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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.

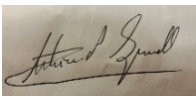
In so far as the trustees are aware:

- 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><u>518,073</u></u> | <u><u>30,855</u></u> | <u><u>548,928</u></u> | <u><u>608,796</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 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.

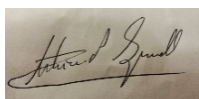
For the year ended 30 September 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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) |
| | | <hr/> | <hr/> |
| Net cash used in investing activities | | 739 | 3,818 |
| | | <hr/> | <hr/> |
| 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 |
| | | <hr/> | <hr/> |
| Cash and cash equivalents at the end of the year | | 446,712 | 472,086 |
| | | <hr/> <hr/> | <hr/> <hr/> |

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 | - | - |
| | <hr/> | <hr/> |
| Total future minimum lease payments | - | 1,025 |
| | <hr/> | <hr/> |

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 |
| | <hr/> | <hr/> |
| Net cash provided by operating activities | (26,113) | (90,054) |
| | <hr/> | <hr/> |