brien
Chief Executive Officer	Carol O'Brien
Charity number	1117209
Company number	05966120
Registered & principal office	St Bedes 116 Bromham Road Bedford MK40 2QN
Independent Examiner	Louise Tunley FCA CTA DChA 19 Goldington Road Bedford MK40 3JY
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ Scottish Widows Bank Plc 67 Morrison Street Edinburgh EH3 8YJ Flagstone Group Ltd 1 st Floor, Clareville House 26-27 Oxendon Street London SW1Y 4EL
Solicitors	HCB Solicitors Graylaw House 21 Goldington Road Bedford MK40 3JY

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

The trustees are pleased to present their annual trustees' report for the year ending 30 September 2024 which is also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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; FRS 102) issued in October 2019.

Objectives and Activities

Charitable objectives and reporting under Public Benefit

Sight Concern Bedfordshire's ("SCB"s) objectives continue in accordance with its Constitution. The objects are to promote the relief of blind and partially sighted persons and persons with sensory or any other related disability. The principal objectives of the charity are to support people who are blind or partially sighted resident in Luton and Bedfordshire and people with sensory loss in Central Bedfordshire.

In setting the charity's objectives and planning its aims and future activities the Trustees have given consideration to the Charity Commission's general guidance on public benefit. The main aims of the charity are:

- To provide appropriate help, support, aids, training and advice that contribute to improving the quality of life for people with sensory loss and their carers;
- To help people who use the charity's services maintain choice and control over their lives;
- To provide training to people with sensory loss to monitor their health and use any remaining vision they may have, thereby helping them to maintain their health and emotional wellbeing;
- To raise awareness of the impact and issues of registration as blind or partially sighted and signposting/supporting people to register as appropriate;
- To provide appropriate support to ensure the service users' dignity, and at all times respecting the choices service users make.

Our values are embedded as our staff, trustees and volunteers are part of the same team, sharing a commitment to work together to support the development of everyone's potential. Our values are encompassed in the following 'SPIRIT':

- **Specialist knowledge** – of sensory loss and its impact on daily living
- **Professionalism** – quality and care in all the services we provide
- **Inclusivity** – equality and accessibility for all
- **Relationships** - collaborative partnerships with stakeholders and organisations
- **Integrity** – in service provision and practice
- **Transparency** – ensuring best practice in all we do

Sight Concern Bedfordshire Services

During the year Sight Concern continued to grow, we contacted 2744 visually impaired people and 887 service users received direct specialist service from us. The charity worked on 1997 referrals, each referral is a record of direct support ranging from telephone advice to intensive help from a specialist visual impairment advisor, or a low vision appointment.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Sight Concern Bedfordshire Services (continued)

Specialist Sight Loss Services

Sight Concern provides a specialist Low Vision service which provides assessments, advice, equipment, and support from our offices in Luton and Bedford. The average appointment is 30 minutes long and includes rehabilitation support and practical advice; access to assistive technology and demonstrations of equipment. The Low Vision Service delivers a hybrid service with approximately 80% face to face clinics and 20% remote clinics. The outreach team work to ensure that statutory services including Moorfields and Community Optometrists are aware and referring to the service, and that we engage with beneficiaries early in the eye care pathway. The Low Vision referrals received were 618, Sight Concern carries out work throughout the year to support the pathway between NHS and voluntary and community sector support, but this is an ongoing issue and area of work.

Visual Impairment Advisors (VIAs) and Sensory Impairment Advisor (SIA) provide intensive support on a 1:1 basis with our most vulnerable clients, encouraging and enabling them to build social networks and regain confidence. We are delighted that following grants from Harpur Trust, Panacea, Bedfordshire Charitable Trust and Connolly Foundation this service has been introduced to Bedford Borough and is now provided across Bedfordshire. The VIAs and SIA create support plans that are written with active involvement of the service users and/or their carer or family and include obtaining benefits such as Personal Independence Payments (PIP) and Carer's allowance; concessions; demonstrating low vision aids; providing access to social groups and referrals to other support organisations. The impairment advisors for Central Bedfordshire and Luton obtained new benefits, principally PIP and Carers Allowance, totalling £355, 049 during the year for 53 clients. The advisors also obtained 64 concessions including blue badges, bus passes, TV licence discounts and rail cards. The service is provided by telephone with in-person visits at our offices and at people's homes.

Providing local sight loss information

The charity circulates its own newsletter, News and Views, which was distributed quarterly to 2548 people. The newsletter contains opportunities and local events, associated services from partner organisations and sight loss prevention information. The newsletter is distributed in accessible formats including large print, audio recording on memory stick, links to cloud provision and braille.

Information, advice and guidance is provided via the charity's telephone helpline, face to face (when possible) and via the Facebook Book page Messenger to visually impaired people and relatives, as well as friends or carers of visually impaired people. The number of Facebook followers has increased to 985, and Instagram 202 with Sight Concern posting daily information about Sight Concern's services, events and the services of other related organisations, as well as sharing information about eye health and relevant news articles for the visually impaired.

The Sight Concern Visual Impairment Champion attends local events and promotes the services and support available for people with Sight Loss. Events attended this year included a Festivals for Older People and aging well, regular social prescribing events, sight loss resources and technology sessions and a new monthly technology clinic. The Visual Impairment Champions role has expanded to promoting equality through social media and attending equality organisations, for example Bedford an Inclusive Town and creating awareness campaigns with Central Bedfordshire Council.

Sight Concern uses CharityLog as the primary method for recording monitoring and outcome data. Sight Concern is part of a shared data project where Vista, Sight Concern Bedfordshire, 4Sight West Sussex, Focus Birmingham, MySight Nottingham, Support4Sight, Warwickshire Vision, NESS North East Sensory Services and WILL use a shared Charitylog instance for over 28,000 individual people.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Sight Concern Bedfordshire Services (continued)

Sight Concern also runs a large number of volunteer led services:

- The listening post telephone service makes routine calls, at a regular time, to keep in contact with visually impaired people who are home-bound or otherwise lack regular social contact.
- Our Peer Support Volunteers, who have lived experience of sight loss, are here to help those who are newly diagnosed or have had a significant deterioration with a limited number of phone calls.
- Support for office work including working with British Wireless for the Blind, processing our donations, processing invoices, removing old documentation for shredding or carrying out telephone surveys.
- The charity circulates Talking Newspapers where volunteer readers create audio recordings of the local newspapers.
- Outreach events were held to demonstrate technology and promote Sight Concern services or attending at community events such as Ageing Well in: Flitwick, Biggleswade, Shefford, Leighton Buzzard, Dunstable, Woburn, Moorfields, Luton and Bedford, talking to over 1000 people about sight loss.
- An accessible IT Club Bedford in Homebrook house. 1-1 Tech Support is also provided by Sight Concern at the Bedford and Luton offices. The sessions include information on accessing online media and social networks and sharing tips for using technology to make everyday life easier for example calendar reminders.
- Sight Concern runs regular clubs including, Friday club, Dunstable Socialeyez. Family group and Youth Forum continue to support children and young people with a visual impairment and their families.

The charity works closely with Local Authority Social Services, Optometrists, Social Prescribers, and with Charities that have overlapping client groups such as older people, to ensure that the advice and signposting is up to date. The Local Optical Committee for Bedfordshire has a new Chair, Laura Hing. Laura Hing and Central Bedfordshire LA have worked closely with Sight Concern, as we work together to improve referrals to Sight Concern.

Sight Concern Bedfordshire Staffing

Sight Concern values the team and focuses on wellbeing. We use the NVCO workforce wheel as our outcome-based approach to monitoring all aspects of people management. Sight Concern evaluates its outcomes each year to feed into our workforce development. The outcome survey this year had average scores of over 4 out of 5 for all 10 workforce outcomes. This means the different aspects of people management are rated as working quite well or excellent. For the second year we included equity diversity and inclusion monitoring.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Key developments during the October 2023 to September 24 year

SCB worked to achieve our business plan for new work in 2024 meeting the three strategic objectives; sustainability through the fundraising strategy, profile through the marketing plan and partnerships, and the provision of Quality Services.

Quality - SCB implemented the advice following the external charity evaluation, creating a project "standard Approach" and recruiting to and launching a new role – Access and Triage

Profile – we built on our success for national eye health week marketing, social media and outreach. We have a high number of new beneficiaries each year.

Sustainability – We increased our grants and trusts income.

BLCF as part of Luton Rising - Community Investment Fund , awarded a three year Community Infrastructure grant focused on Luton work. The role of Luton and Dunstable Foundation Trust Eye Clinic Liaison Officer (ECLO) was funded by Sight Concern and Royal National institute for the Blind (RNIB), moved to during from RNIB and the Hospital Trust. continued to play a vital role in the eye care pathway. In the period in 2023/24 (April - March) the ECLO reached 1600 people affected by sight loss and a significant proportion of new people that were referred to Sight Concern came from the ECLO service.

Sight Concern worked closely with local VCSE organisations continued, including Sight Concern setting up a new partnership between Herts Vision Loss, Women's Aid Luton and Sight Concern Bedfordshire to ensure that domestic abuse services are accessible to visually impaired people.

Volunteers

Volunteers are a key part of Sight Concern Bedfordshire's overall strategy. Sight Concern Bedfordshire can call upon more than 100 volunteers in the Bedfordshire and Luton area.

Remote services are still proving popular with 30 Telephone befriending calls and Zoom Social Club taking place each week and online meetings for Youth Forum during school holidays. The charity aims to use volunteers as effectively as possible and to ensure volunteers participate at all levels within the charity. Admin volunteers are now offered flexibility and can be set up to work remotely or in one of our offices; they are currently supporting: Low Vision Clinic, reporting, surveys, and British Wireless for the Blind referrals and deliveries.

We operate a full screening and training scheme for all our volunteers that is tailored to the specific role undertaken by a given volunteer. Communications with volunteers increased including 1-1 calls, group Zoom calls and email updates from the Chair of the board. All volunteers complete training before beginning their role which is delivered both face to face and online to be as inclusive as possible. Further support is offered throughout the year, this included IT training and Peer support Training. We recruited 7 new volunteers in 23/24, 3 of whom have lived experience of sight loss. The volunteers have been placed into various roles, including IT support, Telephone Befriending and Social club support. We also support existing volunteers to try different roles and share ideas for services. Youth Forum and Peer Support calls were both projects coproduced with existing visually impaired volunteers.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Thank you for your support

Sight Concern is helped by many people, businesses, and organisations throughout the year. We would like to extend our thanks to:

Bedfordshire & Luton Community Foundation and the Luton Rising- Community Investment Fund programme
Access to Work grant to help two members of staff continue to work independently at Sight Concern
George W Dickens Charity
The Harpur Trust, The Panacea Charitable Trust, The Connolly Foundation, Bedfordshire Charitable Trust
East Beds Charity Cricket Shield, Clapham Methodist Church and Sharnbrook Learning for Pleasure

Our thanks go to our staff and volunteers and supporters for their resilience, creativity and sheer hard work in adapting and continuing to move Sight Concern onwards and upwards.

Future Plans

The charity recognises that the number of people affected by sight loss continues to grow. In Bedfordshire (Luton Borough, Central Bedford, and Bedford Borough) the number of people with severe sight loss is expected to grow by 17% during the next five years (reference RNIB sight loss data tool). Sight Concern Board of Trustees is committed to adapting to meet this need by developing and improving the services offered. The three strategic objectives are **sustainability** through the fundraising strategy, **profile** through the marketing plan and partnerships, and the provision of **Quality Services**.

This will include:

- Sight Concern will continue to develop Access and Triage service to a manage capacity and increase outcome monitoring.
- Work with the NHS to include non-clinical patient support in the eyecare pathway by engaging with Moorfields Bedford, the Local Eye Health Network (LEHN) and the Bedford Local Optical Committee.
- Expand our locations in the community to deliver services face to face across the region, focusing on one off events for larger geographical outreach.
- Focus on key strong local partnerships to signpost and refer service users and to ensure the best outcomes.
- Work to expand trustee board, focusing on gaps identified including NHS knowledge.
- Work on public transport and mobility for visually impaired people to enable increased independence.
- Improve access to legacy giving

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Financial review

During the year Sight Concern Bedfordshire made a surplus of £9,012 (2023: loss of £9,262). During the accounting period incoming resources amounted to £361,196 (2023: £312,627). Total resources expended were £357,958 (2023: £329,182). At the year end, total funds carried forward were £625,623 (2023: £616,611), of which £559,833 (2023: £555,996) were unrestricted.

Reserves Policy

Sight Concern Bedfordshire has little income from fixed asset investments, such as endowments, and is largely dependent for income on donor funding, including legacies. These income streams can fluctuate significantly year to year, leading to potential liquidity issues. Over the past 10 years, year-end cash balances have fluctuated by over £500,000, due to a small number of irregular large donations, and while this has reduced to a fluctuation of approx. £180,000 in the past 5 years, the trustees believe there is a need to hold reserves at a level which provides protection against such issues, to enable the charity to continue to operate in all circumstances including any significant unexpected fall in income.

Sight Concern Bedfordshire is required to hold Restricted Fund reserves where the use of donation has been restricted for specific purposes. It also holds Designated Funds, where the Trustees have already committed to supporting new developments, activities and projects using legacy funds from our unrestricted reserves balance. This includes maintaining and supporting current services which are underfunded by external sources, or match-funding certain projects where third parties are also committed. As at 30 September 2024, an amount of £106,052 has been officially designated to meet the costs of these projects.

As with any organisation, the charity faces risks which could impact its ability to continue. Due to the fluctuation and unpredictability of income on an annual basis, we therefore need to ensure that, in addition to the Restricted and Designated Fund reserves, an appropriate level of free reserves is maintained. This means we can respond to unforeseen events, without jeopardising our ability to continue support for visually impaired people and meet our obligations as they fall due.

The Trustees have reviewed the existing reserves policy and concluded a risk-based policy should be implemented to support decision making in managing the level of our free reserves held on an ongoing basis. An initial review of risks has been undertaken, assessing the expected cost should a risk arise, weighted by the likelihood of that risk occurring. The resulting financial impact of the weighted risks have been considered in total, and a weighted risk reserve requirement of £210,000 was determined. The risks, their expected costs and likelihoods are documented and will be reviewed regularly as part of ongoing management of the charity's finances.

At the year end, there was an excess of free reserves over and above the requirements of the risk-based reserves policy. The charity intends to use this excess over the next 5 years, by actively seeking new projects to develop and enhance the services we provide, in line with our purpose and values.

Investment policy

Principle funding sources

In the context of the wider charity sector, Sight Concern Bedfordshire is a smaller regional charity but has a wide range of services to fund. In a normal year without exceptional legacy income, around 46% of total funding comes from the public sector. 34% of funding is obtained from grant giving bodies, the largest of which is awarded by Bedfordshire Luton Community Foundation's from the Luton Rising – Community Investment Fund.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Risk management

The principal area for attention is a risk management strategy which comprises:

- The trustees considering risks and risk management throughout the year at board meetings. The risk register is updated quarterly or more frequently if required.
- Establishing policies, systems and procedures to mitigate any risks identified.
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The process extends to all areas of services and involves staff and volunteers. The risk register incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and service user recruitment and activities, health and safety and reputation.

Trustees have recognised as a prime risk, the long-term financial sustainability of services provided to visually impaired people for Local Authorities. In addition to developing and delivering new and existing services for Local Authorities in a sustainable way, we are implementing a fundraising strategy created with the help of the Cranfield Trust. As a result, we have increased our focus on applying for Grants and Trusts and promoting end of life giving.

Fundraising activities

The charity does not currently carry out formal fundraising activities. The amounts allocated for raising funds represent staff time spent on promotion and publicity in general, in order to raising the profile of the charity and raise general awareness of the charity for donors and funding organisations. Sight Concern has used a professional fundraiser to write grant applications and to help create a case for support. The charity does not use professional fundraisers to target donations from individuals.

Structure, governance, and management

The company was incorporated on 13 October 2006 as a company limited by guarantee not having share capital and being a registered charity in England and Wales. The governing document of the charity is its Articles of Association. The trustees set the classes and conditions of membership and approve all new members. The current membership requirements being a Trustee of the charity, each member undertakes to contribute no more than £10 to the Charity's assets in the event of the charity being wound up.

The charity seeks to have on its board, members with the appropriate skillset to enable it to be managed in an effective manner. Any new appointment is made at a properly convened trustees' meeting. New trustees receive an induction which includes trustee responsibilities, meeting staff, senior management and existing trustees, a review of the charity's literature including recent accounts and minutes of trustee meetings.

Pay policy for senior staff

The board of trustees and the senior management team comprise the key management personnel of the charity, in charge of directing and controlling, running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses and related party transaction are disclosed in note 22 to the accounts.

The key management remuneration policy is set by the Trustees and is reviewed on an annual basis as part of the budget setting process.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Trustees

The following were Trustees as well as directors of the charitable company throughout the year.

Joanna Jameson

David Mitchell

Adrian Spurrell

Calli O'Brien

Jamile Little

Julie Born (resigned March 2024)

Hubert Pawelkiewicz (appointed 22nd April 2024)

3 of the 6 Trustees who served during the year are registered blind or partially sighted.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2024

Statement of Trustees' responsibilities

The trustees (who are also directors of Sight Concern Bedfordshire for the purposes of company law) are responsible for preparing the Trustees' Annual 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 charitable company and of the incoming resources and application 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 2019 (FRS 102);
- 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.

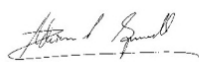
As far as the trustees are aware:

- there is no relevant information of which the charitable company's Auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the board of trustees



Adrian Spurrell
Chair

Date: 5 June 2025

Independent Examiner's Report to the Trustees of Sight Concern Bedfordshire For the year ended 30 September 2024

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2024 which are set out on pages 12 to 26.

Responsibilities and basis of report

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

Having satisfied myself that the accounts 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 company's accounts 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.

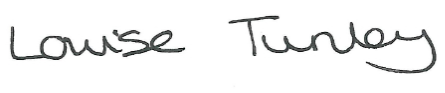
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Louise Tunley FCA CTA DChA
19 Goldington Road
Bedford
MK40 3JY

Date: 5 June 2025

Sight Concern Bedfordshire

Statement of financial activities (incorporating the Income and Expenditure account) For the year ended 30 September 2024

	Notes	2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Income from:					
Donations and legacies	4	35,811	-	35,811	29,983
Charitable activities	5	8,731	293,989	302,720	274,096
Investments	6	22,501	-	22,501	8,548
Other	7	164	-	164	-
Total income		<u>67,207</u>	<u>293,989</u>	<u>361,196</u>	<u>312,627</u>
Expenditure on:					
Raising funds	8	10,897	-	10,897	11,111
Charitable activities	8	58,247	288,814	347,061	318,071
Total expenditure		<u>69,144</u>	<u>288,814</u>	<u>357,958</u>	<u>329,182</u>
Gain/(Loss) on revaluation of investment assets	15	5,774	-	5,774	7,293
Net income/(expenditure)		<u>3,837</u>	<u>5,175</u>	<u>9,012</u>	<u>(9,262)</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>3,837</u>	<u>5,175</u>	<u>9,012</u>	<u>(9,262)</u>
Reconciliation of funds:					
Total funds brought forward		555,996	60,615	616,611	625,873
Total funds carried forward	18,19	<u><u>559,833</u></u>	<u><u>65,790</u></u>	<u><u>625,623</u></u>	<u><u>616,611</u></u>

The notes on pages 15 to 26 form part of these financial statements.

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

All income and expenditure derives from continuing activities.

Sight Concern Bedfordshire

Balance sheet (Company number 05966120) As at 30 September 2024

	Notes	2024	2023
		£	£
Fixed assets			
Tangible Assets	14	4,634	4,454
Investments	15	100,060	94,286
Total fixed assets		104,694	98,740
Current assets			
Stocks		3,772	7,924
Debtors	16	66,856	69,505
Bank and cash balances		558,180	505,373
Total current assets		628,808	582,802
Liabilities:			
Creditors: amounts falling due within one year	17	(107,879)	(64,931)
Net current assets		520,929	517,871
Total assets less current liabilities		625,623	616,611
Net assets		625,623	616,611
The funds of the charity:			
Unrestricted income funds	20	559,833	555,996
Restricted income funds	19	65,790	60,615
Total charity funds		625,623	616,611

The notes on pages 15 to 26 form part of these financial statements.

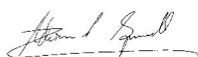
For the year ended 30 September 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' (Trustees') responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the board of trustees on 5 June 2025 and signed on their behalf by



Adrian Spurrell
Chair

Sight Concern Bedfordshire

Statement of cash flows For the year ended 30 September 2024

	Note	2024 £	2023 £
Cash flows from operating activities:			
Net cash used in operating activities	25	32,030	(20,618)
Cash flows from investing activities:			
Interest, dividend and rental income		22,501	8,548
Payments to acquire tangible fixed assets		(1,724)	(1,910)
Net cash used in investing activities		20,777	6,638
Change in cash and cash equivalents in the year		52,807	(13,980)
Cash and cash equivalents at the beginning of the year		505,373	519,353
Cash and cash equivalents at the end of the year		558,180	505,373

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

1 Accounting policies

1.1 Basis of preparation and assessment of going concern

Sight Concern Bedfordshire is a private charitable company, limited by guarantee, registered in England and Wales and was incorporated on 13 October 2006. The charitable company's registered number and registered office address can be found on page 1. The presentation currency of the financial statements is the Pound Sterling (£). The company has no share capital and in the event of the charity being wound up, the liability in respect of the guarantee is limited to no more than £10 per member of the charity.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the 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 (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sight Concern Bedfordshire constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about Sight Concern Bedfordshire's ability to continue as a going concern due to the level of reserves held compared with usual annual expenditure. The most significant area of uncertainty is the level of investment return and the performance of investment markets (see the investment policy in the trustees' report for more information).

1.2 Incoming resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

1.3 Operating leases

Rent payable on operating leases is accounted for in the year to which it relates.

1.4 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

1.5 Resources expended

Expenditure is recognised in the period to which it relates and liabilities are recognised in the period in which they arise. Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of costs:

Services	80%
Management and administration	20%

1.6 Tangible fixed assets and depreciation

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

Computers and peripherals	25% reducing balance method
Equipment and furniture	25% reducing balance method

1.7 Fixed asset investments

Investments are stated at market value at the balance sheet date. All gain and losses (realised and unrealised) are recognised in the SOFA in the period to which they relate.

1.8 Stock

Stocks are recognised at the lower of cost or net realisable value less any provision for slow-moving or obsolete stock.

1.9 Short term employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service. The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the statement of financial activities in the period to which they relate. Redundancy and other termination payments are accounted for when the employment contract is terminated.

1.10 Voluntary assistance

The charity receives help and support in the form of voluntary assistance. This is not included in the accounts in accordance with the SORP.

1.11 Fund accounting

Unrestricted funds are those funds available for the general running of the charity and the use of those funds is limited only by the objects of the charity. Designated funds are also unrestricted in as much as they are established by the trustees for a specific purpose and the trustees may, at their discretion, transfer funds out of a designated fund in the future. Restricted funds are those funds that have been donated for a purpose specified by the donor. The use of restricted funds is not at the discretion of the trustees. Permanent endowments are funds that have been set up for the long term use of the charity and the assets of these funds cannot be expended.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

1.12 Financial instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the statement of financial activities in support costs.

2 Key areas of judgement and estimate

In applying the accounting policies, the Trustees have made critical accounting judgments, estimates and assumptions. These estimates and assumptions are based on historical experience and are reviewed on a continual basis.

The critical accounting judgments, estimates and assumptions that have a material effect on the amounts recognised in the financial statements for both the current and next financial years are discussed below.

3 Comparative Statement of Financial Activities

The Statement of Financial Activities for the year ended 30th September 2023 is presented for illustrative purposes.

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Income:			
Donations and legacies	29,983	-	29,983
Charitable activities	6,210	267,886	274,096
Investments	8,548	-	8,548
Total income	44,741	267,886	312,627
Expenditure:			
Raising Funds	11,111	-	11,111
Charitable Activities	46,467	271,604	318,071
Total expenditure	57,578	271,604	329,182
(Loss)/gain on revaluation of investment assets	7,293	-	7,293
Net income/(expenditure)	(5,544)	(3,718)	(9,262)
Transfers between fund	27	(27)	-
Net movement in funds	(5,517)	(3,745)	(9,262)
Reconciliation of funds:			
Total Funds brought forward	561,513	64,360	625,873
Total Funds carried forward	555,996	60,615	616,611

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

4 Income from donations

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Donations	8,233	-	8,233	10,132
Legacies	25,000	-	25,000	16,250
Group income	1,260	-	1,260	979
Memory Giving	257	-	257	725
Gift Aid	143	-	143	316
Collecting boxes	918	-	918	1,581
	<u>35,811</u>	<u>-</u>	<u>35,811</u>	<u>29,983</u>

All of the £29,983 received in 2023 was unrestricted.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

5 Income from charitable activities

The incoming resources classified under charitable activities are outlined in more detail below. This income is classified as such as it relates to specific projects and outcomes.

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Grants:				
Access to Work Support	-	12,380	12,380	8,254
George W Dickens Charity	1,000	-	1,000	1,000
Panacea Trust (Bedford Project)	-	-	-	10,000
Bedford Charitable Trust (Bedford Project)	-	5,000	5,000	-
Connelly Foundation (Bedford Project)	-	5,000	5,000	-
Independent Evaluation	-	-	-	3,960
Luton Airport grant	-	107,567	107,567	104,233
Harpur Trust	-	15,000	15,000	-
Community Central Award	-	3,000	3,000	-
Service Level Agreements:				
Other Services	1,735	-	1,735	690
Central Beds Sensory Impairment	-	65,245	65,245	63,171
Bedford Low Vision Clinic	-	32,455	32,455	39,072
Luton Low Vision Clinic	-	48,342	48,342	33,446
Other services:				
Resource centre sales	2,024	-	2,024	-
Low vision clinic sales and service income	3,972	-	3,972	10,199
Events for Service Users	-	-	-	71
	<u>8,731</u>	<u>293,989</u>	<u>302,720</u>	<u>274,096</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

5 Income from charitable activities (continued)

In 2023, £267,886 restricted funding was received, being £104,233 grant from Luton Airport Funding; £8,254 from Access to Work Support; £10,000 Panacea Trust Bedford Project Grant; £63,171 Central Beds Sensory Impairment SLA; £39,071 Bedford Low Vision Clinic; £33,446 Luton Low Vision Clinic £3,960 Harpur Trust Independent Evaluation Grant and £5,750 Luton Low Vision clinic equipment.

6 Investment income

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Interest on bank accounts	18,563	-	18,563	4,895
Share Dividends	3,938	-	3,938	3,653
	<u>22,501</u>	<u>-</u>	<u>22,501</u>	<u>8,548</u>

All income in 2023 was unrestricted.

7 Other income

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Unity Monthly Lottery	164	-	164	-
	<u>164</u>	<u>-</u>	<u>164</u>	<u>-</u>

8 Expenditure

2024	Staff costs £	Other costs £	Depreciat- ion/loss on disposal £	Support costs £	2024 Total £
Charitable Activities					
Direct services	180,740	42,257	960	25,061	249,018
Management and Admin.	26,089	24,281	584	30,391	81,345
Governance (Note 9)	14,698	100	-	1,900	16,698
Total for charitable activities	<u>221,527</u>	<u>66,638</u>	<u>1,544</u>	<u>57,352</u>	<u>347,061</u>
Fundraising	-	10,897	-	-	10,897
	<u>221,527</u>	<u>77,535</u>	<u>1,544</u>	<u>57,352</u>	<u>357,958</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

8 Expenditure (continued)

2023	Staff costs	Other costs	Depreciation/loss on disposal	Support costs	2023 Total
	£	£	£	£	£
Charitable Activities					
Direct services	120,585	36,273	706	22,125	179,689
Management and Admin.	65,007	26,370	779	29,916	122,072
Governance (Note 10)	14,410	-	-	1,900	16,310
Total for charitable activities	200,002	62,643	1,485	53,941	318,071
Fundraising	-	11,111	-	-	11,111
	200,002	73,754	1,485	53,941	329,182

Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of support costs:

Services	80%
Management and administration	20%

Support costs is analysed as follows:

	2024 £	2023 £	Basis of apportionment
Rent, insurance and service charges	30,683	27,106	Invoiced costs
Computer costs	934	439	Invoiced costs
Telephone	4,733	5,591	Invoiced costs
Printing, postage and stationery	1,304	766	Invoiced costs
Repairs and renewals	7,638	5,785	Invoiced costs
Other costs	878	808	Invoiced costs
Other staff costs	9,282	6,596	Invoiced costs
Legal and professional fees	1,900	1,900	Invoiced costs
Consultancy costs	-	4,950	Invoiced costs
	57,352	53,941	

There were no grants to institutions.

9 Governance costs

	2024 £	2023 £
Trustee costs	72	-
Trustee Expenses	28	-
External advisors	1,900	1,900
Staff costs	14,698	14,410
	16,698	16,310

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

10 Staff costs

	2024 £	2023 £
Salaries	202,853	184,807
Social Security costs	8,643	6,210
Pension Costs	10,031	8,985
	<u>221,527</u>	<u>200,002</u>

No employee earned more than £60,000 (2023: none).

The average number of employees during the year was as follows:

	2024	2023
Chief Executive Officer	1	1
Other staff	-	-
Full time	11	11
Part time	12	12

The charity operates a Stakeholder Pension Scheme for its employees and contributes at a rate of 6%, this scheme has been amended to meet auto-enrolment requirements. There are 8 current members of the scheme (2023: 8).

11 Key Management Personnel

Key Management Personnel during the year were trustees of the organisation who are not paid and staff member Carol O'Brien as CEO. Total gross salaries and employer pensions contributions amounted to £39,315 (2023: £35,336).

12 Taxation

As Sight Concern Bedfordshire is a registered charity, the charitable company is not liable to corporation tax.

13 Statement of Financial Activities

The net movement in funds is stated after charging:

	2024 £	2023 £
Independent Examiner's fees	1,900	1,900
Depreciation	1,544	1,485
Rent on licence	20,094	19,895

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

14 Fixed assets

	Computer Equipment £	Restricted fund equipment £	Total £
Cost			
At 1 October 2023	10,347	13,000	23,347
Additions	375	1,349	1,724
	<u>10,722</u>	<u>14,349</u>	<u>25,071</u>
At 30 September 2024			
Depreciation			
At 1 October 2023	7,356	11,537	18,893
Charge for the year	841	703	1,544
	<u>8,197</u>	<u>12,240</u>	<u>20,437</u>
At 30 September 2024			
Net book values			
30 September 2024	2,525	2,109	4,634
	<u>2,525</u>	<u>2,109</u>	<u>4,634</u>
30 September 2023	2,991	1,463	4,454
	<u>2,991</u>	<u>1,463</u>	<u>4,454</u>

All assets are held for direct charitable purposes.

15 Fixed asset investments

	1 Oct 2023 £	Additions £	Unrealised gain/(loss) £	30 Sep 2024 £
United Utilities Group Plc (772)	7,323	-	764	8,087
Santander (UK) Plc (507)	1,653	-	370	2,023
Sarasin GlobalStar – Cautious Fd (2,500)	22,835	-	2,315	25,150
Murray Income Trust (7,500)	62,475	-	2,325	64,800
	<u>94,286</u>	<u>-</u>	<u>5,774</u>	<u>100,060</u>

All investments are listed investments.
The historical cost of the investments is £70,601.

16 Debtors

	2024 £	2023 £
Trade debtors	49,043	57,679
Prepayments	10,404	10,177
Accrued income	7,409	1,649
	<u>66,856</u>	<u>69,505</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

17 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	12,250	7,776
Taxation and social security	2,940	2,211
Other creditors	1,744	1,499
Accruals and deferred income	90,945	53,445
	<u>107,879</u>	<u>64,931</u>

Included in other creditors is an amount in respect of pension contributions of £1,744 (2023: £1,499) outstanding at the year end.

Deferred income

	2024 £	2023 £
At 1 October 2023	48,802	31,986
Received during the year	242,591	224,729
Released to incoming resources	(208,323)	(207,913)
	<u>83,070</u>	<u>48,802</u>

Income is deferred where it relates to the following financial year.

18 Unrestricted funds

	Balance at 1 Oct 2023 £	Movement in year		Transfers £	Balance at 30 Sept 2024 £
		Incoming resources £	Resources expended £		
General fund	420,946	72,981	(20,180)	(19,966)	453,781
Designated fund	135,050	-	(48,964)	19,966	106,052
	<u>555,996</u>	<u>72,981</u>	<u>(69,144)</u>	<u>-</u>	<u>559,833</u>

Details of designated funds are listed on page 7 in the Trustees Report.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

19 Restricted funds

	Balance at 1 Oct 2023 £	Movement in year		Balance at 30 Sept 2024 £
		Incoming resources £	Resources expended £	
Luton BC Airport fund	2,914	107,567	(106,796)	3,685
Central Beds Sensory Impairment	16,078	65,245	(67,807)	13,516
Beds PCT Low Vision Clinic	-	32,455	(29,751)	2,704
Luton low vision clinic	29,012	48,342	(47,067)	30,287
Grants:				
The Will Trust	420	-	(20)	400
Wixamtree IT Grant	510	-	(127)	383
Luton IT donation	343	-	-	343
Access to Work Support	466	12,380	(11,246)	1,600
Beds. & Luton Comm Fd.	872	-	(218)	654
Community Central Award	-	3,000	(3,000)	-
Panacea Trust (Bedford P)	10,000	-	(10,000)	-
Bedford Charitable Tr (BP)	-	5,000	(5,000)	-
Connelly Foundation (BP)	-	5,000	(5,000)	-
Harpur Trust (Bedford VIA)	-	15,000	(2,782)	12,218
	<u>60,615</u>	<u>293,989</u>	<u>(288,814)</u>	<u>65,790</u>

A brief description of each restricted fund is outlined below:

Grant awarded by BLCF as part of Luton Rising Community Investment Fund – funding for support and advice to service users in the Luton area
 Central Beds Sensory Impairment – support to sensory impaired service users in the Central Beds area
 Bedford Low Vision clinic – funding for running a clinic in Bedford for service users to attend
 Luton Low Vision clinic – funding for running a clinic in Luton for service users to attend
 The Will trust – funding for the provision of equipment, including minibus services for service users
 Wixamtree IT Grant – funding to replace server and update IT services
 Luton IT donation – donation in memory of Peter Miles to be used for IT at Luton
 Access to Work grant – provide equipment to help support employees to work independently
 Bedfordshire & Luton Community Foundation – Bedfordshire Coronavirus Emergency Fund provided in 2019/20 to support the charity to work remotely during Covid-19, balance is depreciation of equipment.
 Community Central Award - Disability Resource Centre lead provider in a collaboration funded by BLCF
 Bedford Charitable Trust, Panacea Trust and Connelly foundation– funding for Bedford to reduce poverty, reduce isolation and improve wellbeing
 Harpur Trust – funding for a Visual Impairment Advisor in Bedford

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

20 Net assets held by funds

2024	Fixed Assets £	Cash Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	2,525	553,555	13,371	(9,618)	559,833
Restricted funds	2,109	104,685	57,257	(98,261)	65,790
	<u>4,634</u>	<u>658,240</u>	<u>70,628</u>	<u>(107,879)</u>	<u>625,623</u>
	Cash				
2023	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	2,991	553,464	12,746	(13,205)	555,996
Restricted funds	1,463	46,195	64,683	(51,726)	60,615
	<u>4,454</u>	<u>599,659</u>	<u>77,429</u>	<u>(64,931)</u>	<u>616,611</u>

21 Share capital

The company is limited by guarantee and has no issued share capital. The liability of members is limited to no more than £10.

22 Trustees' remuneration

No trustee received any remuneration for their services (2023: none).
During the year the following trustee received travel expenses:

	2024 £	2023 £
Jamile Little	28	-
	<u>28</u>	<u>-</u>

23 Related party transactions

Donations from trustees during the year amounted to £nil (2023: £nil).
There were no other related party transactions during the year.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2024

24 Financial commitments

At 30 September 2024 the charitable company had no annual commitments under non-cancellable operating leases (2023: £nil)

There are no capital commitments (2023: £nil).

25 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2024	2023
	£	£
Net (expenditure) for the year	9,012	(9,262)
Depreciation charges	1,544	1,485
(Gains)/ Losses on investments	(5,774)	(7,293)
Dividends, interest and rents from investments	(22,501)	(8,548)
(Increase)/decrease in stocks	4,152	(664)
(Increase)/decrease in debtors	2,649	(9,823)
Increase/(decrease) in creditors	42,948	13,487
Net cash provided by operating activities	32,030	(20,618)

Accounts

Charity Registration No 1117209
Company Registration No 05966120

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**Unaudited financial statements for
the year ended 30 September 2023**

Sight Concern Bedfordshire

**A company limited by guarantee and not having a
share capital**

Sight Concern Bedfordshire

Reference and administrative details

Trustees (who act as Directors for the purposes of the Companies Act)	Adrian Spurrell Chair Joanna Jameson David Mitchell Calli O'Brien Julie Born Jamile Little (appointed 15 June 2023)
Secretary	Carol O'Brien
Chief Executive Officer	Carol O'Brien
Charity number	1117209
Company number	05966120
Registered & principal office	St Bedes 116 Bromham Road Bedford MK40 2QN
Independent Examiner	Louise Tunley FCA CTA DChA 19 Goldington Road Bedford MK40 3JY
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ Scottish Widows Bank Plc 67 Morrison Street Edinburgh EH3 8YJ The Charity Bank Limited Fosse House 182 High Street Tonbridge TN9 1BE Nationwide Building Society Kings Park Road Moulton Park Northampton NN3 6NW
Solicitors	HCB Solicitors (formerly Park Woodfine Heald Mellows) Graylaw House 21 Goldington Road Bedford MK40 3JY

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

The trustees are pleased to present their annual trustees' report for the year ending 30 September 2023 which is also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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; FRS 102) issued in October 2019.

Objectives and Activities

Charitable objectives and reporting under Public Benefit

Sight Concern Bedfordshire's ("SCB"s) objectives continue in accordance with its Constitution. The objects are to promote the relief of blind and partially sighted persons and persons with sensory or any other related disability. The principal objectives of the charity are to support people who are blind or partially sighted resident in Luton and Bedfordshire and people with sensory loss in Central Bedfordshire.

In setting the charity's objectives and planning its aims and future activities the Trustees have given consideration to the Charity Commission's general guidance on public benefit. The main aims of the charity are:

- To provide appropriate help, support, aids, training and advice that contribute to improving the quality of life for people with sensory loss and their carers;
- To help people who use the charity's services maintain choice and control over their lives;
- To provide training to people with sensory loss to monitor their health and use any remaining vision they may have, thereby helping them to maintain their health and emotional wellbeing;
- To raise awareness of the impact and issues of registration as blind or partially sighted and signposting/supporting people to register as appropriate;
- To provide appropriate support to ensure the service users' dignity, and at all times respecting the choices service users make.

Our values are embedded as our staff, trustees and volunteers are part of the same team, sharing a commitment to work together to support the development of everyone's potential. Our values are encompassed in the following 'SPIRIT':

- **Specialist knowledge** – of sensory loss and its impact on daily living
- **Professionalism** – quality and care in all the services we provide
- **Inclusivity** – equality and accessibility for all
- **Relationships** - collaborative partnerships with stakeholders and organisations
- **Integrity** – in service provision and practice
- **Transparency** – ensuring best practice in all we do

Sight Concern Bedfordshire Services

During the year Sight Concern contacted 2544 visually impaired people and 887 service users received direct specialist service from us. The charity closed over 1826 referrals for work, each referral is a record of direct support ranging from telephone advice to a holistic MOT outcome assessment and the creation of an action plan with a specialist advisor. This is a 15% increase on the previous year.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Sight Concern Bedfordshire Services (continued)

Specialist Sight Loss Services

Sight Concern provides a specialist Low Vision service which provides assessments, advice, equipment, and support from our offices in Luton and Bedford. The average appointment is 30 minutes long and includes rehabilitation support and practical advice; access to assistive technology and demonstrations of equipment. The Low Vision Service delivers a hybrid service with approximately 80% face to face clinics and 20% remote clinics. The outreach team work to ensure that statutory services including Moorfields and Community Optometrists are aware and referring to the service. The Low Vision referrals received were 522, Sight Concern carries out work throughout the year to support the pathway between NHS and voluntary and community sector support, but this is an ongoing issue and area of work.

Visual Impairment Advisors (VIAs) and Sensory Impairment Advisor (SIA) provide intensive support on a 1:1 basis with our most vulnerable clients, encouraging and enabling them to build social networks and regain confidence. The service is provided in Central Bedfordshire and Luton. The VIAs and SIA carry out 'MOT' initial assessment and create support plans that are written with active involvement of the service users and/or their carer or family and include obtaining benefits such as Personal Independence Payments (PIP) and Carer's allowance; concessions such as Blue Badge applications; demonstrating domestic equipment and adaptations; providing access to social groups and referrals to other support organisations. The impairment advisors for Central Bedfordshire and Luton obtained new benefits, principally PIP and Carers Allowance, totalling £552,450 (increase of 72%) during the year for 129 clients. The advisors also obtained 105 concessions including 59 blue badge, bus passes, TV licence discounts and rail cards. The service is provided by telephone with in-person visits at our offices and at people's homes.

Providing local sight loss information

The charity circulates its own newsletter, News and Views, which was distributed quarterly to 2368 people. The newsletter contains opportunities and local events, associated services from partner organisations and sight loss prevention information. The newsletter is distributed in accessible formats including large print, audio recording on memory stick, links to cloud provision and braille.

Information, advice and guidance is provided via the charity's telephone helpline, face to face (when possible) and via the Facebook Book page Messenger to visually impaired people and relatives, as well as friends or carers of visually impaired people. The number of Facebook followers has increased to 916, and Instagram 183 with Sight Concern posting daily information about Sight Concern's services, events and the services of other related organisations, as well as sharing information about eye health and relevant news articles for the visually impaired.

The Sight Concern Visual Impairment Champion attends local events and promotes the services and support available for people with Sight Loss. Events attended this year included a Festivals for Older People and aging well, regular social prescribing events, sight loss resources and technology sessions and a new monthly technology clinic. The Visual Impairment Champions role has expanded to promoting equality through social media and attending equality organisations, for example Bedford an Inclusive Town and creating awareness campaigns with Central Bedfordshire Council.

Sight Concern uses CharityLog as the primary method for recording monitoring and outcome data. Sight Concern is part of a shared data project where Vista, Sight Concern Bedfordshire, 4Sight West Sussex, Focus Birmingham, MySight Nottingham, Support4Sight, Warwickshire Vision, NESS North East Sensory Services and WILL use a shared Charitylog instance for over 28,000 individual people.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Sight Concern Bedfordshire Services (continued)

Sight Concern also runs a large number of volunteer led services:

- The listening post telephone service makes routine calls, at a regular time, to keep in contact with visually impaired people who are home-bound or otherwise lack regular social contact.
- Our Peer Support Volunteer, who has lived experience of sight loss, is here to help those who are newly diagnosed or have had a significant deterioration with a limited number of phone calls.
- Support for office work including working with British Wireless for the Blind, processing our donations, processing invoices, removing old documentation for shredding or carrying out telephone surveys.
- The charity circulates Talking Newspapers where volunteer readers create audio recordings of the local newspapers. The services support 35 people who each receive around 25 recorded newspapers in a year by e-mail. An Alexa Skill has been launched giving listeners access to our talking newspaper via Alexa devices. There are 23 listeners measured by unique IP addresses. After the success of the RNIB Alexa project, we plan to provide a small amount of Alexas to enable more people to access this service.
- The charity is a distributor of British Wireless for the Blind Radios, we referred 29 people to the British Wireless for the Blind Connect service.
- Outreach events were held to demonstrate technology and promote Sight Concern services or attending at community events such as Ageing Well in: Flitwick, Biggleswade, Shefford, Leighton Buzzard, Dunstable, Woburn, Moorfields, Luton and Bedford, talking to 475 people about sight loss.
- An accessible IT Club in Luton is held in Café 59 and Bedford in Homebrook house. 1-1 Tech Support is also provided by Sight Concern at it's Bedford office. The sessions include information on accessing online media and social networks and sharing tips for using technology to make everyday life easier for example calendar reminders.
- Sight Concern runs regular clubs including Crafty Bunch, Friday club, Dunstable Socialeyez. Family group continues to support children with visual impairment and their families, we also launched our Youth Forum fortnightly session for 11 to 16 year olds, providing a space for young visually impaired people to connect and share life experiences and tech tips.

The charity works closely with Local Authority Social Services, Optometrists, Social Prescribers, and with Charities that have overlapping client groups such as older people, to ensure that the advice and signposting is up to date. The Local Optical Committee for Bedfordshire has a new Chair, Laura Hing. Laura Hing and Central Bedfordshire LA have worked closely with Sight Concern, as we work together to improve referrals to Sight Concern.

Sight Concern Bedfordshire Staffing

Sight Concern values the team and focuses on wellbeing. We use the NVCO workforce wheel as our outcome-based approach to monitoring all aspects of people management. Sight Concern evaluates its outcomes each year to feed into our workforce development. The overall outcome score has risen since we started in 2018, with all the mean scores moving from above 3 out of 5, to above 4 out of 5, maintained for the last two years. This means the different aspects of people management are rated as working quite well or excellent. The Charity Operations manager has been in place for over a year and has embedded the people management that is reflected in these scores.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Key developments during the October 2022 September 23 year

SCB worked to achieve our business plan for new work in 2023 meeting the three strategic objectives; sustainability through the fundraising strategy, profile through the marketing plan and partnerships, and the provision of Quality Services.

Quality - SCB completed the external charity evaluation in Spring 2023 to enable us to take an in depth look at our services, and the sector within which we operate. To do this, we employed the services of two consultants specialised in carrying out charity evaluations and advice services to assess our current position, to look at how to develop our activities and to ask, and confirm that our strategic goals are still valid following the pandemic Profile – we built on our success for national eye health week marketing, social media and outreach. With support from Visionary and RNIB Sight Concern's Social media fundraising "Take on 250" had its most successful year. With support from our marketing trustee, we created and implemented our first brand guidelines.

Sustainability – We sought to diversify grants and trusts. Through the Visionary and RNIB relationship, Sight Concern Bedfordshire benefited with two years free access to Bequeathed online free will writing, with a focus on legacy income generation.

Over the year contracts and grants were maintained. The Bedfordshire and Luton Community Fund, Community Infrastructure grant for the Luton work was renewed for a further year from April 2023. The role of Luton and Dunstable Foundation Trust Eye Clinic Liaison Officer (ECLO) funded by Sight Concern and Royal National Institute for the Blind (RNIB) continued to play a vital role in the eye care pathway. In the period in 2022/23 (April - March) the ECLO reached 1433 people affected by sight loss and a significant proportion of new people that were referred to Sight Concern came from the ECLO service.

Trustees highlighted that small charities such as Sight Concern are exposed to cyber threats. The National Cyber Security Centre provided a subsidy award by way of Minimal Funding Assistance Exemption of a value of £3,300. The subsidy provided 20 hours of remote support, which led to improvements in the charity's digital security and the award of the Cyber Essentials Certificate.

Sight Concern worked closely with local VCSE organisations continued, including paid partnerships. The MIND workshop on loneliness was well attended by beneficiaries, carers, volunteers, and professionals. Support4Employment partnership with Support4Sight project completed in March 2023 with positive feedback continuing from participants into 2024. Successes included, beneficiaries going from unemployed to in work and having improved employment opportunities. As a charity we learned how significant a timely 1-1 expert support service is at when you lose your sight while employed; to help navigate and support at a key time.

Volunteers

Volunteers are a key part of Sight Concern Bedfordshire's overall strategy. Sight Concern Bedfordshire can call upon more than 100 volunteers in the Bedfordshire and Luton area.

Remote services are still proving popular with 30 Telephone befriending calls and Zoom Social Club taking place each week and online meetings for Youth Forum during school holidays. The charity aims to use volunteers as effectively as possible and to ensure volunteers participate at all levels within the charity. Admin volunteers are now offered flexibility and can be set up to work remotely or in one of our offices; they are currently supporting: Low Vision Clinic, reporting, surveys, and British Wireless for the Blind referrals and deliveries.

Trustees undertook a equity diversity inclusion survey and skills audit to help identify gaps within the current board. Sight Concern was delighted to appoint Jamile as trustee, bringing a wealth of skills, Luton knowledge and lived experience to the board.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Volunteers (continued)

We operate a full screening and training scheme for all our volunteers that is tailored to the specific role undertaken by a given volunteer. Communications with volunteers increased including 1-1 calls, group Zoom calls and email updates from the Chair of the board. All volunteers complete training before beginning their role which is delivered both face to face and online to be as inclusive as possible. Further support is offered throughout the year, this included IT training and Peer support Training. We recruited 10 new volunteers in 22/23, 5 of whom have lived experience of sight loss. The volunteers have been placed into various roles, including IT support, Telephone Befriending. We also support existing volunteers to try different roles and share ideas for services. Youth Forum and Peer Support calls were both projects coproduced with existing visually impaired volunteers.

Thank you for your support

Sight Concern is helped by many people, businesses, and organisations throughout the year. We would like to extend our thanks to:

Bedfordshire and Luton LLAL Community Investment Fund managed by the Bedfordshire and Luton Community Foundation (BLCF)
Access to Work grant to help two members of staff continue to work independently at Sight Concern
George W Dickens Charity
Biggleswade Talking News
Bedford Society of Friends (Quakers)
Inner Wheel Club North Luton
East Beds Charity Cricket Shield

Our thanks go to our staff and volunteers and supporters for their resilience, creativity and sheer hard work in adapting and continuing to move Sight Concern onwards and upwards.

Future Plans

The charity recognises that the number of people affected by sight loss continues to grow. In Bedfordshire (Luton Borough, Central Bedford, and Bedford Borough) the number of people with severe sight loss is expected to grow by 17% during the next five years (reference RNIB sight loss data tool). Sight Concern Board of Trustees is committed to adapting to meet this need by developing and improving the services offered. The three strategic objectives are **sustainability** through the fundraising strategy, **profile** through the marketing plan and partnerships, and the provision of **Quality Services**.

This will include:

- Sight Concern will implement the learnings from the external consultation to implement a standard approach, an access and triage role and expand advice service to cover all Bedfordshire.
- Work with the NHS to include non-clinical patient support in the eyecare pathway by engaging with Moorfields Bedford, the Local Eye Health Network (LEHN) and the Bedford Local Optical Committee. Work with Central Beds to allow for secure web-based professional referrals.
- Expand our locations in the community to deliver services face to face across the region, focusing on one off events for larger geographical outreach.
- Focus on key strong local partnerships to signpost and refer service users and to ensure the best outcomes.
- Work to expand trustee board, focusing on gaps identified including digital.
- Work on public transport and mobility for visually impaired people to enable increased independence.
- Improve access to legacy giving
- Develop peer led service

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Financial review

During the year Sight Concern Bedfordshire made a loss of £9,262 (2022: surplus of £35,244). During the accounting period incoming resources amounted to £312,627 (2022: £360,248). Total resources expended were £329,182 (2022: £307,987). At the year end, total funds carried forward were £616,611 (2022: £625,873), of which £555,996 (2022: £561,513) were unrestricted.

Reserves Policy

Sight Concern Bedfordshire has little income from fixed asset investments, such as endowments, and is largely dependent for income on donor funding, including legacies. These income streams can fluctuate significantly year to year, leading to potential liquidity issues. Over the past 10 years, year-end cash balances have fluctuated by over £500,000, due to a small number of irregular large donations, and while this has reduced to a fluctuation of approx. £180,000 in the past 5 years, the trustees believe there is a need to hold reserves at a level which provides protection against such issues, to enable the charity to continue to operate in all circumstances including any significant unexpected fall in income.

Sight Concern Bedfordshire is required to hold Restricted Fund reserves where the use of donation has been restricted for specific purposes. It also holds Designated Funds, where the Trustees have already committed to supporting new developments, activities and projects using legacy funds from our unrestricted reserves balance. This includes maintaining and supporting current services which are underfunded by external sources, or match-funding certain projects where third parties are also committed. At 30 September 2023, an amount of £135,050 has been officially designated to meet the costs of these projects.

As with any organisation, the charity faces risks which could impact its ability to continue. Due to the fluctuation and unpredictability of income on an annual basis, we therefore need to ensure that, in addition to the Restricted and Designated Fund reserves, an appropriate level of free reserves is maintained. This means we can respond to unforeseen events, without jeopardising our ability to continue support for visually impaired people and meet our obligations as they fall due.

The Trustees have reviewed the existing reserves policy and concluded a risk-based policy should be implemented to support decision making in managing the level of our free reserves held on an ongoing basis. An initial review of risks has been undertaken, assessing the expected cost should a risk arise, weighted by the likelihood of that risk occurring. The resulting financial impact of the weighted risks have been considered in total, and a weighted risk reserve requirement of £210,000 was determined. The risks, their expected costs and likelihoods are documented and will be reviewed regularly as part of ongoing management of the charity's finances.

At the year end, there was an excess of free reserves over and above the requirements of the risk-based reserves policy. The charity intends to use this excess over the next 5 years, by actively seeking new projects to develop and enhance the services we provide, in line with our purpose and values.

Investment policy

Principle funding sources

In the context of the wider charity sector, Sight Concern Bedfordshire is a smaller regional charity but has a wide range of services to fund. In a normal year without exceptional legacy income, around 46% of total funding comes from the public sector. 34% of funding is obtained from grant giving bodies, the largest of which is awarded by Bedfordshire Luton Community Foundation's from the Luton Rising – Community Investment Fund.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Risk management

The principal area for attention is a risk management strategy which comprises:

- The trustees considering risks and risk management throughout the year at board meetings. The risk register is updated quarterly or more frequently if required.
- Establishing policies, systems and procedures to mitigate any risks identified.
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The process extends to all areas of services and involves staff and volunteers. The risk register incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and service user recruitment and activities, health and safety and reputation.

Trustees have recognised as a prime risk, the long-term financial sustainability of services provided to visually impaired people for Local Authorities. In addition to developing and delivering new and existing services for Local Authorities in a sustainable way, we are implementing a fundraising strategy created with the help of the Cranfield Trust. As a result, we have increased our focus on applying for Grants and Trusts and promoting end of life giving.

Fundraising activities

The charity does not currently carry out formal fundraising activities. The amounts allocated for raising funds represent staff time spent on promotion and publicity in general, in order to raising the profile of the charity and raise general awareness of the charity for donors and funding organisations. Sight Concern has used a professional fundraiser to write grant applications and to help create a case for support. The charity does not use professional fundraisers to target donations from individuals.

Structure, governance, and management

The company was incorporated on 13 October 2006 as a company limited by guarantee not having share capital and being a registered charity in England and Wales. The governing document of the charity is its Articles of Association. The trustees set the classes and conditions of membership and approve all new members. The current membership requirements being a Trustee of the charity, each member undertakes to contribute no more than £10 to the Charity's assets in the event of the charity being wound up.

The charity seeks to have on its board, members with the appropriate skillset to enable it to be managed in an effective manner. Any new appointment is made at a properly convened trustees' meeting. New trustees receive an induction which includes trustee responsibilities, meeting staff, senior management and existing trustees, a review of the charity's literature including recent accounts and minutes of trustee meetings.

Pay policy for senior staff

The board of trustees and the senior management team comprise the key management personnel of the charity, in charge of directing and controlling, running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses and related party transaction are disclosed in note 23 to the accounts.

The key management remuneration policy is set by the Trustees and is reviewed on an annual basis as part of the budget setting process.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Trustees

The following were Trustees as well as directors of the charitable company throughout the year.

Joanna Jameson

David Mitchell

Adrian Spurrell

Calli O'Brien

Julie Born

Jamile Little (appointed 15 June 2023)

2 of the 6 Trustees who served during the year are registered blind or partially sighted.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2023

Statement of Trustees' responsibilities

The trustees (who are also directors of Sight Concern Bedfordshire for the purposes of company law) are responsible for preparing the Trustees' Annual 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 charitable company and of the incoming resources and application 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 2019 (FRS 102);
- 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.

As far as the trustees are aware:

- there is no relevant information of which the charitable company's Auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the board of trustees



Adrian Spurrell
Chair

Date: 6 June 2024

Independent Examiner's Report to the Trustees of Sight Concern Bedfordshire For the year ended 30 September 2023

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2023 which are set out on pages 12 to 26.

Responsibilities and basis of report

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

Having satisfied myself that the accounts 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 company's accounts 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.

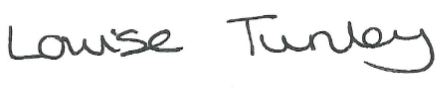
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Louise Tunley FCA CTA DChA
Institute of Chartered Accountants in England and Wales (ICAEW)

19 Goldington Road
Bedford
MK40 3JY

Date: 6 June 2024

Sight Concern Bedfordshire

Statement of financial activities (incorporating the Income and Expenditure account) For the year ended 30 September 2023

	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Total Funds £
Income from:					
Donations and legacies	4	29,983	-	29,983	69,195
Charitable activities	5	6,210	267,886	274,096	286,639
Investments	6	8,548	-	8,548	4,414
Total income		<u>44,741</u>	<u>267,886</u>	<u>312,627</u>	<u>360,248</u>
Expenditure on:					
Raising funds	7	11,111	-	11,111	540
Charitable activities	7	46,467	271,604	318,071	307,447
Total expenditure		<u>57,578</u>	<u>271,604</u>	<u>329,182</u>	<u>307,987</u>
Gain/(Loss) on revaluation of investment assets	14	7,293	-	7,293	(17,017)
Net income/(expenditure)		<u>(5,544)</u>	<u>(3,718)</u>	<u>(9,262)</u>	<u>35,244</u>
Transfers between fund		<u>27</u>	<u>(27)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(5,517)</u>	<u>(3,745)</u>	<u>(9,262)</u>	<u>35,244</u>
Reconciliation of funds:					
Total funds brought forward		<u>561,513</u>	<u>64,360</u>	<u>625,873</u>	<u>590,629</u>
Total funds carried forward	17,18	<u><u>555,996</u></u>	<u><u>60,615</u></u>	<u><u>616,611</u></u>	<u><u>625,873</u></u>

The notes on pages 15 to 26 form part of these financial statements.

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

All income and expenditure derives from continuing activities.

Sight Concern Bedfordshire

Balance sheet (Company number 05966120) As at 30 September 2023

	Notes	2023	2022
		£	£
Fixed assets			
Tangible Assets	13	4,454	4,029
Investments	14	94,286	86,993
Total fixed assets		98,740	91,022
Current assets			
Stocks		7,924	7,260
Debtors	15	69,505	59,682
Bank and cash balances		505,373	519,353
Total current assets		582,802	586,295
Liabilities:			
Creditors: amounts falling due within one year	16	(64,931)	(51,444)
Net current assets		517,871	534,851
Total assets less current liabilities		616,611	625,873
Net assets		616,611	625,873
The funds of the charity:			
Unrestricted income funds	17	555,996	561,513
Restricted income funds	18	60,615	64,360
Total charity funds		616,611	625,873

The notes on pages 15 to 26 form part of these financial statements.

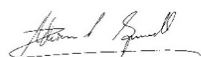
For the year ended 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' (Trustees') responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the board of trustees on 6 June 2024 and signed on their behalf by



Adrian Spurrell
Chair

Sight Concern Bedfordshire

Statement of cash flows For the year ended 30 September 2023

	Note	2023 £	2022 £
Cash flows from operating activities:			
Net cash used in operating activities	24	(20,618)	23,825
Cash flows from investing activities:			
Interest, dividend and rental income		8,548	4,414
Payments to acquire tangible fixed assets		(1,910)	(1,829)
Net cash used in investing activities		6,638	2,585
Change in cash and cash equivalents in the year		(13,980)	26,410
Cash and cash equivalents at the beginning of the year		519,353	492,943
Cash and cash equivalents at the end of the year		505,373	519,353

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

1 Accounting policies

1.1 Basis of preparation and assessment of going concern

Sight Concern Bedfordshire is a private charitable company, limited by guarantee, registered in England and Wales and was incorporated on 13 October 2006. The charitable company's registered number and registered office address can be found on page 1. The presentation currency of the financial statements is the Pound Sterling (£). The company has no share capital and in the event of the charity being wound up, the liability in respect of the guarantee is limited to no more than £10 per member of the charity.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the 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 (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sight Concern Bedfordshire constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about Sight Concern Bedfordshire's ability to continue as a going concern due to the level of reserves held compared with usual annual expenditure. The most significant area of uncertainty is the level of investment return and the performance of investment markets (see the investment policy in the trustees' report for more information).

1.2 Incoming resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

1.3 Operating leases

Rent payable on operating leases is accounted for in the year to which it relates.

1.4 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

1.5 Resources expended

Expenditure is recognised in the period to which it relates and liabilities are recognised in the period in which they arise. Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of costs:

Services	80%
Management and administration	20%

1.6 Tangible fixed assets and depreciation

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

Computers and peripherals	25% reducing balance method
Equipment and furniture	25% reducing balance method

1.7 Fixed asset investments

Investments are stated at market value at the balance sheet date. All gain and losses (realised and unrealised) are recognised in the SOFA in the period to which they relate.

1.8 Stock

Stocks are recognised at the lower of cost or net realisable value less any provision for slow-moving or obsolete stock.

1.9 Short term employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service. The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the statement of financial activities in the period to which they relate. Redundancy and other termination payments are accounted for when the employment contract is terminated.

1.10 Voluntary assistance

The charity receives help and support in the form of voluntary assistance. This is not included in the accounts in accordance with the SORP.

1.11 Fund accounting

Unrestricted funds are those funds available for the general running of the charity and the use of those funds is limited only by the objects of the charity. Designated funds are also unrestricted in as much as they are established by the trustees for a specific purpose and the trustees may, at their discretion, transfer funds out of a designated fund in the future. Restricted funds are those funds that have been donated for a purpose specified by the donor. The use of restricted funds is not at the discretion of the trustees. Permanent endowments are funds that have been set up for the long term use of the charity and the assets of these funds cannot be expended.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

1.12 Financial instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the statement of financial activities in support costs.

2 Key areas of judgement and estimate

In applying the accounting policies, the Trustees have made critical accounting judgments, estimates and assumptions. These estimates and assumptions are based on historical experience and are reviewed on a continual basis.

The critical accounting judgments, estimates and assumptions that have a material effect on the amounts recognised in the financial statements for both the current and next financial years are discussed below.

3 Comparative Statement of Financial Activities

The Statement of Financial Activities for the year ended 30th September 2022 is presented for illustrative purposes.

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Income:			
Donations and legacies	69,195	-	69,195
Charitable activities	7,110	279,529	286,639
Investments	4,414	-	4,414
Total income	80,719	279,529	360,248
Expenditure:			
Raising Funds	540	-	540
Charitable Activities	31,297	276,150	307,447
Total expenditure	31,837	276,150	307,987
(Loss)/gain on revaluation of investment assets	(17,017)	-	(17,017)
Net income/(expenditure)	31,865	3,379	35,244
Reconciliation of funds:			
Total Funds brought forward	529,648	60,981	590,629
Total Funds carried forward	561,513	64,360	625,873

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

4 Income from donations

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Donations	10,132	-	10,132	8,372
Legacies	16,250	-	16,250	58,371
Group income	979	-	979	725
Memory Giving	725	-	725	1,604
Gift Aid	316	-	316	12
Collecting boxes	1,581	-	1,581	111
	<u>29,983</u>	<u>-</u>	<u>29,983</u>	<u>69,195</u>

All of the £69,195 received in 2022 was unrestricted.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts. In kind support to the value of £3,300 was provided by Cyber Essentials Funded Services.

5 Income from charitable activities

The incoming resources classified under charitable activities are outlined in more detail below. This income is classified as such as it relates to specific projects and outcomes.

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Grants:				
Access to Work Support	-	8,254	8,254	8,091
George W Dickens Charity	1,000	-	1,000	1,000
Panacea Trust	-	10,000	10,000	-
Central Beds Council	-	-	-	12,352
Independent Evaluation	-	3,960	3,960	3,960
Luton Airport grant	-	104,233	104,233	110,059
Luton Borough Council	-	-	-	16,000
Service Level Agreements:				
Other Services	690	-	690	-
Central Beds Sensory Impairment	-	63,171	63,171	59,232
Bedford Low Vision Clinic	-	39,072	39,072	31,161
Luton Low Vision Clinic	-	33,446	33,446	38,674
Sub total carried forward	<u>1,690</u>	<u>262,136</u>	<u>263,826</u>	<u>280,529</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

5 Income from charitable activities (continued)

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Sub total brought forward	1,690	262,136	263,826	280,529
Other services:				
Resource centre sales	-	-	-	-
Low vision clinic sales and service income	4,449	5,750	10,199	5,937
Events for Service Users	71	-	71	173
	<u>6,210</u>	<u>267,886</u>	<u>274,096</u>	<u>286,639</u>

In 2022, £279,529 restricted funding was received, being £110,059 grant from Luton Airport Funding; £8,091 from Access to Work Support; £12,352 Central Beds Council; £16,000 Luton Borough Council; £59,232 Central Beds Sensory Impairment SLA; £31,161 Bedford Low Vision Clinic; £38,674 Luton Low Vision Clinic and £3,960 Wixhamtree Independent Evaluation Grant.

6 Investment income

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Interest on bank accounts	4,895	-	4,895	1,156
Share Dividends	3,653	-	3,653	3,258
	<u>8,548</u>	<u>-</u>	<u>8,548</u>	<u>4,414</u>

All income in 2022 was unrestricted.

7 Expenditure

2023	Staff costs £	Other costs £	Depreciat- ion/loss on disposal £	Support costs £	2023 Total £
Charitable Activities					
Direct services	120,585	36,273	706	22,125	179,689
Management and Admin.	65,007	26,370	779	29,916	122,072
Governance (Note 8)	14,410	-	-	1,900	16,310
Total for charitable activities	<u>200,002</u>	<u>62,643</u>	<u>1,485</u>	<u>53,941</u>	<u>318,071</u>
Fundraising	-	11,111	-	-	11,111
	<u>200,002</u>	<u>73,754</u>	<u>1,485</u>	<u>53,941</u>	<u>329,182</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

7 Expenditure continued

2022	Staff costs	Other costs	Depreciation/(loss) on disposal	Support costs	2022 Total
	£	£	£	£	£
Charitable Activities					
Direct services	128,353	44,213	941	38,455	211,962
Management and Admin.	21,963	25,402	402	30,958	78,725
Governance (Note 8)	13,100	-	-	3,660	16,760
	<u>163,416</u>	<u>69,615</u>	<u>1,343</u>	<u>73,073</u>	<u>307,447</u>
Total for charitable activities	163,416	69,615	1,343	73,073	307,447
Fundraising	-	540	-	-	540
	<u>163,416</u>	<u>70,155</u>	<u>1,343</u>	<u>73,073</u>	<u>307,987</u>

Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of support costs:

Services	80%
Management and administration	20%

Support costs is analysed as follows:

	2023 £	2022 £	Basis of apportionment
Rent, insurance and service charges	27,106	26,319	Invoiced costs
Computer costs	439	4,436	Invoiced costs
Telephone	5,591	4,938	Invoiced costs
Printing, postage and stationery	766	1,651	Invoiced costs
Repairs and renewals	5,785	5,718	Invoiced costs
Other costs	808	1,120	Invoiced costs
Other staff costs	6,596	8,641	Invoiced costs
Legal and professional fees	1,900	3,660	Invoiced costs
Consultancy costs	4,950	16,590	Invoiced costs
	<u>53,941</u>	<u>73,073</u>	

There were no grants to institutions.

8 Governance costs

	2023 £	2022 £
Trustee costs	-	-
External advisors	1,900	3,660
Staff costs	14,410	13,100
	<u>16,310</u>	<u>16,760</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

9 Staff costs

	2023 £	2022 £
Salaries	184,807	155,204
Social Security costs	6,210	1,809
Pension Costs	8,985	6,403
	<u>200,002</u>	<u>163,416</u>

No employee earned more than £60,000 (2022: none).

The average number of employees during the year was as follows:

	2023	2022
Chief Executive Officer	1	1
Resource Centre staff	-	-
Full time	11	12
Part time	<u>12</u>	<u>13</u>

The charity operates a Stakeholder Pension Scheme for its employees and contributes at a rate of 6%, this scheme has been amended to meet auto-enrolment requirements. There are 8 current members of the scheme (2022: 8).

10 Key Management Personnel

Key Management Personnel during the year were trustees of the organisation who are not paid and staff member Carol O'Brien as CEO. Total gross salaries and employer pensions contributions amounted to £35,336 (2022: £33,346).

11 Taxation

As Sight Concern Bedfordshire is a registered charity, the charitable company is not liable to corporation tax.

12 Statement of Financial Activities

The net movement in funds is stated after charging:

	2023 £	2022 £
Independent Examiner's fees	1,900	-
Auditor's fees	-	3,660
Depreciation	1,485	1,343
Rent on licence	<u>19,895</u>	<u>19,301</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

13 Fixed assets

	Computer Equipment £	Restricted fund equipment £	Total £
Cost			
At 1 October 2022	8,437	13,000	21,437
Additions	1,910	-	1,910
	<u>10,347</u>	<u>13,000</u>	<u>23,347</u>
At 30 September 2023	10,347	13,000	23,347
Depreciation			
At 1 October 2022	6,359	11,049	17,408
Charge for the year	997	488	1,485
	<u>7,356</u>	<u>11,537</u>	<u>18,893</u>
At 30 September 2023	7,356	11,537	18,893
Net book values			
30 September 2023	<u>2,991</u>	<u>1,463</u>	<u>4,454</u>
30 September 2022	<u>2,078</u>	<u>1,951</u>	<u>4,029</u>

All assets are held for direct charitable purposes.

14 Fixed asset investments

	1 Oct 2022 £	Additions £	Unrealised gain/(loss) £	30 Sep 2023 £
United Utilities Group Plc (772)	6,862	-	461	7,323
Santander (UK) Plc (507)	1,105	-	548	1,653
Sarasin GlobalStar – Cautious Fd (2,500)	23,787	-	(952)	22,835
Murray Income Trust (7,500)	55,239	-	7,236	62,475
	<u>86,993</u>	<u>-</u>	<u>7,293</u>	<u>94,286</u>

All investments are listed investments.
The historical cost of the investments is £70,601.

15 Debtors

	2023 £	2022 £
Trade debtors	57,679	6,390
Prepayments	10,177	7,063
Accrued income	1,649	46,229
	<u>69,505</u>	<u>59,682</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

16 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	7,776	8,959
Taxation and social security	2,211	1,076
Other creditors	1,499	1,405
Accruals and deferred income	53,445	40,004
	<u>64,931</u>	<u>51,444</u>

Included in other creditors is an amount in respect of pension contributions of £1,499 (2022: £1,405) outstanding at the year end.

Deferred income

	2023 £	2022 £
At 1 October 2022	31,986	30,121
Received during the year	224,729	192,173
Released to incoming resources	(207,913)	(185,996)
	<u>48,802</u>	<u>36,298</u>

Income is deferred where it relates to the following financial year.

17 Unrestricted funds

	Balance at 1 Oct 2022 £	Movement in year		Transfers £	Balance at 30 Sept 2023 £
		Incoming resources £	Resources expended £		
General fund	509,692	52,034	(42,103)	(98,677)	420,946
Designated fund	51,821	-	(15,475)	98,704	135,050
	<u>561,513</u>	<u>52,034</u>	<u>(57,578)</u>	<u>27</u>	<u>555,996</u>

Details of designated funds are listed on page 7 in the Trustees Report.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

18 Restricted funds

	Balance at 1 Oct 2022 £	Movement in year		Transfer Funds £	Balance at 30 Sept 2023 £
		Incoming resources £	Resources expended £		
Luton BC Airport fund	3,431	104,233	(104,750)	-	2,914
Central Beds Sensory Impairment	21,361	63,171	(68,454)	-	16,078
Beds PCT Low Vision Clinic	1,248	39,072	(40,320)	-	-
Luton low vision clinic	33,101	39,196	(43,285)	-	29,012
Grants:					
The Will Trust	474	-	(27)	(27)	420
Wixamtree IT Grant	680	-	(170)	-	510
Luton IT donation	343	-	-	-	343
Access to Work Support	349	8,254	(8,137)	-	466
Beds. & Luton Comm Fd.	1,163	-	(291)	-	872
Panacea Trust (Bedford Pro)	-	10,000	-	-	10,000
Independent Evaluation	2,210	3,960	(6,170)	-	-
	<u>64,360</u>	<u>267,886</u>	<u>(271,604)</u>	<u>(27)</u>	<u>60,615</u>

A brief description of each restricted fund is outlined below:

Luton BC airport fund – funding for support and advice to service users in the Luton area
 Central Beds Sensory Impairment – support to sensory impaired service users in the Central Beds area
 Bedford Low Vision clinic – funding for running a clinic in Bedford for service users to attend
 Luton Low Vision clinic – funding for running a clinic in Luton for service users to attend
 The Will trust – funding for the provision of equipment, including mini bus services for service users
 Wixamtree IT Grant – funding to replace server and update IT services
 Luton IT donation – donation in memory of Peter Miles to be used for IT at Luton
 Access to Work grant – provide equipment to help support one employees to work independently
 Bedfordshire & Luton Community Foundation – Bedfordshire Coronavirus Emergency Fund provided in 2019/20 to support the charity to work remotely during Covid-19, balance is depreciation of equipment.
 Panacea Trust – funding for Bedford to reduce poverty, reduce isolation and improve wellbeing
 Independent Evaluation, funded by Wixamtree, Harpur Trust and Sight Concern

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

19 Net assets held by funds

2023	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	2,991	553,464	12,746	(13,205)	555,996
Restricted funds	1,463	46,195	64,683	(51,726)	60,615
	<u>4,454</u>	<u>599,659</u>	<u>77,429</u>	<u>(64,931)</u>	<u>616,611</u>
2022	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	2,078	543,937	66,942	(51,444)	561,513
Restricted funds	1,951	62,409	-	-	64,360
	<u>4,029</u>	<u>606,346</u>	<u>66,942</u>	<u>(51,444)</u>	<u>625,873</u>

20 Share capital

The company is limited by guarantee and has no issued share capital. The liability of members is limited to no more than £10.

21 Trustees' remuneration

No trustee received any remuneration for their services (2022: none). During the year there were no expenses incurred in relation to the trustees (2022: £nil).

22 Related party transactions

Donations from trustees during the year amounted to £nil (2022: £nil).

There were no other related party transactions during the year.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2023

23 Financial commitments

At 30 September 2023 the charitable company had no annual commitments under non-cancellable operating leases (2022: £nil)

There are no capital commitments (2022: £nil).

24 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2023	2022
	£	£
Net (expenditure) for the year	(9,262)	35,244
Depreciation charges	1,485	1,343
(Gains)/ Losses on investments	(7,293)	17,017
Dividends, interest and rents from investments	(8,548)	(4,414)
(Increase)/decrease in stocks	(664)	1,288
(Increase)/decrease in debtors	(9,823)	(34,921)
Increase/(decrease) in creditors	13,487	8,268
Net cash provided by operating activities	(20,618)	23,825

Accounts

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**Audited financial statements for
the year ended 30 September 2022**

Sight Concern Bedfordshire

**A company limited by guarantee and not having a
share capital**

Sight Concern Bedfordshire

Reference and administrative details

Trustees (who act as Directors for the purposes of the Companies Act)	Adrian Spurrell Chair Joanna Jameson David Mitchell Diana Gibson-Birch (resigned December 2021) Calli O'Brien Julie Born (appointed June 2022)
Secretary	Carol O'Brien
Chief Executive Officer	Carol O'Brien
Charity number	1117209
Company number	05966120
Registered & principal office	St Bedes 116 Bromham Road Bedford MK40 2QN
Auditors	HW East Midlands Audit LLP Woburn Court, 2 Railton Road Woburn Road Ind Est Kempston Bedford MK42 7PN
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ Scottish Widows Bank Plc 67 Morrison Street Edinburgh EH3 8YJ The Charity Bank Limited Fosse House 182 High Street Tonbridge TN9 1BE Nationwide Building Society Kings Park Road Moulton Park Northampton NN3 6NW
Solicitors	HCB Solicitors (formerly Park Woodfine Heald Mellows) 1 Lurke Street Bedford MK40 3TN

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

The trustees are pleased to present their annual trustees' report for the year ending 30 September 2022 which is also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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; FRS 102) issued in October 2019.

Objectives and Activities

Charitable objectives and reporting under Public Benefit

Sight Concern Bedfordshire's ("SCB"s) objectives continue in accordance with its Constitution. The objects are to promote the relief of blind and partially sighted persons and persons with sensory or any other related disability. The principal objectives of the charity are to support people who are blind or partially sighted resident in Luton and Bedfordshire and people with sensory loss in Central Bedfordshire.

In setting the charity's objectives and planning its aims and future activities the Trustees have given consideration to the Charity Commission's general guidance on public benefit. The main aims of the charity are:

- To provide appropriate help, support, aids, training and advice that contribute to improving the quality of life for people with sensory loss and their carers;
- To help people who use the charity's services maintain choice and control over their lives;
- To provide training to people with sensory loss to monitor their health and use any remaining vision they may have, thereby helping them to maintain their health and emotional wellbeing;
- To raise awareness of the impact and issues of registration as blind or partially sighted and signposting/supporting people to register as appropriate;
- To provide appropriate support to ensure the service users' dignity and at all times respecting the choices service users make.

Our values are embedded as our staff, trustees and volunteers are part of the same team, sharing a commitment to work together to support the development of everyone's potential. Our values are encompassed in the following 'SPIRIT':

- **Specialist knowledge** – of sensory loss and its impact on daily living
- **Professionalism** – quality and care in all the services we provide
- **Inclusivity** – equality and accessibility for all
- **Relationships** - collaborative partnerships with stakeholders and organisations
- **Integrity** – in service provision and practice
- **Transparency** – ensuring best practice in all we do

Sight Concern Bedfordshire Services

Sight Concern Bedfordshire saw a return to in person services in the year 2021/2022 and a move to respiratory infection control and removal of Covid restrictions. During the year Sight Concern contacted 2345 visually impaired people and 958 service users received direct specialist service from us. This is an increase of 15% in clients receiving a specialist service from the year before, partly due to Covid restrictions easing and successful recruitment leading to a full staff team. The charity closed over 1,582 referrals for work, each referral is a record of direct support ranging from telephone advice to a holistic 'MOT' assessment and the creation of an action plan with a specialist advisor.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Sight Concern Bedfordshire Services (continued)

Specialist Sight Loss Services

Sight Concern provides a specialist Low Vision service which provides assessments, advice, equipment and support from our offices in Luton and Bedford. The average appointment is 30 minutes long and includes rehabilitation support and practical advice; access to assistive technology and demonstrations of equipment. The Low Vision Service delivers a hybrid service with approximately 75% face to face clinics and 25% remote clinics. The outreach team work to ensure that statutory services including Moorfields and Community Optometrists are aware and referring to the service. In the calendar year 2022 Bedford Low Vision Clinic saw a 61% increase in referrals from the previous year.

Visual Impairment Advisors (VIAs) and Sensory Impairment Advisor (SIA) provide intensive support on a 1:1 basis with our most vulnerable clients, encouraging and enabling them to build social networks and regain confidence. The VIAs and SIA carry out 'MOT' initial assessment and create support plans that are written with active involvement of the service users and/or their carer or family and include obtaining benefits such as Personal Independence Payments (PIP) and Carer's allowance; concessions such as Blue Badge applications; demonstrating domestic equipment and adaptations; providing access to social groups and referrals to other support organisations. The impairment advisors for Central Bedfordshire and Luton obtained new benefits, principally PIP and Carers Allowance, totalling £321,542 during the year for 113 clients and obtained 69 concessions i.e. bus passes and blue badges. The PIP and Carers Allowance are granted for 3 years meaning that £321,542 will also be received in 2023 and 2024. The service is provided by telephone with in-person visits at our offices and at people's homes.

Providing local sight loss information

The charity circulates its own newsletter, News and Views, which was distributed quarterly to 2439 people. The newsletter contains opportunities and local events, associated services from partner organisations and sight loss prevention information. The newsletter is distributed in accessible formats including large print, audio recording on memory stick, links to cloud provision and braille.

Information, advice and guidance is provided via the charity's telephone helpline, face to face (when possible) and via the Facebook Book page Messenger to visually impaired people and relatives, as well as friends or carers of visually impaired people. The number of Facebook followers has increased to 848 with Sight Concern posting daily information about Sight Concern's services, events and the services of other related organisations, as well as sharing information about eye health and relevant news articles for the visually impaired.

The Sight Concern Visual Impairment Champion attends local events and promotes the services and support available for people with Sight Loss. Events attended this year included an online Festival for Older People, sight loss resources and technology sessions. The Visual Impairment Champions role has expanded to promoting equality through social media and attending equality organisations, for example Bedford an Inclusive Town and creating awareness campaigns with Central Bedfordshire Council.

Sight Concern uses CharityLog as the primary method for recording monitoring and outcome data. Sight Concern is part of a shared data project where Vista, Sight Concern Bedfordshire, 4Sight West Sussex, Focus Birmingham, MySight Nottingham, Support4Sight, Warwickshire Vision, and WILL use a shared Charitylog instance for over 25,000 individual people.

Sight Concern also runs a large number of volunteer led services:

- The listening post telephone service makes routine calls, at a regular time, to keep in contact with visually impaired people who are home-bound or otherwise lack regular social contact.
- Support for office work including working with British Wireless for the Blind, processing our donations, processing invoices, removing old documentation for shredding or carrying out telephone surveys.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Sight Concern Bedfordshire Services (continued)

- The charity circulates Talking Newspapers where volunteer readers create audio recordings of the local newspapers. The services support 72 people who each receive around 25 recorded newspapers in a year by e-mail. An Alexa Skill has been launched giving listeners access to our talking newspaper via Alexa devices. There are 23 listeners measured by unique IP addresses. Our thanks to the RNIB who provided 32 free Alexa devices to our talking news listeners. We are excited at digital enabling access to information for visually impaired listeners. The volunteers were surveyed and wanted to return to recording in our offices. The old recording equipment has been abandoned in favour of the new equipment and skills learnt in lockdown which include using an iPad to record rather than microphones. The volunteers are happy to be back in the office.
- The charity is a distributor of British Wireless for the Blind Radios, we referred 29 people to the British Wireless for the Blind Connect service.
- The resource centre was closed during the Covid restrictions with advice being provided over the phone and over 60 people wanting to purchase items were referred to the RNIB Shop which can be accessed online or by telephone. People were also referred to organisations such as ability.net for technical support and to attend our resource outreach events across Bedfordshire.
- Outreach events were held to demonstrate technology and promote Sight Concern services or attending at community events such as Ageing Well in: Flitwick, Biggleswade, Shefford, Leighton Buzzard, Dunstable, Woburn, Moorfields, Luton and Bedford, talking to 475 people about sight loss.
- An accessible IT Club in Luton is held in Cafe39 and Bedford in Homebrook house. 1-1 Tech Buddy training is also provided by Sight Concern. The sessions include information on accessing online media and social networks as well as information about eye care conditions.
- Sight Concern runs regular clubs including Crafty Bunch, Friday club, Dunstable Social Eyez, and a family group.

The charity works closely with Local Authority Social Services, Optometrists, Social Prescribers, and with Charities that have overlapping client groups such as older people, to ensure that the advice and signposting is up to date. The Local Optical Committee for Bedfordshire has a new Chair, Laura Hing. Laura has worked closely with Sight Concern, and we are keen to build this relationship.

Sight Concern Bedfordshire Staffing

Sight Concern values the team and focuses on wellbeing. We use the NVCO workforce wheel as our outcome-based approach to monitoring all aspects of people management. Sight Concern evaluates its outcomes each year to feed into our workforce development. The overall outcome score has risen since we started in 2018, with all the mean scores moving from above 3 out of 5, to above 4 out of 5, in the last year. In 2022 the two highest scoring areas were safety, and wellbeing and teamwork, which is linked to the work during Covid on reducing physical risks while maintaining a strong supportive team. The two lower scoring areas to focus on are workforce skills which we will address with our training matrix, and Vision which we will address first through our external consultation.

After an unsuccessful recruitment in Sept 2021 for an operations manager, we relaunched the role, and recruitment was successful with the new Charity Operations manager starting in January. Our volunteer coordinator retired in spring 2022, and a new role of volunteer team lead was created and following recruitment, filled by an internal promotion. There was then a second successful recruitment of service support to backfill the internal recruitment. The Board of Trustees looked to support staff by carrying out wellbeing calls to all staff in December 2021.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Key developments during the October 2021 September 22 year

SCB worked to achieve our business plan for new work in 2022 in addition to current services: to increase our profile, to reach new people, to reduce isolation after Covid.

- Outreach to increase our profile included National Eye Health Week, where all staff chose where to engage and went out across the community in Bedfordshire. Sight Concern worked with schools, hospital eye clinics, high street opticians, supermarkets, community and faith groups.
- The HopeAgency, gave advice and produced a pro-bono leaflet promoting our events during Eye Health Week
- Summer of Fun was a series of outreach events for families and people of all ages to get back out and about after Covid, to meet and make friends and take part in activities varying from climbing, kayaking, park visits and a play centre.
- The success of the outreach work during the year is reflected by Sight Concern managing to reach 336 new people in the year, a 15% increase in new people from the previous year,

Over the year contracts and grants were maintained. The Bedfordshire and Luton Community Fund, Community Infrastructure grant for the Luton work was renewed for a further year from April 2022.

The role of Luton and Dunstable Foundation Trust Eye Clinic Liaison Officer (ECLO) funded by Sight Concern and Royal National Institute for the Blind (RNIB) plays a vital role in the eye care pathway. RNIB and Sight Concern, in December 2022, extended their joint funding relationship for a further two years. The project ensures that more people with sight loss leave the hospital with an understanding of their eye condition and a referral into other services such as Social Services Sensory Impairment Team and local charities which provide support. In the period in 2021/22 (April - March) 395 full patient enquiries were dealt with by the ECLO and a significant proportion of new people were referred to Sight Concern.

Sight Concern was supported by Visionary to connect with other Sight Loss charities delivering low vision services. iSightCornwall trained a Sight Concern Bedfordshire staff member to become a Low Vision Advisor to deliver low vision clinics.

Sight Concern supported and contributed to consultations and campaigns to promote accessibility for people with a visual impairment. For example, SCB worked with Central Bedfordshire Local Authority to promote digital accessibility of its services.

Volunteers

Volunteers are a key part of Sight Concern Bedfordshire's overall strategy. Sight Concern Bedfordshire can call upon more than 120 volunteers in the Bedfordshire and Luton area.

Remote services are still proving popular with 30 Telephone befriending calls and Zoom Social Club taking place each week. We have resumed recording the Talking Newspaper face-to-face, along with at home radio support for British Wireless for the Blind. The charity aims to use volunteers as effectively as possible and to ensure volunteers participate at all levels within the charity. Admin volunteers are now offered flexibility and can be set up to work remotely or in one of our offices; they are currently supporting: Low Vision Clinic, reporting, surveys, and British Wireless for the Blind deliveries.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Volunteers (continued)

Sight Concern Bedfordshire has created a new role of Volunteer Team Lead who is responsible for the volunteer led services and volunteers. We operate a full screening and training scheme for all our volunteers that is tailored to the specific role undertaken by a given volunteer. Communications with volunteers increased including 1-1 calls, group Zoom calls and email updates from the Chair of the board. All volunteers are offered additional training each year, in 2021/2022 volunteers were offered online training and training sessions with Mind BLMK. We have recruited 12 new volunteers since June and seen the return of 13 existing volunteers who had taken a break during lockdown. The volunteers have been placed in both weekly roles and supporting less frequent events such as Summer of Fun and Mind Workshops.

Thank you for your support

Sight Concern is helped by many people, businesses, and organisations throughout the year. We would like to extend our thanks to:

Bedfordshire and Luton LLAL Community Investment Fund managed by the Bedfordshire and Luton Community Foundation (BLCF)
Access to Work grant to help two members of staff continue to work independently at Sight Concern
George W Dickens Charity
HopeAgency for providing pro bono marketing support
Luton Chiltern Inner Wheel for making us their Presidents Charity of the year

Our thanks go to our staff and volunteers and supporters for their resilience, creativity and sheer hard work in adapting and continuing to move Sight Concern onwards and upwards.

Future Plans

The charity recognises that the number of people affected by sight loss continues to grow. In Bedfordshire (Luton Borough, Central Bedford, and Bedford Borough) the number of people with severe sight loss is expected to grow by 17% during the next five years (reference RNIB sight loss data tool). Sight Concern Board of Trustees is committed to adapting to meet this need by developing and improving the services offered. The three strategic objectives are **sustainability** through the fundraising strategy, **profile** through the marketing plan and partnerships, and the provision of **Quality Services**.

This will include:

- Carry out external charity evaluation in Spring 2023 to enable us to take an in depth look at our services, and the sector within which we operate. To do this, we have employed the services of two consultants specialised in carrying out charity evaluations and advice services to assess our current position, how to develop our activities and to ask, are our strategic goals still valid following the pandemic? Look to start implementing the advice.
- Work with the NHS to include non-clinical patient support in the eyecare pathway by engaging with Moorfields Bedford, the Local Eye Health Network (LEHN) and the Bedford Local Optical Committee. Work with Central Beds to allow for secure web-based professional referrals.
- Expand our locations in the community to deliver services face to face across the region.
- Focus on key strong local partnerships to signpost and refer service users and to ensure the best outcomes.
- Work to expand trustee board.
- Continue with project to improve marketing.
- Create strong case for support to apply for grants to fund specialist advice in Bedford Borough and bring this local authority offering in line with our services in Central Bedfordshire and Luton.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Financial review

During the year Sight Concern Bedfordshire made a surplus of £35,244 (2021: surplus of £41,701). During the accounting period incoming resources amounted to £360,248 (2021: £310,601). Total resources expended were £307,987 (2021: £282,191). At the year end, total funds carried forward were £625,873 (2021: £590,629), of which £561,513 (2021: £529,648) were unrestricted.

Reserves Policy

Sight Concern Bedfordshire has little income from fixed asset investments, such as endowments, and is largely dependent for income on donor funding, including legacies. These income streams can fluctuate significantly year to year, leading to potential liquidity issues. Over the past 10 years, year-end cash balances have fluctuated by over £500,000, due to a small number of irregular large donations, and while this has reduced to a fluctuation of approx. £180,000 in the past 5 years, the trustees believe there is a need to hold reserves at a level which provides protection against such issues, to enable the charity to continue to operate in all circumstances including any significant unexpected fall in income.

Sight Concern Bedfordshire is required to hold Restricted Fund reserves where the use of donation has been restricted for specific purposes. It also holds Designated Funds, where the Trustees have already committed to supporting new developments, activities and projects using legacy funds from our unrestricted reserves balance. This includes maintaining and supporting current services which are underfunded by external sources, or match-funding certain projects where third parties are also committed. At 30 September 2022, an amount of £51,821 has been officially designated to meet the costs of these projects.

As with any organisation, the charity faces risks which could impact its ability to continue. Due to the fluctuation and unpredictability of income on an annual basis, we therefore need to ensure that, in addition to the Restricted and Designated Fund reserves, an appropriate level of free reserves is maintained. This means we can respond to unforeseen events, without jeopardising our ability to continue support for visually impaired people and meet our obligations as they fall due.

The Trustees have reviewed the existing reserves policy and concluded a risk-based policy should be implemented to support decision making in managing the level of our free reserves held on an ongoing basis. An initial review of risks has been undertaken, assessing the expected cost should a risk arise, weighted by the likelihood of that risk occurring. The resulting financial impact of the weighted risks have been considered in total, and a weighted risk reserve requirement of £210,000 was determined. The risks, their expected costs and likelihoods are documented and will be reviewed regularly as part of ongoing management of the charity's finances.

At the year end, there was an excess of free reserves over and above the requirements of the risk-based reserves policy. The charity intends to use this excess over the next 5 years, by actively seeking new projects to develop and enhance the services we provide, in line with our purpose and values.

Investment policy

Principle funding sources

In the context of the wider charity sector, Sight Concern Bedfordshire is a smaller regional charity but has a wide range of services to fund. In a normal year without exceptional legacy income, around 53% of total funding comes from the public sector. 38% of funding is obtained from grant giving bodies, the largest of which is awarded by Bedfordshire Luton Community Foundation's from the Luton Rising – Community Investment Fund.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Risk management

The principal area for attention is a risk management strategy which comprises:

- The trustees considering risks and risk management throughout the year at board meetings. The risk register is updated quarterly or more frequently if required.
- Establishing policies, systems and procedures to mitigate any risks identified.
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The process extends to all areas of services and involves staff and volunteers. The risk register incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and service user recruitment and activities, health and safety and reputation.

Trustees have recognised as a prime risk, the long-term financial sustainability of services provided to visually impaired people for Local Authorities. In addition to developing and delivering new and existing services for Local Authorities in a sustainable way, we are implementing a fundraising strategy created with the help of the Cranfield Trust. As a result, we have increased our focus on applying for Grants and Trusts and promoting end of life giving.

Fundraising activities

The charity does not currently carry out formal fundraising activities. The amounts allocated for raising funds represent staff time spent on promotion and publicity in general, in order to raising the profile of the charity and raise general awareness of the charity for donors and funding organisations. Sight Concern has used a professional fundraiser to write a grant application and to help us create a case for support. The charity does not use professional fundraisers to target donations from individuals.

Structure, governance, and management

The company was incorporated on 13 October 2006 as a company limited by guarantee not having share capital and being a registered charity in England and Wales. The governing document of the charity is its Memorandum and Articles of Association. The trustees set the classes and conditions of membership and approve all new members. The current membership requirements being a Trustee of the charity, each member undertakes to contribute no more than £10 to the Charity's assets in the event of the charity being wound up.

The charity seeks to have on its board members with the appropriate skillset to enable it to be managed in an effective manner. Any new appointment is made at a properly convened trustees' meeting. New trustees receive an induction which includes trustee responsibilities, meeting staff, senior management and existing trustees, a review of the charity's literature including recent accounts and minutes of trustee meetings.

Pay policy for senior staff

The board of trustees and the senior management team comprise the key management personnel of the charity, in charge of directing and controlling, running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses and related party transaction are disclosed in note 23 to the accounts.

The key management remuneration policy is set by the Trustees and is reviewed on an annual basis as part of the budget setting process.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Trustees

The following were Trustees as well as directors of the charitable company throughout the year.

Joanna Jameson

David Mitchell

Adrian Spurrell

Diana Gibson-Birch (stepped down 9th December 2021)

Calli O'Brien

Julie Born (appointed June 2022)

1 of the 6 Trustees who served during the year are registered blind or partially sighted.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2022

Statement of Trustees' responsibilities

The trustees (who are also directors of Sight Concern Bedfordshire for the purposes of company law) are responsible for preparing the Trustees' Annual 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 charitable company and of the incoming resources and application 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 2019 (FRS 102);
- 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.

As far as the trustees are aware:

- there is no relevant information of which the charitable company's Auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the board of trustees

Adrian Spurrell
Chair

Date: 22 June 2023

Independent auditors' report to the Trustees of Sight Concern Bedfordshire

Opinion

We have audited the financial statements of Sight Concern Bedfordshire (the charitable company) for the year ended 30 September 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Trustees' Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent auditors' report to the Trustees of Sight Concern Bedfordshire

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the Trustees' Report; or
- the charity has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud, is detailed below:

- We obtained an understanding of the nature of the sector in which the charity operates, including the legal and regulatory framework applicable to the charity. We consider that the most significant are the Charities Statement of Recommended Practice, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and the charitable company's Memorandum and Articles of Association.
- We obtained an understanding of how the charitable company complies with these requirements by discussions with those charged with governance and reviewing the minutes of Trustee meetings.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with those charged with governance.
- We inquired of those charged with governance about their own identification and assessment of the risk of irregularities, including any known actual, suspected or alleged instances of fraud.

Independent auditors' report to the Trustees of Sight Concern Bedfordshire

Auditor's responsibilities for the audit of the financial statements (continued)

- We discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to irregularities or fraud.
- Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required.

In addition to the risk of management override of controls, we have identified revenue recognition as the area where the financial statements are most susceptible to material misstatement due to fraud. Audit procedures performed included a review of income against expected values, sample testing of income transactions and a review of journals.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation (i.e. gives a true and fair view).

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Independent auditors' report to the Trustees of Sight Concern Bedfordshire

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Alberto Di Lorenzo FCA
Senior Statutory Auditor

HW East Midlands Audit LLP, Chartered Accountants and Statutory Auditor
First Floor
Woburn Court
2 Railton Court
Kempston MK42 7PN

Date: 22 June 2023

HW East Midlands Audit LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Sight Concern Bedfordshire

Statement of financial activities (incorporating the Income and Expenditure account) For the year ended 30 September 2022

	Notes	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income from:					
Donations and legacies	4	69,195	-	69,195	15,928
Charitable activities	5	7,110	279,529	286,639	288,742
Other trading activities	6	-	-	-	1,025
Investments	7	4,414	-	4,414	4,906
Total income		<u>80,719</u>	<u>279,529</u>	<u>360,248</u>	<u>310,601</u>
Expenditure on:					
Raising funds	8	540	-	540	190
Charitable activities	8	31,297	276,150	307,447	282,001
Total expenditure		<u>31,837</u>	<u>276,150</u>	<u>307,987</u>	<u>282,191</u>
(Loss)/gain on revaluation of investment assets	15	(17,017)	-	(17,017)	13,291
Net income/(expenditure)		<u>31,865</u>	<u>3,379</u>	<u>35,244</u>	<u>41,701</u>
Net movement in funds		<u>31,865</u>	<u>3,379</u>	<u>35,244</u>	<u>41,701</u>
Reconciliation of funds:					
Total funds brought forward		<u>529,648</u>	<u>60,981</u>	<u>590,629</u>	<u>548,928</u>
Total funds carried forward	18,19	<u><u>561,513</u></u>	<u><u>64,360</u></u>	<u><u>625,873</u></u>	<u><u>590,629</u></u>

The notes on pages 18 to 29 form part of these financial statements.

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

All income and expenditure derives from continuing activities.

Sight Concern Bedfordshire

Balance sheet (Company number 05966120) As at 30 September 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible Assets	14	4,029		3,543	
Investments	15	86,993		104,010	
Total fixed assets			91,022		107,553
Current assets					
Stocks		7,260		8,548	
Debtors	16	59,682		24,761	
Bank and cash balances		519,353		492,943	
Total current assets		586,295		526,252	
Liabilities:					
Creditors: amounts falling due within one year	17	(51,444)		(43,176)	
Net current assets			534,851		483,076
Total assets less current liabilities			625,873		590,629
Net assets			625,873		590,629
The funds of the charity:					
Unrestricted income funds	18	561,513		529,648	
Restricted income funds	19	64,360		60,981	
Total charity funds			625,873		590,629

The notes on pages 18 to 29 form part of these financial statements.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the board of trustees on 22 June 2023 and signed on their behalf by

Adrian Spurrell
Chair

Sight Concern Bedfordshire

Statement of cash flows For the year ended 30 September 2022

	Note	2022 £	2021 £
Cash flows from operating activities:			
Net cash used in operating activities	25	23,825	41,372
Cash flows from investing activities:			
Interest, dividend and rental income		4,414	4,906
Payments to acquire tangible fixed assets		(1,829)	-
Payments to acquire fixed asset investments		-	(47)
Net cash used in investing activities		2,585	4,859
Change in cash and cash equivalents in the year		26,410	46,231
Cash and cash equivalents at the beginning of the year		492,943	446,712
Cash and cash equivalents at the end of the year		519,353	492,943

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

1 Accounting policies

1.1 Basis of preparation and assessment of going concern

Sight Concern Bedfordshire is a private charitable company, limited by guarantee, registered in England and Wales and was incorporated on 13 October 2006. The charitable company's registered number and registered office address can be found on page 1. The presentation currency of the financial statements is the Pound Sterling (£). The company has no share capital and in the event of the charity being wound up, the liability in respect of the guarantee is limited to no more than £10 per member of the charity.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the 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 (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sight Concern Bedfordshire constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about Sight Concern Bedfordshire's ability to continue as a going concern due to the level of reserves held compared with usual annual expenditure. The most significant area of uncertainty is the level of investment return and the performance of investment markets (see the investment policy in the trustees' report for more information).

1.2 Incoming resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

Income is accrued when it is due for the reporting period but has not yet been received. Income is deferred when it is received in advance but relates to a future reporting period.

1.3 Operating leases

Rent payable on operating leases is accounted for in the year to which it relates.

1.4 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

1.5 Resources expended

Expenditure is recognised in the period to which it relates and liabilities are recognised in the period in which they arise. Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of costs:

Services	80%
Management and administration	20%

1.6 Tangible fixed assets and depreciation

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

Computers and peripherals	25% reducing balance method
Equipment and furniture	25% reducing balance method

1.7 Fixed asset investments

Investments are stated at market value at the balance sheet date. All gain and losses (realised and unrealised) are recognised in the SOFA in the period to which they relate.

1.8 Stock

Stocks are recognised at the lower of cost or estimated selling price less costs to sell. Provision is made for slow-moving or obsolete stock.

1.9 Short term employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service. The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the statement of financial activities in the period to which they relate. Redundancy and other termination payments are accounted for when the employment contract is terminated.

1.10 Voluntary assistance

The charity receives help and support in the form of voluntary assistance. This is not included in the accounts in accordance with the SORP.

1.11 Fund accounting

Unrestricted funds are those funds available for the general running of the charity and the use of those funds is limited only by the objects of the charity. Designated funds are also unrestricted in as much as they are established by the trustees for a specific purpose and the trustees may, at their discretion, transfer funds out of a designated fund in the future. Restricted funds are those funds that have been donated for a purpose specified by the donor. The use of restricted funds is not at the discretion of the trustees. Permanent endowments are funds that have been set up for the long term use of the charity and the assets of these funds cannot be expended.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

1.12 Financial instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the statement of financial activities in support costs.

2 Key areas of judgement and estimate

In applying the accounting policies, the Trustees have made critical accounting judgments, estimates and assumptions. These estimates and assumptions are based on historical experience and are reviewed on a continual basis.

The critical accounting judgments, estimates and assumptions that have a material effect on the amounts recognised in the financial statements for both the current and next financial years are discussed below.

Costs are apportioned between direct charitable expenditure, management and administration, and each restricted fund according to certain relevant criteria. The charity uses staff hours to determine the apportionments each month and these percentages are applied to the relevant cost areas.

3 Comparative Statement of Financial Activities

The Statement of Financial Activities for the year ended 30 September 2021 is presented for illustrative purposes.

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Income:			
Donations and legacies	15,928	-	15,928
Charitable activities	20,378	268,364	288,742
Other trading activities	1,025	-	1,025
Investments	4,906	-	4,906
Total income	42,237	268,364	310,601
Expenditure:			
Raising Funds	190	-	190
Charitable Activities	43,763	238,238	282,001
Total expenditure	43,953	238,238	282,191
(Loss)/gain on revaluation of investment assets	13,291	-	13,291
Net income/(expenditure)	11,575	30,126	41,701
Reconciliation of funds:			
Total Funds brought forward	518,073	30,855	548,928
Total Funds carried forward	529,648	60,981	590,629

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

4 Income from donations

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Donations	8,372	-	8,372	9,702
Legacies	58,371	-	58,371	5,500
Group income	725	-	725	140
Memory Giving	1,604	-	1,604	380
Gift Aid	12	-	12	83
Collecting boxes	111	-	111	123
	<u>69,195</u>	<u>-</u>	<u>69,195</u>	<u>15,928</u>

All of the £15,928 received in 2021 was unrestricted.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

5 Income from charitable activities

The incoming resources classified under charitable activities are outlined in more detail below. This income is classified as such as it relates to specific projects and outcomes.

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Grants:				
Access to Work Support	-	8,091	8,091	8,255
George W Dickens Charity	1,000	-	1,000	1,000
Central Beds Council	-	12,352	12,352	24,704
Independent Evaluation	-	3,960	3,960	-
Luton Airport grant	-	110,059	110,059	116,163
Luton Borough Council	-	16,000	16,000	5,867
Service Level Agreements:				
Other Services	-	-	-	-
Central Beds Sensory Impairment	-	59,232	59,232	57,368
Bedford Low Vision Clinic	-	31,161	31,161	30,535
Luton Low Vision Clinic	-	38,674	38,674	38,674
Sub total carried forward	<u>1,000</u>	<u>279,529</u>	<u>280,529</u>	<u>282,566</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

5 Income from charitable activities (continued)

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Sub total brought forward	1,000	279,529	280,529	282,566
Other services:				
Resource centre sales	-	-	-	107
Low vision clinic sales and service income	5,937	-	5,937	6,069
Events for Service Users	173	-	173	-
	<u>7,110</u>	<u>279,529</u>	<u>286,639</u>	<u>288,742</u>

In 2021, £268,364 restricted funding was received, being £116,163 grant from Luton Airport Funding; £8,255 from Access to Work Support; £12,352 Central Beds Council, £5,017 Luton Borough Council, £57,368 Central Beds Sensory Impairment SLA, £30,535 Bedford Low Vision Clinic & £38,674 Luton Low Vision Clinic.

6 Other trading activities

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Advertising income	-	-	-	900
RNIB Goodwill trade credit	-	-	-	125
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,025</u>

7 Investment income

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Interest on bank accounts	1,156	-	1,156	1,400
Share Dividends	3,258	-	3,258	3,506
	<u>4,414</u>	<u>-</u>	<u>4,414</u>	<u>4,906</u>

All income in 2021 was unrestricted.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

8 Expenditure

2022	Staff costs	Other costs	Depreciat- ion/(loss) on disposal	Support costs	2022 Total
	£	£	£	£	£
Charitable Activities					
Direct services	128,353	44,213	941	38,455	211,962
Management and Admin.	21,963	25,402	402	30,958	78,725
Governance (Note 10)	13,100	-	-	3,660	16,760
	<u>163,416</u>	<u>69,615</u>	<u>1,343</u>	<u>73,073</u>	<u>307,447</u>
Total for charitable activities	163,416	69,615	1,343	73,073	307,447
Fundraising	-	540	-	-	540
	<u>163,416</u>	<u>70,155</u>	<u>1,343</u>	<u>73,073</u>	<u>307,987</u>
2021	Staff costs	Other costs	Depreciat- ion/loss on disposal	Support costs	2021 Total
	£	£	£	£	£
Charitable Activities					
Direct services	80,907	46,131	905	43,255	171,198
Management and Admin.	32,817	16,254	698	43,194	92,963
Governance (Note 10)	13,100	-	-	4,740	17,840
	<u>126,824</u>	<u>62,385</u>	<u>1,603</u>	<u>91,189</u>	<u>282,001</u>
Total for charitable activities	126,824	62,385	1,603	91,189	282,001
Fundraising	-	190	-	-	190
	<u>126,824</u>	<u>62,575</u>	<u>1,603</u>	<u>91,189</u>	<u>282,191</u>

Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of support costs:

Services	80%
Management and administration	20%

Support costs is analysed as follows:

	2022 £	2021 £	Basis of apportionment
Rent, insurance and service charges	26,319	31,229	Invoiced costs
Computer costs	4,436	310	Invoiced costs
Telephone	4,938	4,943	Invoiced costs
Printing, postage and stationery	1,651	2,079	Invoiced costs
Repairs and renewals	5,718	17,447	Invoiced costs
Other costs	1,120	2,284	Invoiced costs
Other staff costs	8,641	5,077	Invoiced costs
Legal and professional fees	3,660	4,740	Invoiced costs
Consultancy costs	16,590	23,080	Invoiced costs
	<u>73,073</u>	<u>91,189</u>	

There were no grants to institutions.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

9 Governance costs

	2022 £	2021 £
Trustee costs	-	-
External advisors	3,660	4,740
Staff costs	13,100	13,100
	<u>16,760</u>	<u>17,840</u>

10 Staff costs

	2022 £	2021 £
Salaries	155,204	118,944
Social Security costs	1,809	2,542
Pension Costs	6,403	5,338
	<u>163,416</u>	<u>126,824</u>

No employee earned more than £60,000 (2021: none).

The average number of employees during the year was as follows:

	2022	2021
Chief Executive Officer	1	1
Resource Centre staff	-	-
Full time	12	9
Part time	<u>13</u>	<u>10</u>

The charity operates a Stakeholder Pension Scheme for its employees and contributes at a rate of 6%, this scheme has been amended to meet auto-enrolment requirements. There are 8 current members of the scheme (2021: 6).

There were no termination payments made in the year (2021: £nil).

11 Key Management Personnel

Key Management Personnel during the year were trustees of the organisation who are not paid and staff member Carol O'Brien as CEO. Total gross salaries and employer pensions contributions amounted to £33,346 (2021: £33,015).

12 Taxation

As Sight Concern Bedfordshire is a registered charity, the charitable company is not liable to corporation tax.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

13 Statement of Financial Activities

The net movement in funds is stated after charging:

	2022 £	2021 £
Independent Examiner's fees	-	1,800
Auditor's fees	3,660	2,940
Loss on disposal	-	1,264
Depreciation	1,143	1,603
Rent on licence	19,301	23,801
	<u>19,301</u>	<u>23,801</u>

14 Fixed assets

	Computer Equipment £	Restricted fund equipment £	Total £
Cost			
At 1 October 2021	6,608	13,000	19,608
Additions	1,829	-	1,829
	<u>8,437</u>	<u>13,000</u>	<u>21,437</u>
At 30 September 2022	8,437	13,000	21,437
Depreciation			
At 1 October 2021	5,667	10,398	16,065
Charge for the year	692	651	1,343
	<u>6,359</u>	<u>11,049</u>	<u>17,408</u>
At 30 September 2022	6,359	11,049	17,408
Net book values			
30 September 2022	2,078	1,951	4,029
	<u>2,078</u>	<u>1,951</u>	<u>4,029</u>
30 September 2021	941	2,602	3,543
	<u>941</u>	<u>2,602</u>	<u>3,543</u>

All assets are held for direct charitable purposes.

15 Fixed asset investments

	1 Oct 2021 £	Additions £	Unrealised gain/(loss) £	30 Sep 2022 £
United Utilities Group Plc (772)	7,476	-	(614)	6,862
Santander (UK) Plc (507)	1,434	-	(329)	1,105
Sarasin GlobalStar – Cautious Fd (2,500)	29,250	-	(5,463)	23,787
Murray Income Trust (7,500)	65,850	-	(10,611)	55,239
	<u>104,010</u>	<u>-</u>	<u>(17,017)</u>	<u>86,993</u>

All investments are listed investments.
The historical cost of the investments is £70,601.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

16 Debtors

	2022 £	2021 £
Trade debtors	6,390	13,531
Prepayments	7,063	9,863
Accrued income	46,229	1,367
	<u>59,682</u>	<u>24,761</u>

17 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	8,959	3,378
Taxation and social security	1,076	925
Other creditors	1,405	996
Accruals and deferred income	40,004	37,877
	<u>51,444</u>	<u>43,176</u>

Included in other creditors is an amount in respect of pension contributions of £1,405 (2021: £996) outstanding at the year end.

Deferred income

	2022 £	2021 £
At 1 October 2021	30,121	37,854
Received during the year	192,173	202,083
Released to incoming resources	(185,996)	(209,816)
At 30 September 2022	<u>36,298</u>	<u>30,121</u>

Income is deferred where it relates to the following financial year.

18 Unrestricted funds

	Balance at 1 Oct 2021 £	Movement in year Incoming resources £	Resources expended £	Transfers £	Balance at 30 Sept 2022 £
General fund	403,812	80,719	-	25,161	509,692
Designated fund	125,836	-	(48,854)	(25,161)	51,821
	<u>529,648</u>	<u>80,719</u>	<u>(48,854)</u>	<u>-</u>	<u>561,513</u>

Details of designated funds are listed on page 7 in the Trustees Report.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

19 Restricted funds

	Balance at 1 Oct 2021 £	Movement in year		Balance at 30 Sept 2022 £
		Incoming resources £	Resources expended £	
Luton BC Airport fund	8,576	110,059	(115,204)	3,431
Central Beds Sensory Impairment	17,480	59,232	(55,351)	21,361
Beds PCT Low Vision Clinic	3,773	31,161	(33,686)	1,248
Luton low vision clinic	27,520	38,674	(33,093)	33,101
Grants:				
The Will Trust	483	-	(9)	474
Wixamtree IT Grant	907	-	(227)	680
Luton IT donation	343	-	-	343
Access to Work Support	348	8,091	(8,090)	349
CBC – Infection Control	-	12,352	(12,352)	-
Beds. & Luton Comm Fd.	1,551	-	(388)	1,163
LBC – Infection Control	-	16,000	(16,000)	-
Independent Evaluation	-	3,960	(1,750)	2,210
	<u>60,981</u>	<u>279,529</u>	<u>(276,150)</u>	<u>64,360</u>

A brief description of each restricted fund is outlined below:

Luton BC airport fund – funding for support and advice to service users in the Luton area
 Central Beds Sensory Impairment – support to sensory impaired service users in the Central Beds area
 Bedford Low Vision clinic – funding for running a clinic in Bedford for service users to attend
 Luton Low Vision clinic – funding for running a clinic in Luton for service users to attend
 The Will trust – funding for the provision of equipment, including mini bus services for service users
 Wixamtree IT Grant – funding to replace server and update IT services
 Luton IT donation – donation in memory of Peter Miles to be used for IT at Luton
 Access to Work grant – provide equipment to help support one employees to work independently
 CBC – Infection Control Grant to support the implementation of COVID-19 infection control measures
 Bedfordshire & Luton Community Foundation – Bedfordshire Coronavirus Emergency Fund provided in 2019/20 to support the charity to work remotely during Covid-19.
 LBC – Infection Control Grant to support the implementation of COVID-19 infection control measures
 Independent Evaluation, funded by Wixamtree, Harpur Trust and Sight Concern

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

20 Net assets held by funds

2022	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	2,078	543,937	66,942	(51,444)	561,513
Restricted funds	1,951	62,409	-	-	64,360
	<u>4,029</u>	<u>606,346</u>	<u>66,942</u>	<u>(51,444)</u>	<u>625,873</u>
2021	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	941	538,574	33,309	(43,176)	529,648
Restricted funds	2,602	58,379	-	-	60,981
	<u>3,543</u>	<u>596,953</u>	<u>33,309</u>	<u>(43,176)</u>	<u>590,629</u>

21 Share capital

The company is limited by guarantee and has no issued share capital. The liability of members is limited to no more than £10.

22 Trustees' remuneration

No trustee received any remuneration for their services (2021: none). During the year there were no expenses incurred in relation to the trustees (2021: £nil).

23 Related party transactions

Donations from trustees during the year amounted to £nil (2021: £nil).

There were no other related party transactions during the year.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2022

24 Financial commitments

At 30 September 2022 the charitable company had no annual commitments under non-cancellable operating leases (2021: £nil)

There are no capital commitments (2021: £nil).

25 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2022 £	2021 £
Net (expenditure) for the year	35,244	41,701
Depreciation charges	1,343	1,603
Loss/(gains) on disposal	-	1,264
Losses/(gains) on investments	17,017	(13,291)
Dividends, interest and rents from investments	(4,414)	(4,906)
Decrease/(increase) in stocks	1,288	(2,324)
Decrease/(increase) in debtors	(34,921)	29,888
Increase/(decrease) in creditors	8,268	(12,563)
Net cash provided by operating activities	23,825	41,372

Accounts

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**Unaudited financial statements for
the year ended 30 September 2021**

Sight Concern Bedfordshire

**A company limited by guarantee and not having a
share capital**

Sight Concern Bedfordshire

Reference and administrative details

Trustees (who act as Directors for the purposes of the Companies Act)	Adrian Spurrell Chair Joanna Jameson David Mitchell Diana Gibson-Birch Calli O'Brien
Secretary	Carol O'Brien
Chief Executive Officer	Carol O'Brien
Charity number	1117209
Company number	05966120
Registered & principal office	St Bedes 116 Bromham Road Bedford MK40 2QN
Independent Examiner	Louise Tunley FCA CTA DChA 19 Goldington Road Bedford MK40 3JY
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ Scottish Widows Bank Plc 67 Morrison Street Edinburgh EH3 8YJ The Charity Bank Limited Fosse House 182 High Street Tonbridge TN9 1BE Nationwide Building Society Kings Park Road Moulton Park Northampton NN3 6NW
Solicitors	HCB Solicitors (formerly Park Woodfine Heald Mellows) 1 Lurke Street Bedford MK40 3TN

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

The trustees are pleased to present their annual trustees' report for the year ending 30 September 2021 which is also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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; FRS 102) issued in October 2019.

Objectives and Activities

Charitable objectives and reporting under Public Benefit

Sight Concern Bedfordshire's ("SCB"s) objectives continue in accordance with its Constitution. The objects are to promote the relief of blind and partially sighted persons and persons, with sensory or any other related disability. The principal objectives of the charity are to support people who are blind or partially sighted resident in Luton and Bedfordshire and people with sensory loss in Central Bedfordshire.

In setting the charity's objectives and planning its aims and future activities the Trustees have given consideration to the Charity Commission's general guidance on public benefit. The main aims of the charity are:

- To provide appropriate help, support, aids, training and advice that contribute to improving the quality of life for people with sensory loss and their carers;
- To help people who use the charity's services maintain choice and control over their lives;
- To provide training to people with sensory loss to monitor their health and use any remaining vision they may have, thereby helping them to maintain their health and emotional wellbeing;
- To raise awareness of the impact and issues of registration as blind or partially sighted and signposting/supporting people to register as appropriate;
- To provide appropriate support to ensure the service users' dignity and at all times respecting the choices service users make.

Our values are embedded as our staff, trustees and volunteers are part of the same team, sharing a commitment to work together to support the development of everyone's potential. Our values are encompassed in the following 'SPIRIT':

- **Specialist knowledge** – of sensory loss and its impact on daily living
- **Professionalism** – quality and care in all the services we provide
- **Inclusivity** – equality and accessibility for all
- **Relationships** - collaborative partnerships with stakeholders and organisations
- **Integrity** – in service provision and practice
- **Transparency** – ensuring best practice in all we do

Sight Concern Bedfordshire Services

The work done by Sight Concern Bedfordshire in the year 2020/2021 was delivered under pandemic restrictions. During the year Sight Concern contacted 2202 people and 833 service users received direct specialist service from us. The charity closed over 1,334 referrals for work, each referral is a record of direct support ranging from telephone advice to a holistic 'MOT' assessment and the creation of an action plan with a specialist advisor.

Sight Concern provides a specialist Low Vision service which provides assessments, advice, equipment and support from our offices in Luton and Bedford. The average appointment is 30 minutes long and includes rehabilitation support and practical advice; access to assistive technology and demonstrations of equipment. The Low Vision Service delivered remote clinics during lockdown from October 2020. A review of face to face and remote clinics have led to a continued hybrid service with approximately 75% face to face clinics and 25% remote clinics.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Sight Concern Bedfordshire Services (continued)

Visual Impairment Advisors (VIAs) and Sensory Impairment Advisor (SIA) provide intensive support on a 1:1 basis with our most vulnerable clients, encouraging and enabling them to build social networks and regain confidence. The VIAs and SIA carry out 'MOT' initial assessment and create support plans that are written with active involvement of the service users and/or their carer or family and include obtaining benefits such as Personal Independence Payments (PIP) and Carer's allowance, concessions such as Blue Badge applications, demonstrating domestic equipment and adaptations, providing access to social groups and referrals to other support organisations. The impairment advisors for Central Bedfordshire and Luton obtained new benefits, principally PIP and Carers Allowance, totalling £305,984 during the year for 80 clients and obtained 25 concessions i.e. bus passes and blue badges. The PIP and Carers Allowance are granted for 3 years meaning that £305,984 will also be received in 2022 and 2023. The service has moved to telephone support and doorstep visits during restrictions, with home visits where restrictions allowed.

A number of volunteer supported activities are carried out to fulfil the aims and objectives of the charity. These include:

- The listening post telephone service makes routine calls, at a regular time, to keep in contact with visually impaired people who are home-bound or otherwise lack regular social contact.
- Support for office work including working with British Wireless for the Blind, processing our donations or carrying out telephone surveys.
- The charity circulates Talking Newspapers where volunteer readers create audio recordings of the local newspapers. The services support 78 people who each receive around 25 recorded newspapers in a year. During Covid the USB stick distribution was paused, which meant sending out the Talking News to 28 Subscribers in email format.
- The charity is a distributor of British Wireless for the Blind Radios, we referred 40 people to the British Wireless for the Blind Connect service to receive radios by post during Covid restrictions.
- The charity circulates its own newsletter, News and Views, which was distributed quarterly to 2100 people. The newsletter contains opportunities and local events, associated services from partner organisations and sight loss prevention information. The newsletter is distributed in accessible formats including large print, audio recording on memory stick, links to cloud provision and braille.
- The resource centre was closed during the Covid restrictions with advice being provided over the phone and over 60 people wanting to purchase items were referred to the RNIB Shop which can be accessed online or by telephone. People were also referred to organisations such as ability.net for technical support.
- Outreach events were held to demonstrate technology and promote Sight Concern services in Flitwick, Biggleswade, Luton and Bedford, reaching out to over 50 people.
- An accessible IT Club and training provided by Sight Concern was adapted from face to face to online. The sessions include information on accessing online media and social networks as well as information about eye care conditions. The Bedford club has moved to twice weekly Zoom calls. During lockdown a 1-1 IT support service is being developed where volunteers help visually impaired people access online services such as Zoom.
- Information, advice and guidance is provided via the charity's telephone helpline, face to face (when possible) and via the Facebook Book page to visually impaired people and relatives, as well as friends or carers of visually impaired people. The number of Facebook followers has increased to 557 with Sight Concern posting daily with information about Sight Concern's services, events and the services of other related organisations, as well as sharing information about eye health and relevant news articles for the visually impaired.
- A Sight Concern Visual Impairment Champion attends local events and promotes the services and support available for people with Sight Loss. Events attended this year included an online Festival for Older People, sight loss resources and technology sessions. The Visual Impairment Champions role has expanded to promoting equality through social media and attending equality organisations, for example Bedford an Inclusive Town and creating awareness campaigns with Central Bedfordshire Council.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Sight Concern Bedfordshire Services (continued)

- Sight Concern runs regular clubs including Crafty Bunch, Friday club, Dunstable Social Eyez, and a family group.

The charity works closely with Local Authority Social Services, Housing Associations, Optometrists, GPs, and with Charities that have overlapping client groups such as older people, to ensure that the advice and signposting is up to date.

Key developments during the 2020/21 year

SCB worked to achieve strategic goals identified in review of services completed December 2019 as part of the Cranfield Trust Elevate program.

- Completed in Spring 2021 our Fundraising Strategy supported by Cranfield Trust and Ian Southwick.
- Marketing audit complete, led by marketing trustee. The success of the outreach work during the year is reflected by Sight Concern managing to reach 293 new people during such difficult conditions.
- SCB launched a new service using funding from the Coronavirus Community Support Fund, distributed by The National Lottery Community Fund, thank you to the government for making this possible. The digital access project has trained volunteer tech buddies, set up virtual social groups and upskilled staff and volunteers in tech such as Zoom. The virtual social groups reached out to those visually impaired people feeling particularly isolated either by the restrictions of the virus or the thought of IT, or both. The project helped debunk the assumptions around the inaccessibility of technology for elderly blind and partially sighted people. The project had 9 volunteers who hosted 24 sessions for 21 participants over a 3 month period. The virtual social groups carry on today, complimenting the face-to-face IT support offering. Thanks to the Government for making this possible.

During the year Sight Concern Bedfordshire employees continued to work from home and provide services digitally as well as offering face to face services when restrictions allowed. Wellbeing and safety remained key. The staff wellbeing and working from home survey showed the majority of respondents still appreciated the opportunity to work from home and feel productive and supported whilst doing so. The team valued the facility to continue to work from home, whilst balancing this with regular face to face contact with colleagues, clients, volunteers, etc, as and when restrictions allow. We took actions to address the missed conversations by having staff catch ups and breaks scheduled. To allow fun, informal staff conversations we held covid safe walk and talk for staff and volunteers at Priory Marina, and staff picnics in the park. Volunteers receive increased communications including; email updates from the Chair of the board and Zoom calls with management and delivery staff.

Over the year contracts and grants were maintained. Central Bedfordshire extended the existing contract for the Sensory Impairment service, with the contract now running until the March 2022. The London Luton Airport Limited (LLAL) grant for the Luton work was renewed at full value for a further year from April 2021, under a new fund structure. Unfortunately, the reduction in passenger numbers due to the pandemic led to a necessary, in year, reduction in the Luton grant administered by the Bedfordshire Luton Community Fund.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Key developments during the 2020/21 year (continued)

The strategy work in 2019 and 2020 identified a required a cost saving in accommodation and a move to delivering services in the community. Key services that require space including the visual impairment advisors having consultations with clients and the delivery of both the Luton and Bedford Low Vision Clinics. This means that the requirement for some office space remains. The Bedford lease was reviewed with the Orbit Housing Association and compared to other accommodation to the pandemic, the lease was found to meet purpose. The Luton lease on 1 Union Street was ended in March 2021, with a move to Futures House in Marsh Farm Luton. We are now settled in our new offices with positive feedback about the new office from staff and service users. The social clubs that met in the Luton building have moved to community settings such as Grove Corner owned by Dunstable Town council and Café 39.

The role of Luton and Dunstable Foundation Trust Eye Clinic Liaison Officer (ECLO) funded by Sight Concern and RNIB plays a vital role in the eye care pathway. The objective that more people with sight loss should leave the hospital with an understanding of their eye condition and a referral into other services such as Social Services Sensory Impairment Team and local charities which provide support, is being met. In the period in 2021/21 (April; - Sept) 203 full enquiries were dealt with by the ECLO and a significant proportion of new people to Sight Concern were referred by the ECLO. The ECLO has remained on site at Luton and Dunstable hospital for all but the initial lockdown, remaining a vital link between hospital and secondary care.

A review of the low vision remote clinics was held with the decision to run a hybrid service with 75% face to face and 25% remote clinics. Sight Concern was supported by Visionary to connect with other Sight Loss charities delivering low vision services. We looked at how to improve our services looking at best practice models. The decision was made to work with iSightCornwall, who trained a Sight Concern Bedfordshire staff member to become a Low Vision Advisor delivering low vision clinics

Sight Concern supported and contributed to consultations and campaigns to promote accessibility for people with a visual impairment. For example, SCB led work with Bedfordshire Sight Loss Council and Access Beds to submit sensory loss comments on Taxi consultation.

Volunteers

Volunteers are a key part of Sight Concern Bedfordshire's overall strategy. Sight Concern Bedfordshire can call upon more than 120 volunteers in the Bedfordshire and Luton area, although some of the volunteer roles are 'on pause' during lockdown.

During lockdown volunteer activities have moved to online and telephone; telephone befriending has increased to 49 individual calls a week, Zoom and telephone conference clubs are being held weekly and Talking News is being recorded and distributed digitally. The charity aims to use volunteers as effectively as possible and to ensure volunteers participate at all levels within the charity. Office volunteers have now been set up to work remotely, and they are currently supporting reporting, surveys, and British Wireless for the Blind deliveries.

Sight Concern Bedfordshire has a dedicated Volunteer Co-ordinator who is responsible for the day-to-day care of all our volunteers. We operate a full screening and training scheme for all our volunteers that is tailored to the specific role undertaken by a given volunteer. Communications with volunteers increased including 1-1 calls, group Zoom calls and email updates from the Chair of the board. All volunteers are offered additional training each year, in 2020/2021 volunteers were offered online training.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Thank you for your support

Sight Concern is helped by many people, businesses and organisations throughout the year. We would like to extend our thanks to:

Robson Hall Land and Property Professionals for support while reviewing our accommodation
Richard Burt as a friendly ear to talk through dilapidation terminology
Bedfordshire and Luton LLAL Community Investment Fund and the Bedfordshire Coronavirus Emergency Fund, managed by the Bedfordshire and Luton Community Foundation (BLCF)
Access to Work grant to help two members of staff continue to work independently at Sight Concern
Kashmira Patel for providing one day optometrist service free of charge
Barrie Wiegand for his support and provision of fun items for the family group. Barrie passed away and is sadly missed by the family group. He will always be remembered as a kind and generous benefactor donating some lovely prizes for our pass the parcel competition the weekend before he died.
Cranfield Trust Consultant Ian for help and expertise with development of the charities fundraising strategy

We have faced challenges in the continued delivery of our services this year as a result of the COVID-19 pandemic and the restrictions placed on all of us through lockdown. Our thanks go to our staff and volunteers for their resilience, creativity and sheer hard work in adapting and continuing to move onwards and upwards.

Future Plans

The charity recognises that the number of people affected by sight loss continues to grow. In Bedfordshire (Luton Borough, Central Bedford, and Bedford Borough) the number of people with severe sight loss is expected to grow by 17% during the next five years (reference RNIB sight loss data tool). Sight Concern Board of Trustees is committed to adapting to meet this need by developing and improving the services offered. The three strategic objectives are **sustainability** through the fundraising strategy, **profile** through the marketing plan and partnerships, and the provision of **Quality Services**.

This will include:

- Carry out external charity evaluation in Spring 2022 to enable us to take an in depth look at our services, and the sector within which we operate. To do this, we plan to employ the services of a consultant specialised in carrying out charity evaluations to make an assessment of our current position, how to develop our activities and to ask, are our strategic goals still valid following the pandemic?
- Work with the NHS to include non-clinical patient support in the eyecare pathway.
- Once safe to operate face to face, we will identify locations in the community to deliver services face to face across the region.
- Extend our outcomes measurement to ensure effective service provision. Our visual impairment advisor service has increased MOT outcome measurement from 39 to 127 individuals during this year; we will look at outcome measurement for the low vision clinics.
- Develop Board members and the work force, including volunteers, through support and training. Staff, volunteer and trustee training will be formalised in an updated training matrix with objectives which reflects the charity vision and values.
- Focus on key strong local partnerships to signpost and refer service users and to ensure the best outcomes.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Financial review

During the year Sight Concern Bedfordshire made a surplus of £41,701 (2020: deficit of £59,868). During the accounting period incoming resources amounted to £310,601 (2020: £325,618). Total resources expended were £282,191 (2020: £377,065). At the year end, total funds carried forward were £590,629 (2020: £548,928), of which £529,648 (2020: £518,073) were unrestricted.

Reserves Policy

The charity's reserves are maintained to provide funds to continue our services in the event of any unexpected issues which may arise, to provide for any necessary closure costs, and to provide for major planned events, including new developments, or major cost requirements.

Excluding tangible fixed assets, free reserves were £528,707 (2020: £515,133), which equates to 1.51 years of total expenditure (2020: 1.36 years).

SCB delivery contracts typically have a 6-month notice period, therefore the trustees aim to maintain at least 6 months' worth of expenditure in reserves at any point, in order that the organisation can continue to provide services in line with the contracts during any notice period, as required, should income levels be impaired. Our budgeted expenditure for general projects and overheads for 2021/22 is £348,819, therefore our reserves requirement is £174,410, to meet our policy.

In addition to retaining funds to meet our reserves policy, the trustees have agreed to fund various projects, activities and new developments from the legacy funds held in our free reserves. As at 30 September 2020 and 30 September 2021, £100,000 was officially designated for project support. However, it is now expected that at least £125,836 will be required to fund the budgeted spend in 2021/22 and future years on the following projects and costs, therefore the Board has since transferred a further £25,836 to increase the officially designated funds total, to be spent on the following projects and costs:

- Eye Clinic Liaison Officer – SCB Joint Funding of full time ECLO post at Luton and Dunstable hospital 2019 through to 2022.
- Bedford – Funding to support two Bedford services – Volunteer led social inclusion work and provision of specialist information, advice and guidance on the telephone. Total cost for 2021/22 of £17,420, with both these projects likely to have further spending in future years.
- Fundraising and Marketing projects totalling £48,050 to fulfil new charity strategy. Projects include appointing Grants and Trusts Fundraiser, continue working towards new service creation through a lottery grant, and legacy fundraising.
- There is project to move SCB documentation to Sharepoint.

From our current free reserves, we have committed £249,150 to meet our reserves policy and the above projects in 2021/22. The CEO and trustees continue to work to identify the best use of spending of the legacies to ensure the charity is working toward developing services sustainable for the charity in the future. As part of that they are identifying internal processes that may also benefit from external oversight to ensure the charity is operating efficiently. With the ongoing Covid-19 pandemic, careful management of funds and spending is even more vital, and the charity feels it is appropriate to maintain a larger than usual buffer of free reserves to protect against further funding and income losses in the short term, whilst protecting essential services to our service users during this period.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Investment policy

The charity received a legacy in 2011/12 which included a share portfolio, the shares were retained and form part of the Reserves Policy.

The charity engaged with a Financial Advisor to seek advice on investments opportunities for legacy money received that could provide a steady income. The decision following a thorough risk review is that the charity will reduce its risk by not making any further investment in shares. The further decision was made to take the £85,000 Financial Services Compensation Scheme. The Finance Committee will look to keep legacy money as cash in ethical bank accounts with staggered investment lengths; the first account was setup with The Charity Bank in October 2019. In February 2021 we opened a Nationwide Savings Account, in 2022 we are looking to open a further account to invest another £85,000.

Principle funding sources

In the context of the wider charity sector, Sight Concern Bedfordshire is a smaller regional charity but has a wide range of services to fund. In a normal year without exceptional legacy income, around 53% of total funding comes from the public sector. 38% of funding is obtained from grant giving bodies, the largest of which is awarded by Bedfordshire Luton Community Foundation's from the Luton Rising – Community Investment Fund.

Risk management

The trustees have considered risks and risk management throughout the year as part of the board meetings. The principal area for attention is a risk management strategy which comprises:

- The trustees considering risks and risk management throughout the year at board meetings.
- Establishing policies, systems and procedures to mitigate any risks identified.
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Trustees have recognised as a prime risk the long-term financial sustainability of services provided to visually impaired people for Local Authorities. In addition to developing and delivering new and existing services for Local Authorities in a sustainable way we created a new fundraising strategy with the help of Cranfield Trust. As a result, we have increased our focus on applying for Grants and Trusts and promoting end of life giving.

In addition to the key financial risks, the Board review the governance, external, regulatory and operational risks.

A phased risk plan was used during the pandemic to ensure the safety of staff, volunteers, service users and trustees. The levels of lockdown were reflected in our processes giving confidence that Sight Concern met or exceed Covid restrictions while opening services as appropriate. The impact of Covid and the risk plan were reviewed and agreed by trustees in additional board meetings held March to September 2021. The plan remains active and is reviewed regularly as conditions change.

Fundraising activities

The charity does not currently carry out formal fundraising activities. The amounts allocated for raising funds represent staff time spent on promotion and publicity in general in order to raising the profile of the charity and raise general awareness of the charity for donors and funding organisations. Sight Concern has used a professional fundraiser to write a grant application and to help us create a case for support. The charity does not use professional fundraisers to target donations from individuals.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Structure, governance and management

The company was incorporated on 13 October 2006 as a company limited by guarantee not having share capital and being a registered charity in England and Wales. The governing document of the charity is its Memorandum and Articles of Association. The trustees set the classes and conditions of membership and approve all new members. The current membership requirements being a Trustee of the charity, each member undertakes to contribute no more than £10 to the Charity's assets in the event of the charity being wound up.

The charity seeks to have on its board members with the appropriate skillset to enable it to be managed in an effective manner. Any new appointment is made at a properly convened trustees' meeting. New trustees receive an induction which includes trustee responsibilities, meeting staff, senior management and existing trustees, a review of the charity's literature including recent accounts and minutes of trustee meetings.

Pay policy for senior staff

The board of trustees and the senior management team comprise the key management personnel of the charity, in charge of directing and controlling, running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses and related party transaction are disclosed in note 23 to the accounts.

The key management remuneration policy is set by the Trustees and is reviewed on an annual basis as part of the budget setting process.

Trustees

The following were Trustees as well as directors of the charitable company throughout the year.

Joanna Jameson

David Mitchell

Ann Nevinson (stepped down 20th November 2020)

Adrian Spurrell

Diana Gibson-Birch (stepped down 9th December 2021)

Calli O'Brien

1 of the 6 the Trustees who served during the year are registered blind or partially sighted.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2021

Statement of Trustees' responsibilities

The trustees (who are also directors of Sight Concern Bedfordshire for the purposes of company law) are responsible for preparing the Trustees' Annual 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 charitable company and of the incoming resources and application 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 2019 (FRS 102);
- 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.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant examination information and to establish that the Examiner is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the board of trustees



Adrian Spurrell
Chair

Date: 16th June 2022

Independent Examiner's Report to the Trustees of Sight Concern Bedfordshire For the year ended 30 September 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2021 which are set out on pages 12 to 26.

Responsibilities and basis of report

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

Having satisfied myself that the accounts 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 company's accounts 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.

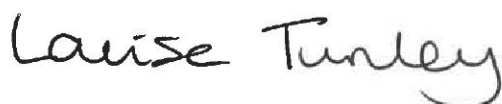
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Louise Tunley FCA CTA DChA
Institute of Chartered Accountants in England and Wales (ICAEW)

19 Goldington Road
Bedford
MK40 3JY

Date: 16th June 2022

Sight Concern Bedfordshire

Statement of financial activities (incorporating the Income and Expenditure account) For the year ended 30 September 2021

	Notes	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Income from:					
Donations and legacies	4	15,928	-	15,928	19,686
Charitable activities	5	20,378	268,364	288,742	295,664
Other trading activities	6	1,025	-	1,025	-
Investments	7	4,906	-	4,906	3,496
Other	8	-	-	-	6,772
Total income		<u>42,237</u>	<u>268,364</u>	<u>310,601</u>	<u>325,618</u>
Expenditure on:					
Raising funds	9	190	-	190	194
Charitable activities	9	43,763	238,238	282,001	376,871
Total expenditure		<u>43,953</u>	<u>238,238</u>	<u>282,191</u>	<u>377,065</u>
(Loss)/gain on revaluation of investment assets	16	13,291	-	13,291	(8,421)
Net income/(expenditure)		<u>11,575</u>	<u>30,126</u>	<u>41,701</u>	<u>(59,868)</u>
Net movement in funds		<u>11,575</u>	<u>30,126</u>	<u>41,701</u>	<u>(59,868)</u>
Reconciliation of funds:					
Total funds brought forward		518,073	30,855	548,928	608,796
Total funds carried forward	19,20	<u>529,648</u>	<u>60,981</u>	<u>590,629</u>	<u>548,928</u>

The notes on pages 15 to 26 form part of these financial statements.

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

All income and expenditure derives from continuing activities.

Sight Concern Bedfordshire

Balance sheet (Company number 05966120) As at 30 September 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible Assets	15	3,543		6,410	
Investments	16	104,010		90,672	
Total fixed assets			107,553		97,082
Current assets					
Stocks		8,548		6,224	
Debtors	17	24,761		54,649	
Bank and cash balances		492,943		446,712	
Total current assets		526,252		507,585	
Liabilities:					
Creditors: amounts falling due within one year	18	(43,176)		(55,739)	
Net current assets			483,076		451,846
Total assets less current liabilities			590,629		548,928
Net assets			590,629		548,928
The funds of the charity:					
Unrestricted income funds	19		529,648		518,073
Restricted income funds	20		60,981		30,855
Total charity funds			590,629		548,928

The notes on pages 15 to 26 form part of these financial statements.

For the year ended 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' (Trustees') responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the board of trustees on 16th June 2022 and signed on their behalf by



Adrian Spurrell
Chair

Sight Concern Bedfordshire

Statement of cash flows For the year ended 30 September 2021

	Note	2021 £	2020 £
Cash flows from operating activities:			
Net cash used in operating activities	26	41,372	(26,113)
Cash flows from investing activities:			
Interest, dividend and rental income		4,906	3,496
Payments to acquire tangible fixed assets		-	(2,757)
Payments to acquire fixed asset investments		(47)	-
Net cash used in investing activities		4,859	739
Change in cash and cash equivalents in the year		46,231	(25,374)
Cash and cash equivalents at the beginning of the year		446,712	472,086
Cash and cash equivalents at the end of the year		492,943	446,712

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

1 Accounting policies

1.1 Basis of preparation and assessment of going concern

Sight Concern Bedfordshire is a private charitable company, limited by guarantee, registered in England and Wales and was incorporated on 13 October 2006. The charitable company's registered number and registered office address can be found on page 1. The presentation currency of the financial statements is the Pound Sterling (£). The company has no share capital and in the event of the charity being wound up, the liability in respect of the guarantee is limited to no more than £10 per member of the charity.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the 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 (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sight Concern Bedfordshire constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about Sight Concern Bedfordshire's ability to continue as a going concern due to the level of reserves held compared with usual annual expenditure. The most significant area of uncertainty is the level of investment return and the performance of investment markets (see the investment policy in the trustees' report for more information).

1.2 Incoming resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

1.3 Operating leases

Rent payable on operating leases is accounted for in the year to which it relates.

1.4 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

1.5 Resources expended

Expenditure is recognised in the period to which it relates and liabilities are recognised in the period in which they arise. Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of costs:

Services	80%
Management and administration	20%

1.6 Tangible fixed assets and depreciation

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

Computers and peripherals	25% reducing balance method
Equipment and furniture	25% reducing balance method

1.7 Fixed asset investments

Investments are stated at market value at the balance sheet date. All gain and losses (realised and unrealised) are recognised in the SOFA in the period to which they relate.

1.8 Stock

Stocks are recognised at the lower of cost or net realisable value less any provision for slow-moving or obsolete stock.

1.9 Short term employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service. The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the statement of financial activities in the period to which they relate. Redundancy and other termination payments are accounted for when the employment contract is terminated.

1.10 Voluntary assistance

The charity receives help and support in the form of voluntary assistance. This is not included in the accounts in accordance with the SORP.

1.11 Fund accounting

Unrestricted funds are those funds available for the general running of the charity and the use of those funds is limited only by the objects of the charity. Designated funds are also unrestricted in as much as they are established by the trustees for a specific purpose and the trustees may, at their discretion, transfer funds out of a designated fund in the future. Restricted funds are those funds that have been donated for a purpose specified by the donor. The use of restricted funds is not at the discretion of the trustees. Permanent endowments are funds that have been set up for the long term use of the charity and the assets of these funds cannot be expended.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

1.12 Financial instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the statement of financial activities in support costs.

2 Key areas of judgement and estimate

In applying the accounting policies, the Trustees have made critical accounting judgments, estimates and assumptions. These estimates and assumptions are based on historical experience and are reviewed on a continual basis.

The critical accounting judgments, estimates and assumptions that have a material effect on the amounts recognised in the financial statements for both the current and next financial years are discussed below.

3 Comparative Statement of Financial Activities

The Statement of Financial Activities for the year ended 30th September 2020 is presented for illustrative purposes.

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Income:			
Donations and legacies	19,686	-	19,686
Charitable activities	13,935	281,729	295,664
Investments	3,496	-	3,496
Other	6,772	-	6,772
Total income	43,889	281,729	325,618
Expenditure:			
Raising Funds	194	-	194
Charitable Activities	121,102	255,769	376,871
Total expenditure	121,296	255,769	377,065
(Loss)/gain on revaluation of investment assets	(8,421)	-	(8,421)
Net income/(expenditure)	(85,828)	25,960	(59,868)
Reconciliation of funds:			
Total Funds brought forward	603,901	4,895	608,796
Total Funds carried forward	518,073	30,855	548,928

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

4 Income from donations

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Donations	9,702	-	9,702	11,953
Legacies	5,500	-	5,500	7,109
Gifts in Kind	-	-	-	250
Group income	140	-	140	58
Memory Giving	380	-	380	200
Gift Aid	83	-	83	61
Collecting boxes	123	-	123	55
	<u>15,928</u>	<u>-</u>	<u>15,928</u>	<u>19,686</u>

All of the £19,686 received in 2020 was unrestricted.

The charity is grateful to Kashmira Patel for gifting one day of her time as an optometrist in 2020. The value of this service is included above as a gift in kind and an equivalent charge is made within the direct service costs. In 2020, we received free room use from Machin Solicitors in Luton. No monetary benefit has been calculated and adjusted on these gifts.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

5 Income from charitable activities

The incoming resources classified under charitable activities are outlined in more detail below. This income is classified as such as it relates to specific projects and outcomes.

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Grants:				
Access to Work Support	-	8,255	8,255	6,552
George W Dickens Charity	1,000	-	1,000	900
Central Beds Council	12,352	12,352	24,704	-
Bedfordshire and Luton Community Foundation	-	-	-	7,500
HMRC – furlough scheme	-	-	-	7,986
Community Fund	-	-	-	9,930
Luton Airport grant	-	116,163	116,163	124,052
BWBF Agency Grant	-	-	-	1,200
Luton Borough Council	850	5,017	5,867	5,000
Gardner Trust	-	-	-	498
Service Level Agreements:				
Other Services	-	-	-	100
Central Beds Sensory Impairment	-	57,368	57,368	56,002
Bedford Low Vision Clinic	-	30,535	30,535	30,535
Luton Low Vision Clinic	-	38,674	38,674	38,674
Sub total carried forward	<u>14,202</u>	<u>268,364</u>	<u>282,566</u>	<u>288,929</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

5 Income from charitable activities (continued)

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Sub total brought forward	14,202	268,364	282,566	288,929
Other services:				
Resource centre sales	107	-	107	671
Low vision clinic sales and service income	6,069	-	6,069	5,935
Training services provided	-	-	-	3
Events for Service Users	-	-	-	126
	<u>20,378</u>	<u>268,364</u>	<u>288,742</u>	<u>295,664</u>

In 2020, £125,211 restricted funding was received, being £124,052 grant from Luton Airport Funding; £6,552 from Access to Work Support; £7,986 from HMRC Furlough Grant; £7,500 Bedfordshire and Luton Community.

6 Other trading activities

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Advertising income	900	-	900	-
RNIB Goodwill trade credit	125	-	125	-
	<u>1,025</u>	<u>-</u>	<u>1,025</u>	<u>-</u>

7 Investment income

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Interest on bank accounts	1,400	-	1,400	312
Share Dividends	3,506	-	3,506	3,184
All income in 2020 was unrestricted.	<u>4,906</u>	<u>-</u>	<u>4,906</u>	<u>3,496</u>

8 Other income

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Insurance Claim	-	-	-	5,907
Central Beds Resilience Payment	-	-	-	478
Contribution to Kitchen Refurbishment	-	-	-	387
All income in 2020 was unrestricted.	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,772</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

9 Expenditure

2021	Staff costs	Other costs	Depreciation/(loss) on disposal	Support costs	2021 Total
	£	£	£	£	£
Charitable Activities					
Direct services	80,907	46,131	905	43,255	171,198
Management and Admin.	32,817	16,254	698	43,194	92,963
Governance (Note 10)	13,100	-	-	4,740	17,840
Total for charitable activities	126,824	62,385	1,603	91,189	282,001
Fundraising	-	190	-	-	190
	126,824	62,575	1,603	91,189	282,191
2020	Staff costs	Other costs	Depreciation/(loss) on disposal	Support costs	2020 Total
	£	£	£	£	£
Charitable Activities					
Direct services	106,185	53,005	1,752	79,629	240,571
Management and Admin.	47,098	18,513	385	55,292	121,288
Governance (Note 10)	13,100	112	-	1,800	15,012
Total for charitable activities	166,383	71,630	2,137	136,721	376,871
Fundraising	-	194	-	-	194
	166,383	71,824	2,137	136,721	377,065

Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of support costs:

Services	80%
Management and administration	20%

Support costs is analysed as follows:

	2021 £	2020 £	Basis of apportionment
Rent, insurance and service charges	31,229	50,639	Invoiced costs
Computer costs	310	9,851	Invoiced costs
Telephone	4,943	4,554	Invoiced costs
Printing, postage and stationery	2,079	4,418	Invoiced costs
Repairs and renewals	17,447	20,740	Invoiced costs
Other costs	2,284	1,785	Invoiced costs
Other staff costs	5,077	5,510	Invoiced costs
Legal and professional fees	4,740	4,020	Invoiced costs
Consultancy costs	23,080	35,204	Invoiced costs
	91,189	136,721	

There were no grants to institutions.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

10 Governance costs

	2021 £	2020 £
Trustee costs	-	112
External advisors	4,740	1,800
Staff costs	13,100	13,100
	<u>17,840</u>	<u>15,012</u>

11 Staff costs

	2021 £	2020 £
Salaries	118,944	153,337
Social Security costs	2,542	3,865
Pension Costs	5,338	9,181
	<u>126,824</u>	<u>166,383</u>

No employee earned more than £60,000 (2020: none).

The average number of employees during the year was as follows:

	2021	2020
Chief Executive Officer	1	1
Resource Centre staff	-	-
Full time	9	12
Part time		
	<u>10</u>	<u>13</u>

The charity operates a Stakeholder Pension Scheme for its employees and contributes at a rate of 6%, this scheme has been amended to meet auto-enrolment requirements. There are 6 current members of the scheme (2020: 6).

There were no terminations made in the year (2020: £11,007).

12 Key Management Personnel

Key Management Personnel during the year were trustees of the organisation who are not paid and staff member Carol O'Brien as CEO. Total gross salaries and employer pensions contributions amounted to £33,015 (2020: £33,015).

13 Taxation

As Sight Concern Bedfordshire is a registered charity, the charitable company is not liable to corporation tax.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

14 Statement of Financial Activities

The net movement in funds is stated after charging:

	2021 £	2020 £
Independent Examiner's fees	-	1,800
Auditor's fees	4,740	-
Loss on disposal	1,264	-
Depreciation	1,603	2,137
Rent on licence	23,801	34,375

15 Fixed assets

	Computer Equipment £	Restricted fund equipment £	Total £
Cost			
At 1 October 2020	21,564	13,000	34,564
Disposals	(14,956)	-	(14,956)
At 30 September 2021	6,608	13,000	19,608
Depreciation			
At 1 October 2020	18,624	9,530	28,154
Charge for the year	735	868	1,603
Disposals	(13,692)	-	(13,692)
At 30 September 2021	5,667	10,398	16,065
Net book values			
30 September 2021	941	2,602	3,543
30 September 2020	2,940	3,470	6,410

All assets are held for direct charitable purposes.

16 Fixed asset investments

	1 Oct 2020 £	Additions £	Unrealised gain/(loss) £	30 Sep 2021 £
United Utilities Group Plc (772)	6,607	-	869	7,476
Santander (UK) Plc (507)	690	47	697	1,434
Sarasin GlobalStar – Cautious Fd (2,500)	28,625	-	625	29,250
Murray Income Trust (7,500)	54,750	-	11,100	65,850
	90,672	47	13,291	104,010

All investments are listed investments.

The historical cost of the investments is £70,601.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

17 Debtors

	2021 £	2020 £
Trade debtors	13,531	34,487
Other debtors	-	750
Prepayments	9,863	14,232
Accrued income	1,367	5,180
	<u>24,761</u>	<u>54,649</u>

18 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	3,378	5,066
Taxation and social security	925	1,012
Other creditors	996	4,416
Accruals and deferred income	37,877	45,245
	<u>43,176</u>	<u>55,739</u>

Included in other creditors is an amount in respect of pension contributions of £996 (2020: £4,416) outstanding at the year end.

Deferred income

	2021 £	2020 £
At 1 October 2020	37,854	1,437
Received during the year	202,083	252,756
Released to incoming resources	(209,816)	(216,339)
	<u>30,121</u>	<u>37,854</u>

Income is deferred where it relates to the following financial year.

19 Unrestricted funds

	Balance at 1 Oct 2020 £	Movement in year Incoming resources £	Resources expended £	Transfers £	Balance at 30 Sept 2021 £
General fund	418,073	42,237	-	(56,498)	403,812
Designated fund	100,000	-	(30,662)	56,498	125,836
	<u>518,073</u>	<u>42,237</u>	<u>(30,662)</u>	<u>-</u>	<u>529,648</u>

Details of designated funds are listed on page 7 in the Trustees Report.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

20 Restricted funds

	Balance at 1 Oct 2020 £	Movement in year		Balance at 30 Sept 2021 £
		Incoming resources £	Resources expended £	
Luton BC Airport fund	(9,409)	116,163	(98,178)	8,576
Central Beds Sensory Impairment	5,808	57,368	(45,696)	17,480
Beds PCT Low Vision Clinic	4,221	30,535	(30,983)	3,773
Luton low vision clinic	15,308	38,674	(26,462)	27,520
Grants:				
The Will Trust	531	-	(48)	483
Wixamtree IT Grant	1,209	-	(302)	907
Luton IT donation	343	-	-	343
Access to Work Support	348	8,255	(8,255)	348
CBC – Infection Control	-	12,352	(12,352)	-
Beds. & Luton Comm Fd.	2,068	-	(517)	1,551
LBC – Infection Control	-	5,017	(5,017)	-
Community Fund	9,930	-	(9,930)	-
Gardner Trust	498	-	(498)	-
	<u>30,855</u>	<u>268,364</u>	<u>(238,238)</u>	<u>60,981</u>

A brief description of each restricted fund is outlined below:

Luton BC airport fund – funding for support and advice to service users in the Luton area
 Central Beds Sensory Impairment – support to sensory impaired service users in the Central Beds area
 Bedford Low Vision clinic – funding for running a clinic in Bedford for service users to attend
 Luton Low Vision clinic – funding for running a clinic in Luton for service users to attend
 The Will trust – funding for the provision of equipment, including mini bus services for service users
 Wixamtree IT Grant – funding to replace server and update IT services
 Luton IT donation – donation in memory of Peter Miles to be used for IT at Luton
 Access to Work grant – provide equipment to help support one employees to work independently
 CBC – Infection Control Grant to support the implementation of COVID-19 infection control measures
 Bedfordshire & Luton Community Foundation – Bedfordshire Coronavirus Emergency Fund provided in 2019/20 to support the charity to work remotely during Covid-19.
 LBC – Infection Control Grant to support the implementation of COVID-19 infection control measures
 Community Fund from the Coronavirus Community Support Fund, distributed by The National Lottery
 Community Fund for project to reach digitally excluded and isolated people who are sight impaired.
 Gardner Trust – was to provide a washing machine and oven for a client.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

21 Net assets held by funds

2021	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	941	538,574	33,309	(43,176)	529,648
Restricted funds	2,602	58,379	-	-	60,981
	<u>3,543</u>	<u>596,953</u>	<u>33,309</u>	<u>(43,176)</u>	<u>590,629</u>
2020	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	2,940	509,999	60,873	(55,739)	518,073
Restricted funds	3,470	27,385	-	-	30,855
	<u>6,410</u>	<u>537,384</u>	<u>60,873</u>	<u>(55,739)</u>	<u>548,928</u>

22 Share capital

The company is limited by guarantee and has no issued share capital. The liability of members is limited to no more than £10.

23 Trustees' remuneration

No trustee received any remuneration for their services (2020: none). During the year there were no expenses incurred in relation to the trustees (2020: £nil).

24 Related party transactions

Donations from trustees during the year amounted to £nil (2020: £nil).

There were no other related party transactions during the year.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2021

25 Financial commitments

At 30 September 2021 the charitable company had no annual commitments under non-cancellable operating leases (2020: £nil).

There are no capital commitments (2020: £nil).

26 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2021 £	2020 £
Net (expenditure) for the year	41,701	(59,868)
Adjustments for:		
Depreciation charges	1,603	2,137
Loss/(gains) on disposal	1,264	-
Losses/(gains) on investments	(13,291)	8,421
Dividends, interest and rents from investments	(4,906)	(3,496)
Decrease/(increase) in stocks	(2,324)	514
Decrease/(increase) in debtors	29,888	8,304
Increase/(decrease) in creditors	(12,563)	17,875
Net cash provided by operating activities	<u>41,372</u>	<u>(26,113)</u>

Accounts

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Unaudited financial statements for
the year ended 30 September 2020

Sight Concern Bedfordshire

A company limited by guarantee and not having a
share capital

Sight Concern Bedfordshire

Reference and administrative details

Trustees (who act as Directors for the purposes of the Companies Act)	Adrian Spurrell Chairman Joanna Jameson David Mitchell Ann Nevinson (Resigned November 2020) Diana Gibson-Birch Calli O'Brien (Appointed April 2020) Martin Green (Resigned December 2019)
Secretary	Carol O'Brien
Chief Executive Officer	Carol O'Brien
Charity number	1117209
Company number	05966120
Registered & principal office	St Bedes 116 Bromham Road Bedford MK40 2QN
Independent Examiner	Steve Monico FCA DChA 19 Goldington Road Bedford MK40 3JY
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ Scottish Widows Bank Plc 67 Morrison Street Edinburgh EH3 8YJ The Charity Bank Limited Fosse House 182 High Street Tonbridge TN9 1BE
Solicitors	HCB Solicitors (formerly Park Woodfine Heald Mellows) 1 Lurke Street Bedford MK40 3TN

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

The trustees are pleased to present their annual trustees' report for the year ending 30 September 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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; FRS 102) issued in October 2019.

Objectives and Activities

Charitable objectives and reporting under Public Benefit

Sight Concern Bedfordshire's ("SCB"s) objectives continue in accordance with its Constitution. The objects are to promote the relief of blind and partially sighted persons and persons with sensory or any other related disability. The principal objectives of the charity are to support people who are blind or partially sighted resident in Luton and Bedfordshire and people with sensory loss in Central Bedfordshire.

In setting the charity's objectives and planning its aims and future activities the Trustees have given consideration to the Charity Commission's general guidance on public benefit. The main aims of the charity are:

- To provide appropriate help, support, aids, training and advice that contribute to improving the quality of life for people with sensory loss and their carers;
- To help people who use the charity's services maintain choice and control over their lives;
- To provide training to people with sensory loss to monitor their health and use any remaining vision they may have, thereby helping them to maintain their health and emotional wellbeing;
- To raise awareness of the impact and issues of registration as blind or partially sighted and signposting/supporting people to register is appropriate;
- To provide appropriate support to ensure the service users' dignity and at all times respecting the choices service users make.

Our values are embedded as our staff, trustees and volunteers are part of the same team, sharing a commitment to work together to support the development of everyone's potential. Our values are encompassed in the following 'SPIRIT':

- **Specialist knowledge** – of sensory loss and its impact on daily living
- **Professionalism** – quality and care in all the services we provide
- **Inclusivity** – equality and accessibility for all
- **Relationships** - collaborative partnerships with stakeholders and organisations
- **Integrity** – in service provision and practice
- **Transparency** – ensuring best practice in all we do

Sight Concern Bedfordshire Services

The work done by Sight Concern Bedfordshire in the year 2019/20 was delivered as normal in the pre-pandemic period from October 2019 to mid-March 2020. Services were then delivered under Covid restrictions from the end of March to October 2020. During the year Sight Concern contacted 2,745 people and each of these service users received direct specialist service from us, 1,800 of these were Covid wellbeing calls. The charity closed over 3,660 referrals for work, each referral is a record of direct support ranging from receiving Covid wellbeing calls to a holistic 'MOT' assessment and the creation of an action plan with a specialist advisor.

Sight Concern provides a specialist Low Vision service which provides assessments, advice, equipment and support from our offices in Luton and Bedford. The average appointment is 30 minutes long and includes rehabilitation support and practical advice; access to assistive technology and demonstrations of equipment. The Low Vision Service delivered face to face clinics from October 2019 until Mid-March 2020. The face-to-face clinics stopped during lockdown. During the pandemic support was provided by phone to all visually impaired people who have

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Sight Concern Bedfordshire Services (continued)

accessed the low vision service in the last three years or are on the waiting list. In addition to the calls, magnifier replacements were distributed through consultation with Optometrists. From October 2020 a new remote telephone low vision service was launched allowing clinics to take place during restrictions.

Visual Impairment Advisors (VIAs) and Sensory Impairment Advisor (SIA) provide intensive support on a 1:1 basis with our most vulnerable clients, encouraging and enabling them to build social networks and regain confidence. The VIAs and SIA carry out 'MOT' initial assessment and create support plans that are written with active involvement of the service users and/or their carer or family and include obtaining benefits such as Personal Independence Payments (PIP) and Carer's allowance, concessions such as Blue Badge applications, demonstrating domestic equipment and adaptations, providing access to social groups and referrals to other support organisations. The impairment advisors for Central Bedfordshire and Luton obtained new benefits, principally PIP and Carers Allowance, totalling £348,976 during the year for 71 clients and obtained 5 concessions i.e. bus passes and blue badges. The PIP and Carers Allowance are granted for 3 years meaning that £320,000 will also be received in 2021 and 2022. The service has moved to telephone support and doorstep visits during restrictions.

A number of volunteer supported activities are carried out to fulfil the aims and objectives of the charity. These include:

- The listening post telephone service makes routine calls, at a regular time, to keep in contact with visually impaired people who are home-bound or otherwise lack regular social contact.
- Support for office work including working with British Wireless for the Blind or processing our donations.
- The charity circulates Talking Newspapers where volunteer readers create audio recordings of the local newspapers. The services support 83 people who each receive around 25 recorded newspapers in a year.
- The charity is a distributor of British Wireless for the Blind Radios, delivering 24 radios and we referred a further 30 people to the British Wireless for the Blind Connect service to receive radios by post during Covid restrictions.
- The charity circulates its own newsletter, News and Views. Following Covid lockdown calls to all people on the database, the News and Views distribution list has reduced from 3000 to 2000 people. The newsletter contains opportunities and local events, associated services from partner organisations and sight loss prevention information. The newsletter is distributed in accessible formats including large print, audio recording on memory stick, links to cloud provision and braille.
- The resource centre in Luton provides 1-1 advice, information and assistance in purchasing resources to aid independent living for people living with sight loss or their relatives and friends. In March 2020 the resource centre was closed with advice provided over the phone and over 60 people wanting to purchase items were referred to the RNIB Shop which can be accessed online or by telephone.
- Social and education trips and weekly clubs are co-produced by Sight Concern with volunteers and local partners. These range from walking trips, to joint Christmas parties and accessible holidays.
- An accessible IT Club and training is provided by Sight Concern from our offices in Luton and in Bedford from housing association accommodation. The sessions include information on accessing online media and social networks as well as information about eye care conditions. The Bedford club has moved to twice weekly Zoom calls. During lockdown a 1-1 IT support service is being developed where volunteers help visually impaired people access online services such as Zoom.
- Sight Concern is subcontracted by the national charity, Macular Society, to provide Eccentric Viewing Technique training. This service offers rehabilitation after central vision loss and is valued by our service users and the Visual Impairment Advisors providing the service.
- Information, advice and guidance is provided via the charity's telephone helpline, face to face (when possible) and via the Facebook Book page to visually impaired people and relatives, as well as friends or carers of visually impaired people.
- A Sight Concern Visual Impairment Champion attends local events and promotes the services and support available for people with Sight Loss. Events attended this year included an online Festival for Older People, sight loss resources and technology sessions. The Visual Impairment Champions role has expanded to promoting equality through social media and attending equality organisations, for example Bedford an Inclusive Town and creating awareness campaigns with Central Bedfordshire Council.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Sight Concern Bedfordshire Services (continued)

- Sight Concern runs regular clubs including Crafty Bunch, Friday club, Dunstable Social Eyez, and a family group.

Sight Concern Bedfordshire has partnered with Bedfordshire Hearing Advisory Service (BHAS) to deliver more for people with Hearing Loss in Central Bedfordshire. Services provided by BHAS under the contract include lip reading classes. The charities support each other to ensure referrals are passed for hearing loss and sight loss to appropriate services.

The charity works closely with Local Authority Social Services, Housing Associations, Optometrists, GPs, and with Charities that have overlapping client groups such as older people, to ensure that the advice and signposting is up to date.

Key developments during the 2019/20 year

We were delighted that a new trustee joined with experience in marketing, which was identified as a key trustee skill needed in the skills audit.

From March 2020 Sight Concern Bedfordshire rapidly transitioned to working from home and providing services digitally. Staff quickly adapted to homeworking assisted by a digital phone system that transferred seamlessly to home and Bedfordshire Coronavirus Emergency Fund that were used to purchase additional laptops and headphones. Once the risk assessment for Covid working was complete staff worked in a blended way from home and from the office. Staff and service user wellbeing was a key focus with phone calls to each group during the initial lockdown.

The charity was sponsored by an Elevate grant provided by Bedford Luton Community Foundation to fund work with a Cranfield Trust volunteer to create the strategy. A five year strategy was completed and further work was started in October 2020 to create a fundraising strategy.

Over the year contracts and grants were maintained. Central Bedfordshire extended the existing contract for the Sensory Impairment service, with the contract now running until the March 2021. The London Luton Airport Limited (LLAL) grant for the Luton work was renewed at full value for a further year from April 2020, under a new fund structure. Unfortunately, the reduction in passenger numbers due to the pandemic led to a necessary, in year, reduction in the Luton grant administered by the Bedfordshire Luton Community Fund.

Prior to the pandemic, we had set aside some of the legacy to be able to keep the number of current posts, on the basis that the cost would only need to be absorbed until the new financial year (October 2020). We have been applying for additional funding and were hoping that we could secure enough money to make up the short fall within that time. However, the pandemic meant that all charities suffered a huge detriment in terms of funding they receive. As a result the charity felt that we had no other option but to make compulsory redundancies and reduce some staff members' contracted hours. The charity restructure was completed during September 2020 we are confident that the charity remains sustainable and able to best deliver on the charity purpose.

The role of Luton and Dunstable Foundation Trust Eye Clinic Liaison Officer (ECLO) funded by Sight Concern and RNIB plays a vital role in the eye care pathway. The objective that more people with sight loss should leave the hospital with an understanding of their eye condition and a referral into other services such as Social Services Sensory Impairment Team and local charities which provide support, is being met. In the period in 2019/20 (Oct - Sept) 94 Certificates of Visual impairment were initiated by the ECLO and a significant proportion of new people to Sight Concern were referred by the ECLO. The ECLO has remained on site at Luton and Dunstable hospital for all but the initial lockdown, remaining a vital link between hospital and secondary care.

Sight Concern has migrated from VIEWS to CharityLog. CharityLog is the primary method for monitoring and evaluating the impact of the services Sight Concern provides. Sight Concern is part of a shared data project currently has 8 partner sight loss charities and over 28,000 individual people records. Sight Concern increased our

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Key developments during the 2019/20 year (continued)

use of Charitylog over the year with the addition of benefits (Personal Independence Payments, Attendance Allowance) and outcome reporting.

The charity has joined with seventeen other sight loss charities to pilot Devon In Sight's outcome tool, known as The Sight Loss Journey 'MOT'. During 2019-2020 Sight Concern visual and sensory impairment advisors carried out MOTs and mini-MOTs for 39 individuals. We intend to increase the number of people receiving MOTs during 2020-2021.

Sight Concern uses the NVCO workforce wheel as our outcome based approach to monitoring all aspects of people management. Sight Concern evaluates its outcomes each year to feed into our workforce development. The overall outcome score has risen since we started in 2018, with all the mean scores above 3 out of 5. In 2020 the highest scoring areas were wellbeing and clarity of expectations, which is linked to recent improvements in 1-1 sessions and objective setting. The lower scoring areas to focus on are; workforce skills and our training matrix, and role and responsibilities that have broadened under Covid working. Staff training taking place this year included all staff took the RNIB course in customer service and an online mental health course, as well as attending the online Visionary National Conference.

Sight Concern hosts and promotes the Luton Eye Care Working Group attended by NHS, Local Authority and community and voluntary sector colleagues to re-establish referral pathways. During the year, the eye care group shared information to support the eye care pathway during the Covid restrictions and worked to promote National Eye Health Week. The work with partners during lockdown is reflected by Sight Concern managing to reach 243 new people during such difficult conditions.

An operational review of charity office space to best deliver the charity purpose at a sustainable cost level has been completed with plans in place to reduce the space we hold under lease. The consultation has identified a need to deliver services within the community, with transport being a barrier to many accessing our services.

Volunteers

Volunteers are a key part of Sight Concern Bedfordshire's overall strategy. Volunteer numbers increased over the last year, with 8 people recruited during lockdown. Sight Concern Bedfordshire can call upon more than 130 volunteers in the Bedfordshire and Luton area, although some of the volunteer roles are 'on pause' during lockdown.

During lockdown volunteer activities have moved to online and telephone; telephone befriending has increased to 50 individual calls a week, Zoom and telephone conference clubs are being held weekly and Talking News is being recorded and distributed digitally. The charity aims to use volunteers as effectively as possible and to ensure volunteers participate at all levels within the charity.

Sight Concern Bedfordshire has a dedicated Volunteer Co-ordinator who is responsible for the day-to-day care of all our volunteers. We operate a full screening and training scheme for all our volunteers that is tailored to the specific role undertaken by a given volunteer. All volunteers are offered additional training each year, in 2019/2020 volunteers were offered online mental health training and information sheets such as 'how to avoid scams'.

Thank you for your support

Sight Concern is helped by many people, businesses and organisations throughout the year. We would like to extend our thanks to:

Machins Solicitors in Luton for the use of a meeting room during the year
Robson Hall Land and Property Professionals for support while looking at accommodation
Richard Burt as a friendly ear to talk through dilapidation terminology
Bedfordshire and Luton LLAL Community Investment Fund and the Bedfordshire Coronavirus Emergency Fund, managed by the Bedfordshire and Luton Community Foundation (BLCF)
Access to Work grant to help two members of staff continue to work independently at Sight Concern
Kashmira Patel for providing one and a half days optometrist service free of charge

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Thank you for your support continued

Cheryl Sansom for providing 11 days IT development time free of charge
Cranfield Trust Consultant Mark Taylor for help and expertise with development of the charities five year strategy

We have faced unprecedented challenges in delivering our services this year as a result of the COVID-19 pandemic and the restrictions placed on all of us through lockdown. Our thanks go to our staff and volunteers for their creativity and sheer hard work in adapting to working from home, to providing new services and to working extra hours to complete the Covid Wellbeing calls.

Future Plans

The charity recognises that the number of people affected by sight loss continues to grow. In Bedfordshire (Luton Borough, Central Bedford, and Bedford Borough) the number of people with severe sight loss is expected to grow by 17% during the next five years (reference RNIB sight loss data tool). Sight Concern Board of Trustees is committed to adapting to meet this need by developing and improving the services offered.

This will include:

- Work to achieve strategic goals identified in review of services completed December 2019 as part of the Cranfield Trust Elevate program.
 - Create Fundraising Strategy supported by Cranfield Trust and focus on Grants and Trusts and developing Legacy giving.
 - Create a Marketing plan.
 - Launch a new service with staff, volunteers and service users as part of Sight Concern's first Lottery project.
- Once safe to operate face to face, we will identify locations in the community to deliver services face to face across the region. The Luton office will be released and be replaced by provision in the community.
- Work with RNIB to fund a sustainable Eye Clinic Liaison role at the Luton and Dunstable Hospital and promote RNIB services including Living Well with Sight Loss and RNIB connect.
- Extend the use of the MOT outcomes tool to Low Vision clinics.
- Develop Board members and the work force, including volunteers, through support and training. Staff, volunteer and trustee training will be formalised in an updated training matrix with objectives which reflects the charity vision and values.
- Focus on key strong local partnerships to signpost and refer service users and to ensure the best outcomes.
- Use Charity log to better report internally and externally, including signposting and referrals. Rebuild face to face relationships as we move from Covid restrictions to reopening services.
- Developing mutually beneficial partnerships, working with national organisations such as Thomas Pocklington Trust and Macular Society, to bring further services and support to the Visually Impaired community in Bedfordshire. Work with Thomas Pocklington Trust will include liaising between visually impaired groups to support Luton scooter consultation. Work with Visionary to strengthen the provision of sensory services.
- Take learnings from the period of restrictions and to offer a blended approach including a continued remote low vision clinic.
- Use funding from the Coronavirus Community Support Fund, distributed by The National Lottery Community Fund for a new project to reach digitally excluded and isolated people who are sight impaired.

Financial review

During the year Sight Concern Bedfordshire made a deficit of £59,868 (2019: deficit of £63,924). During the accounting period incoming resources amounted to £325,618 (2019: £320,087). Total resources expended were £377,065 (2019: £392,058). At the year end, total funds carried forward were £548,928 (2019: £608,796), of which £518,073 (2019: £603,901) were unrestricted.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Reserves Policy

The charity's reserves are maintained to provide funds to continue our services in the event of any unexpected issues which may arise, to provide for any necessary closure costs, and to provide for major planned events, including new developments, or major cost requirements.

Excluding tangible fixed assets, free reserves were £511,663 (2019: £598,111), which equates to 1.36 years of total expenditure (2019: 1.5 years).

SCB delivery contracts typically have a 6-month notice period, therefore the trustees aim to maintain at least 6 months' worth of expenditure in reserves at any point, in order that the organisation can continue to provide services in line with the contracts during any notice period, as required, should income levels be impaired. Our budgeted expenditure for general projects and overheads for 2020/21 is £326,174, therefore our reserves requirement is £163,087, to meet our policy.

In addition to retaining funds to meet our reserves policy, the trustees have agreed to fund various projects, activities and new developments from the legacy funds held in our free reserves. As at 30 September 2019 and 30 September 2020, £100,000 was officially designated for project support. However, it is now expected that at least £125,836 will be required to fund the budgeted spend in 2020/21 and future years on the following projects and costs, therefore the Board has since transferred a further £25,836 to increase the officially designated funds total, to be spent on the following projects and costs.

- Eye Clinic Liaison Officer – SCB Joint Funding of full time ECLO post at Luton and Dunstable hospital 2019 through to 2022, the total cost £57,963, balance of £26,664 left as at 30th September 2020.
- Bedford – Funding to support two Bedford services – Volunteer led social inclusion work and provision of specialist information, advice and guidance on the telephone. Total cost for 2020/21 of £23,398, with both these projects likely to have further spending in future years.
- Lease commitments of £10,524 for 6 months left on the Luton office.
- Fundraising and Marketing projects totalling £45,750 to fulfil new charity strategy. Projects include appointing Grants and Trusts Fundraiser, continue working towards new service creation through a lottery grant, and legacy fundraising.
- Develop online document storage facilities including staff training £1,500.
- Refurbishment of the Luton ground floor office and Bedford office £18,000.

From our current free reserves, we have committed £288,923 to meet our reserves policy, lease and the above projects in 2020/21. The CEO and trustees continue to work to identify the best use of spending of the legacies to ensure the charity is working toward developing services sustainable for the charity in the future. As part of that they are identifying internal processes that may also benefit from external oversight to ensure the charity is operating efficiently. With the ongoing Covid-19 pandemic, careful management of funds and spending is even more vital, and the charity feels it is appropriate to maintain a larger than usual buffer of free reserves to protect against further funding and income losses in the short term, whilst protecting essential services to our service users during this period.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Investment policy

The charity received a legacy in 2011/12 which included a share portfolio, the shares were retained and form part of the Reserves Policy.

The charity engaged with a Financial Advisor to seek advice on investments opportunities for legacy money received that could provide a steady income. The decision following a thorough risk review is that the charity will reduce its risk by not making any further investment in shares. The Finance Committee will look to keep legacy money as cash in ethical bank accounts with staggered investment lengths; the first account was setup with The Charity Bank in October 2019. In December 2020 we are looking to open a Nationwide Savings Account.

Principle funding sources

In the context of the wider charity sector, Sight Concern Bedfordshire is a smaller regional charity but has a wide range of services to fund. In a normal year without exceptional legacy income, around 38% of total funding comes from the public sector. 48% of funding is obtained from grant giving bodies, the largest of which comes from a London Luton Airport Ltd grant.

Risk management

The trustees have considered risks and risk management throughout the year as part of the board meetings. The principal area for attention is a risk management strategy which comprises:

- The trustees have considered risks and risk management throughout the year at board meetings.
- The establishment of policies, systems and procedures to mitigate those risks identified.
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Trustees have recognised as a prime risk the long-term financial sustainability of services provided to visually impaired people for Local Authorities. The mitigation has been to develop and deliver both services for Local Authorities in a sustainable way and initiate new income streams.

In addition to the key financial risks, the Board review the governance, external, regulatory and operational risks.

A phased risk plan was used during the pandemic to ensure the safety of staff, volunteers, service users and trustees. The levels of lockdown are reflected giving confidence that Sight Concern met or exceed Covid restrictions while opening services as appropriate. The impact of Covid and the risk plan were reviewed and agreed by trustees in additional board meetings held March to September 2020. The plan remains active and is reviewed regularly as conditions change.

Fundraising activities

The charity does not currently carry out formal fundraising activities. The amounts allocated for raising funds represent staff time spent on promotion and publicity in general in order to raising the profile of the charity and raise general awareness of the charity for donors and funding organisations. Sight Concern has used a professional fundraiser to write a grant application and to help us create a case for support. The charity does not use professional fundraisers to target donations from individuals.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Structure, governance and management

The company was incorporated on 13 October 2006 as a company limited by guarantee not having share capital and being a registered charity in England and Wales. The governing document of the charity is its Memorandum and Articles of Association. The trustees set the classes and conditions of membership and approve all new members. The current membership requirements being a Trustee of the charity, each member undertakes to contribute no more than £10 to the Charity's assets in the event of the charity being wound up.

The charity seeks to have on its board members with the appropriate skillset to enable it to be managed in an effective manner. Any new appointment is made at a properly convened trustees' meeting. New trustees receive an induction which includes trustee responsibilities, meeting staff, senior management and existing trustees, a review of the charity's literature including recent accounts and minutes of trustee meetings.

Pay policy for senior staff

The board of trustees and the senior management team comprise the key management personnel of the charity, in charge of directing and controlling, running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses and related party transaction are disclosed in note 23 to the accounts.

The key management remuneration policy is set by the Trustees and is reviewed on an annual basis as part of the budget setting process.

Trustees

The following were Trustees as well as directors of the charitable company throughout the year.

Joanna Jameson
David Mitchell
Ann Nevinson
Adrian Spurrell
Diana Gibson-Birch
Calli O'Brien

1 of the 6 the Trustees who served during the year are registered blind or partially sighted.

Sight Concern Bedfordshire

Trustees' report For the year ended 30 September 2020

Statement of Trustees' responsibilities

The trustees (who are also directors of Sight Concern Bedfordshire for the purposes of company law) are responsible for preparing the Trustees' Annual 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 charitable company and of the incoming resources and application 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 2019 (FRS 102);
- 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.

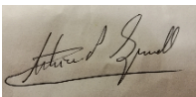
In so far as the trustees are aware:

- there is no relevant information of which the charitable company's Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant examination information and to establish that the Examiner is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the board of trustees



Adrian Spurrell
Chair

Date: 11 March 2021

Independent Examiner's Report to the Trustees of Sight Concern Bedfordshire For the year ended 30 September 2020

I report to the charity trustees on my examination of the accounts of the company for the year ended 30 September 2020 which are set out on pages 12 to 26.

Responsibilities and basis of report

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

Having satisfied myself that the accounts 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 company's accounts 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 statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



Stephen Monico FCA DChA
Institute of Chartered Accountants in England and Wales (ICAEW)

19 Goldington Road
Bedford
MK40 3JY

Date: 11 March 2021

Sight Concern Bedfordshire

Statement of financial activities (incorporating the Income and Expenditure account) For the year ended 30 September 2020

	Notes	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Income from:					
Donations and legacies	4	19,686	-	19,686	44,943
Charitable activities	5	13,935	281,729	295,664	270,609
Other trading activities	6	-	-	-	289
Investments	7	3,496	-	3,496	4,246
Other	8	6,772	-	6,772	-
Total income		<u>43,889</u>	<u>281,729</u>	<u>325,618</u>	<u>320,087</u>
Expenditure on:					
Raising funds	9	194	-	194	893
Charitable activities	9	121,102	255,769	376,871	391,165
Total expenditure		<u>121,296</u>	<u>255,769</u>	<u>377,065</u>	<u>392,058</u>
(Loss)/gain on revaluation of investment assets	16	(8,421)	-	(8,421)	8,047
Net income/(expenditure)		<u>(85,828)</u>	<u>25,960</u>	<u>(59,868)</u>	<u>(63,924)</u>
Net movement in funds		<u>(85,828)</u>	<u>25,960</u>	<u>(59,868)</u>	<u>(63,924)</u>
Reconciliation of funds:					
Total funds brought forward		603,901	4,895	608,796	672,720
Total funds carried forward	19,20	<u>518,073</u>	<u>30,855</u>	<u>548,928</u>	<u>608,796</u>

The notes on pages 15 to 26 form part of these financial statements.

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

All income and expenditure derives from continuing activities.

Sight Concern Bedfordshire

Balance sheet (Company number 05966120) As at 30 September 2020

	Notes	2020	2019
		£	£
Fixed assets			
Tangible Assets	15	6,410	5,790
Investments	16	90,672	99,093
Total fixed assets		97,082	104,883
Current assets			
Stocks		6,224	6,738
Debtors	17	54,649	62,953
Bank and cash balances		446,712	472,086
Total current assets		507,585	541,777
Liabilities:			
Creditors: amounts falling due within one year	18	(55,739)	(37,864)
Net current assets		451,846	503,913
Total assets less current liabilities		548,928	608,796
Net assets		548,928	608,796
The funds of the charity:			
Unrestricted income funds	19	518,073	603,901
Restricted income funds	20	30,855	4,895
Total charity funds		548,928	608,796

The notes on pages 15 to 26 form part of these financial statements.

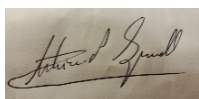
For the year ended 30 September 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' (Trustees') responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the board of trustees on 11 March 2021 and signed on their behalf by



Adrian Spurrell
Chair

Sight Concern Bedfordshire

Statement of cash flows For the year ended 30 September 2020

	Note	2020 £	2019 £
Cash flows from operating activities:			
Net cash used in operating activities	26	(26,113)	(90,054)
Cash flows from investing activities:			
Interest, dividend and rental income		3,496	4,246
Payments to acquire tangible fixed assets		(2,757)	(414)
Payments to acquire fixed asset investments		-	(14)
Net cash used in investing activities		739	3,818
Change in cash and cash equivalents in the year		(25,374)	(86,236)
Cash and cash equivalents at the beginning of the year		472,086	558,322
Cash and cash equivalents at the end of the year		446,712	472,086

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

1 Accounting policies

1.1 Basis of preparation and assessment of going concern

Sight Concern Bedfordshire is a private charitable company, limited by guarantee, registered in England and Wales and was incorporated on 13 October 2006. The charitable company's registered number and registered office address can be found on page 1. The presentation currency of the financial statements is the Pound Sterling (£). The company has no share capital and in the event of the charity being wound up, the liability in respect of the guarantee is limited to no more than £10 per member of the charity.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts. The financial statements have been prepared in accordance with the 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 (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sight Concern Bedfordshire constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about Sight Concern Bedfordshire's ability to continue as a going concern due to the level of reserves held compared with usual annual expenditure. The most significant area of uncertainty is the level of investment return and the performance of investment markets (see the investment policy in the trustees' report for more information).

1.2 Incoming resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the item (s) of income have been met or are fully within the control of the charity or its subsidiary;
- There is sufficient certainty that the receipt of the income is considered probably; and
- The amount can be measured reliably.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the above criteria are met. Grants are recognised in the period to which they relate.

1.3 Operating leases

Rent payable on operating leases is accounted for in the year to which it relates.

1.4 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

1.5 Resources expended

Expenditure is recognised in the period to which it relates and liabilities are recognised in the period in which they arise. Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of costs:

Services	80%
Management and administration	20%

1.6 Tangible fixed assets and depreciation

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

Computers and peripherals	25% reducing balance method
Equipment and furniture	25% reducing balance method

1.7 Fixed asset investments

Investments are stated at market value at the balance sheet date. All gain and losses (realised and unrealised) are recognised in the SOFA in the period to which they relate.

1.8 Stock

Stocks are recognised at the lower of cost or net realisable value less any provision for slow-moving or obsolete stock.

1.9 Short term employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service. The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the statement of financial activities in the period to which they relate. Redundancy and other termination payments are accounted for when the employment contract is terminated.

1.10 Voluntary assistance

The charity receives help and support in the form of voluntary assistance. This is not included in the accounts in accordance with the SORP.

1.11 Fund accounting

Unrestricted funds are those funds available for the general running of the charity and the use of those funds is limited only by the objects of the charity. Designated funds are also unrestricted in as much as they are established by the trustees for a specific purpose and the trustees may, at their discretion, transfer funds out of a designated fund in the future. Restricted funds are those funds that have been donated for a purpose specified by the donor. The use of restricted funds is not at the discretion of the trustees. Permanent endowments are funds that have been set up for the long term use of the charity and the assets of these funds cannot be expended.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

1.12 Financial instruments

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the statement of financial activities in support costs.

2 Key areas of judgement and estimate

In applying the accounting policies, the Trustees have made critical accounting judgments, estimates and assumptions. These estimates and assumptions are based on historical experience and are reviewed on a continual basis.

The critical accounting judgments, estimates and assumptions that have a material effect on the amounts recognised in the financial statements for both the current and next financial years are discussed below.

Included in accrued income within debtors is an amount of £5,000 relating to a legacy that was not paid by the end of the year. The income has been included in the accounts on the basis that the charity is entitled to the income, the amount can be reliably measured and it is probable that amount would be received after the end of the accounting period.

3 Comparative Statement of Financial Activities

The Statement of Financial Activities for the year ended 30th September 2019 is presented for illustrative purposes.

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Endowment Funds 2019 £	Total Funds 2019 £
Income:				
Donations and legacies	44,943	-	-	44,943
Charitable activities	10,662	259,947	-	270,609
Other trading activities	289	-	-	289
Investments	4,246	-	-	4,246
Total income	60,140	259,947	-	320,087
Expenditure:				
Raising Funds	893	-	-	893
Charitable Activities	132,939	258,226	-	391,165
Total expenditure	133,832	258,226	-	392,058
Gains/(loss) on revaluation of investment assets	8,047	-	-	8,047
Net income/(expenditure)	(65,645)	1,721	-	(63,924)
Transfer between funds	15,008	-	(15,008)	-
Net movement in funds	(50,637)	1,721	(15,008)	(63,924)
Reconciliation of funds:				
Total Funds brought forward	654,538	3,174	15,008	672,720
Total Funds carried forward	603,901	4,895	-	608,796

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

4 Income from donations

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Donations	11,953	-	11,953	10,544
Legacies	7,109	-	7,109	33,500
Gifts in Kind	250	-	250	465
Group income	58	-	58	228
Memory Giving	200	-	200	90
Gift Aid	61	-	61	-
Collecting boxes	55	-	55	116
	<u>19,686</u>	<u>-</u>	<u>19,686</u>	<u>44,943</u>

All of the £44,943 received in 2019 was unrestricted.

The charity is grateful to Kashmira Patel for gifting one day of her time as an optometrist in 2020 and one and a half days of her time as an optometrist in 2019 and to Cheryl Sansom for gifting 83 hours of her time in 2019 which was not quantified at the time. The value of these Kashmira's services is included above as a gift in kind and an equivalent charge is made within the direct service costs. We have also received legal services from Robson and Hall Land and Property Professional, Bedford and free room use from Machin Solicitors in Luton. No monetary benefit has been calculated and adjusted on these gifts.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with accounting standards, the economic contribution of general volunteers is not measured in the accounts.

5 Income from charitable activities

The incoming resources classified under charitable activities are outlined in more detail below. This income is classified as such as it relates to specific projects and outcomes.

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Grants:				
Access to Work Support	-	6,552	6,552	3,602
George W Dickens Charity	900	-	900	500
Bedfordshire and Luton Community Foundation	-	7,500	7,500	1,000
HMRC – furlough scheme	-	7,986	7,986	-
Community Fund	-	9,930	9,930	-
Community Chest Grant	-	-	-	1,000
Luton Airport grant	-	124,052	124,052	130,000
BWBF Agency Grant	1,200	-	1,200	1,175
Luton Borough Council	5,000	-	5,000	-
Gardner Trust	-	498	498	-
Service Level Agreements:				
Other Services	100	-	100	161
Central Beds Sensory Impairment	-	56,002	56,002	54,636
Bedford Low Vision Clinic	-	30,535	30,535	30,535
Luton Low Vision Clinic	-	38,674	38,674	38,674
Sub total carried forward	<u>7,200</u>	<u>281,729</u>	<u>288,929</u>	<u>261,283</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

5 Income from charitable activities (continued)

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Sub total brought forward	7,200	281,729	288,929	261,283
Other services:				
Resource centre sales	671	-	671	2,940
Low vision clinic sales and service income	5,935	-	5,935	6,145
Training services provided	3	-	3	241
Events for Service Users	126	-	126	-
	<u>13,935</u>	<u>281,729</u>	<u>295,664</u>	<u>270,609</u>

In 2019, £259,947 restricted funding was received, being £123,845 for service level agreements and £136,102 for grants. The £10,662 other services income and grants was unrestricted.

6 Other trading activities

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
200+ club	-	-	-	289
All income in 2019 was unrestricted.	-	-	-	289

7 Investment income

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Interest on bank accounts	312	-	312	834
Share Dividends	3,184	-	3,184	3,412
All income in 2019 was unrestricted.	<u>3,496</u>	<u>-</u>	<u>3,496</u>	<u>4,246</u>

8 Other income

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Insurance Claim	5,907	-	5,907	-
Central Beds Resilience Payment	478	-	478	-
Contribution to Kitchen Refurbishment	387	-	387	-
There was no other income in 2019.	<u>6,772</u>	<u>-</u>	<u>6,772</u>	<u>-</u>

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

9 Expenditure

2020	Staff costs	Other costs	Depreciation/loss on disposal	Support costs	2020 Total
	£	£	£	£	£
Charitable Activities					
Direct services	106,185	53,005	1,752	79,629	240,571
Management and Admin.	47,098	18,513	385	55,292	121,288
Governance (Note 10)	13,100	112	-	1,800	15,012
Total for charitable activities	166,383	71,630	2,137	136,721	376,871
Fundraising	-	194	-	-	194
	166,383	71,824	2,137	136,721	377,065
2019	Staff costs	Other costs	Depreciation/loss on disposal	Support costs	2019 Total
	£	£	£	£	£
Charitable Activities					
Direct services	191,844	45,505	1,418	62,097	300,864
Management and Admin.	22,764	19,372	513	32,101	74,750
Governance (Note 10)	13,063	688	-	1,800	15,551
Total for charitable activities	227,671	65,565	1,931	95,998	391,165
Fundraising	-	893	-	-	893
	227,671	66,458	1,931	95,998	392,058

Other expenditure is allocated between support costs for assessing grants, fundraising and management and administration of the charity. Where it relates to more than one category, it is apportioned over relevant headings. The basis of apportionment reflects time and resources expended directly on various activities or in support of these activities.

Allocation of support costs:

Services	80%
Management and administration	20%

Support costs is analysed as follows:

	2020 £	2019 £	Basis of apportionment
Rent, insurance and service charges	50,639	61,703	Invoiced costs
Computer costs	9,851	3,027	Invoiced costs
Telephone	4,554	4,523	Invoiced costs
Printing, postage and stationery	4,418	6,461	Invoiced costs
Repairs and renewals	20,740	9,891	Invoiced costs
Other costs	1,785	1,933	Invoiced costs
Other staff costs	5,510	5,630	Invoiced costs
Legal and professional fees	4,020	1,800	Invoiced costs
Consultancy costs	35,204	1,030	Invoiced costs
	136,721	95,998	

There were no grants to institutions.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

10 Governance costs

	2020 £	2019 £
Trustee costs	112	688
External advisors	1,800	1,800
Staff costs	13,100	13,063
	<u>15,012</u>	<u>15,551</u>

11 Staff costs

	2020 £	2019 £
Salaries	153,337	206,934
Social Security costs	3,865	9,446
Pension Costs	9,181	11,291
	<u>166,383</u>	<u>227,671</u>

No employee earned more than £60,000 (2019: none).

The average number of employees during the year was as follows:

	2020	2019
Chief Executive Officer	1	1
Resource Centre staff	-	2
Full time	12	11
Part time	<u>13</u>	<u>14</u>

The charity operates a Stakeholder Pension Scheme for its employees and contributes at a rate of 6%, this scheme has been amended to meet auto-enrolment requirements. There are 6 current members of the scheme (2019: 12).

There were two termination payments made in the year with a total of £6,022 for redundancy and £4,985 for payment in lieu of notice, a total of £11,007 (2019: £nil).

12 Key Management Personnel

Key Management Personnel during the year were trustees of the organisation who are not paid and staff member Carol O'Brien as CEO. Total gross salaries and employer pensions contributions amounted to £33,015 (2019: £33,015).

13 Taxation

As Sight Concern Bedfordshire is a registered charity, the charitable company is not liable to corporation tax.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

14 Statement of Financial Activities

The net movement in funds is stated after charging:

	2020 £	2019 £
Independent Examiner's fees	1,800	1,800
Depreciation	2,137	1,931
Rent on licence	34,375	38,501

15 Fixed assets

	Computer Equipment £	Restricted fund equipment £	Total £
Cost			
At 1 October 2019	21,564	10,243	31,807
Additions	-	2,757	2,757
At 30 September 2020	21,564	13,000	34,564
Depreciation			
At 1 October 2019	17,644	8,373	26,017
Charge for the year	980	1,157	2,137
At 30 September 2020	18,624	9,530	28,154
Net book values			
30 September 2020	2,940	3,470	6,410
30 September 2019	3,920	1,870	5,790

All assets are held for direct charitable purposes.

16 Fixed asset investments

	1 Oct 2019 £	Additions £	Unrealised gain/(loss) £	30 Sep 2020 £
United Utilities Group Plc (772)	6,375	-	232	6,607
Santander (UK) Plc (507)	1,683	-	(993)	690
Sarasin GlobalStar – Cautious Fd (2,500)	27,585	-	1,040	28,625
Murray Income Trust (7,500)	63,450	-	(8,700)	54,750
	99,093	-	(8,421)	90,672

All investments are listed investments.
The historical cost of the investments is £70,601.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

17 Debtors

	2020 £	2019 £
Trade debtors	34,487	12,931
Other debtors	750	750
Prepayments	14,232	18,124
Accrued income	5,180	31,148
	<u>54,649</u>	<u>62,953</u>

18 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	5,066	21,033
Taxation and social security	1,012	2,207
Other creditors	4,416	3,795
Accruals and deferred income	45,245	10,829
	<u>55,739</u>	<u>37,864</u>

Included in other creditors is an amount in respect of pension contributions of £4,416 (2019: £3,795) outstanding at the year end.

Deferred income

	2020 £	2019 £
At 1 October 2019	1,437	1,726
Received during the year	252,756	220,921
Released to incoming resources	(216,339)	(221,210)
	<u>37,854</u>	<u>1,437</u>

Income is deferred where it relates to the following financial year.

19 Unrestricted funds

	Balance at 1 Oct 2019 £	Movement in year		Balance at 30 Sept 2020 £
		Incoming resources £	Resources expended £	
General fund	503,901	43,889	(129,717)	418,073
Designated fund	100,000	-	--	100,000
	<u>603,901</u>	<u>43,889</u>	<u>(129,717)</u>	<u>518,073</u>

Details of designated funds are listed on page 7 in the Trustees Report.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

20 Restricted funds

	Balance at 1 Oct 2019 £	Movement in year		Balance at 30 Sept 2020 £
		Incoming resources £	Resources expended £	
Luton BC Airport fund	-	124,052	(133,461)	(9,409)
Central Beds Sensory Impairment	-	56,002	(50,194)	5,808
Beds PCT Low Vision Clinic	-	30,535	(26,314)	4,221
Luton low vision clinic	-	38,674	(23,366)	15,308
Grants:				
The Will Trust	596	-	(65)	531
Wixamtree IT Grant	1,612	-	(403)	1,209
Luton IT donation	343	-	-	343
Access to Work Support	348	6,552	(6,552)	348
HMRC – furlough scheme	-	7,986	(7,986)	-
Beds. & Luton Comm Found.	1,000	7,500	(6,432)	2,068
Community Chest Grant	996	-	(996)	-
Community Fund	-	9,930	-	9,930
Gardner Trust	-	498	-	498
	<u>4,895</u>	<u>281,729</u>	<u>(255,769)</u>	<u>30,855</u>

A brief description of each restricted fund is outlined below:

Luton BC airport fund – funding for support and advice to service users in the Luton area
 Central Beds Sensory Impairment – support to sensory impaired service users in the Central Beds area
 Bedford Low Vision clinic – funding for running a clinic in Bedford for service users to attend
 Luton Low Vision clinic – funding for running a clinic in Luton for service users to attend
 The Will trust – funding for the provision of equipment, including mini bus services for service users
 Wixamtree IT Grant – funding to replace server and update IT services
 Luton IT donation – donation in memory of Peter Miles to be used for IT at Luton
 Access to Work grant – provide equipment to help support two employees to work independently
 Bedfordshire & Luton Community Foundation – Elevate Grant to fund work with a Cranfield Trust
 volunteer to work on the creation of the five year strategy during 2019-2020 and a further £7,500
 Bedfordshire Coronavirus Emergency Fund provided in 2019/20 to support the charity to work remotely
 during Covid-19.
 Bedford Borough Council Community Chest - grant to provide three volunteer training sessions
 Community Fund from the Coronavirus Community Support Fund, distributed by The National Lottery
 Community Fund for project to reach digitally excluded and isolated people who are sight impaired.
 Gardner Trust – was to provide a washing machine and oven for a client.

The Luton BC Airport Fund was in deficit at the year end but this balance is expected to be reversed with funding in the following financial year.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

21 Net assets held by funds

2020	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	2,940	509,999	60,873	(55,739)	518,073
Restricted funds	3,470	27,385	-	-	30,855
	<u>6,410</u>	<u>537,384</u>	<u>60,873</u>	<u>(55,739)</u>	<u>548,928</u>
2019	Fixed Assets £	Cash at bank & Investments £	Other Assets £	Creditors £	Total £
General fund	3,920	568,154	69,691	(37,864)	603,901
Restricted funds	1,870	3,025	-	-	4,895
	<u>5,790</u>	<u>571,179</u>	<u>69,691</u>	<u>(37,864)</u>	<u>608,796</u>

22 Share capital

The company is limited by guarantee and has no issued share capital. The liability of members is limited to no more than £10.

23 Trustees' remuneration

No trustee received any remuneration for their services (2019: none). During the year there were expenses incurred in relation to the trustees of £nil (2019: £154). These expenses were in respect of training and travel costs, meeting room hire and meeting refreshments.

24 Related party transactions

Donations from trustees during the year amounted to £nil (2019: £nil).

There were no other related party transactions during the year.

Sight Concern Bedfordshire

Notes to the financial statements For the year ended 30 September 2020

25 Financial commitments

At 30 September 2020 the charitable company had annual commitments under non-cancellable operating leases for two photocopiers as follows:

	2020	2019
	£	£
Other leases:		
Within one year	-	1,025
Between 2 and 5 years	-	-
In over 5 years	-	-
Total future minimum lease payments	-	1,025

There are no capital commitments (2019: £nil).

26 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2020 £	2019 £
Net (expenditure) for the year	(59,868)	(63,924)
Adjustments for:		
Depreciation charges	2,137	1,931
Losses/(gains) on investments	8,421	(8,047)
Dividends, interest and rents from investments	(3,496)	(4,246)
Decrease/(increase) in stocks	514	(686)
Decrease/(increase) in debtors	8,304	(24,796)
Increase in creditors	17,875	9,714
Net cash provided by operating activities	(26,113)	(90,054)