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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

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

# Sight Concern Bedfordshire

## Trustees' report For the year ended 30 September 2021

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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**

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### **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

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### 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**

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### **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

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### 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

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### 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**

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### **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**

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### **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 20<sup>th</sup> November 2020)

Adrian Spurrell

Diana Gibson-Birch (stepped down 9<sup>th</sup> 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

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### 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: 16<sup>th</sup> June 2022



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

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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: 16<sup>th</sup> June 2022

# Sight Concern Bedfordshire

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

|   | Notes        | 2021<br>Unrestricted<br>Funds<br>£ | 2021<br>Restricted<br>Funds<br>£ | 2021<br>Total<br>Funds<br>£ | 2020<br>Total<br>Funds<br>£ |
|---|--------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                             |              |                                    |                                  |                             |                             |
| 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                       |
| <b>Total income</b>                             |              | <u>42,237</u>                      | <u>268,364</u>                   | <u>310,601</u>              | <u>325,618</u>              |
| <b>Expenditure on:</b>                          |              |                                    |                                  |                             |                             |
| Raising funds                                   | 9            | 190                                | -                                | 190                         | 194                         |
| Charitable activities                           | 9            | 43,763                             | 238,238                          | 282,001                     | 376,871                     |
| <b>Total expenditure</b>                        |              | <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)                     |
| <b>Net income/(expenditure)</b>                 |              | <u>11,575</u>                      | <u>30,126</u>                    | <u>41,701</u>               | <u>(59,868)</u>             |
| <b>Net movement in funds</b>                    |              | <u>11,575</u>                      | <u>30,126</u>                    | <u>41,701</u>               | <u>(59,868)</u>             |
| <b>Reconciliation of funds:</b>                 |              |                                    |                                  |                             |                             |
| Total funds brought forward                     |              | 518,073                            | 30,855                           | 548,928                     | 608,796                     |
| <b>Total funds carried forward</b>              | <b>19,20</b> | <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<br>£      | £              | 2020<br>£      |
|--|-------|----------------|----------------|----------------|----------------|
| <b>Fixed assets</b>                            |       |                |                |                |                |
| Tangible Assets                                | 15    | 3,543          |                | 6,410          |                |
| Investments                                    | 16    | 104,010        |                | 90,672         |                |
| <b>Total fixed assets</b>                      |       |                | <b>107,553</b> |                | <b>97,082</b>  |
| <b>Current assets</b>                          |       |                |                |                |                |
| Stocks   |       | 8,548          |                | 6,224          |                |
| Debtors  | 17    | 24,761         |                | 54,649         |                |
| Bank and cash balances                         |       | 492,943        |                | 446,712        |                |
| <b>Total current assets</b>                    |       | <b>526,252</b> |                | <b>507,585</b> |                |
| <b>Liabilities:</b>                            |       |                |                |                |                |
| Creditors: amounts falling due within one year | 18    | (43,176)       |                | (55,739)       |                |
| <b>Net current assets</b>                      |       |                | <b>483,076</b> |                | <b>451,846</b> |
| <b>Total assets less current liabilities</b>   |       |                | <b>590,629</b> |                | <b>548,928</b> |
| <b>Net assets</b>                              |       |                | <b>590,629</b> |                | <b>548,928</b> |
| <b>The funds of the charity:</b>               |       |                |                |                |                |
| Unrestricted income funds                      | 19    |                | 529,648        |                | 518,073        |
| Restricted income funds                        | 20    |                | 60,981         |                | 30,855         |
| <b>Total charity funds</b>                     |       |                | <b>590,629</b> |                | <b>548,928</b> |

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

# Sight Concern Bedfordshire

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

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### **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

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### 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 30<sup>th</sup> September 2020 is presented for illustrative purposes.

|   | Unrestricted<br>Funds<br>2020<br>£ | Restricted<br>Funds<br>2020<br>£ | Total<br>Funds<br>2020<br>£ |
|---|------------------------------------|----------------------------------|-----------------------------|
| <b>Income:</b>                                  |                                    |                                  |                             |
| 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                       |
| <b>Total income</b>                             | <b>43,889</b>                      | <b>281,729</b>                   | <b>325,618</b>              |
| <b>Expenditure:</b>                             |                                    |                                  |                             |
| Raising Funds                                   | 194                                | -                                | 194                         |
| Charitable Activities                           | 121,102                            | 255,769                          | 376,871                     |
| <b>Total expenditure</b>                        | <b>121,296</b>                     | <b>255,769</b>                   | <b>377,065</b>              |
| (Loss)/gain on revaluation of investment assets | (8,421)                            | -                                | (8,421)                     |
| <b>Net income/(expenditure)</b>                 | <b>(85,828)</b>                    | <b>25,960</b>                    | <b>(59,868)</b>             |
| Reconciliation of funds:                        |                                    |                                  |                             |
| <b>Total Funds brought forward</b>              | <b>603,901</b>                     | <b>4,895</b>                     | <b>608,796</b>              |
| <b>Total Funds carried forward</b>              | <b>518,073</b>                     | <b>30,855</b>                    | <b>548,928</b>              |



# Sight Concern Bedfordshire

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

### 4 Income from donations

|                  | Unrestricted<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|------------------|---------------------------|-------------------------|--------------------|--------------------|
| 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<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|---|---------------------------|-------------------------|--------------------|--------------------|
| 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<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--|---------------------------|-------------------------|--------------------|--------------------|
| 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<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|----------------------------|---------------------------|-------------------------|--------------------|--------------------|
| 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<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--------------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| 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<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|---------------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| 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 | Depreciat-<br>ion/(loss) on<br>disposal | Support costs | 2021<br>Total |
|---------------------------------|-------------|-------------|---|---------------|---------------|
|                                 | £           | £           | £                                       | £             | £             |
| <b>Charitable Activities</b>    |             |             |   |               |               |
| 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 | Depreciat-<br>ion/loss on<br>disposal   | Support costs | 2020<br>Total |
|                                 | £           | £           | £                                       | £             | £             |
| <b>Charitable Activities</b>    |             |             |   |               |               |
| 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<br>£ | 2020<br>£ | 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<br>£     | 2020<br>£     |
|-------------------|---------------|---------------|
| 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<br>£      | 2020<br>£      |
|-----------------------|----------------|----------------|
| 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<br>£ | 2020<br>£ |
|-----------------------------|-----------|-----------|
| 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<br>Equipment<br>£ | Restricted<br>fund<br>equipment<br>£ | Total<br>£ |
|------------------------|----------------------------|--------------------------------------|------------|
| <b>Cost</b>            |                            |                                      |            |
| 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     |
| <b>Depreciation</b>    |                            |                                      |            |
| 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     |
| <b>Net book values</b> |                            |                                      |            |
| 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<br>£ | Additions<br>£ | Unrealised<br>gain/(loss)<br>£ | 30 Sep 2021<br>£ |
|--|-----------------|----------------|--------------------------------|------------------|
| 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<br>£     | 2020<br>£     |
|----------------|---------------|---------------|
| 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<br>£     | 2020<br>£     |
|------------------------------|---------------|---------------|
| 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<br>£     | 2020<br>£     |
|--------------------------------|---------------|---------------|
| 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<br>1 Oct 2020<br>£ | Movement in year<br>Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at<br>30 Sept 2021<br>£ |
|-----------------|-------------------------------|--|----------------------------|----------------|---------------------------------|
| 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<br>1 Oct 2020<br>£ | Movement in year<br>Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Balance at<br>30 Sept 2021<br>£ |
|------------------------------------|-------------------------------|--|----------------------------|---------------------------------|
| Luton BC Airport fund              | (9,409)                       | 116,163  | (98,178)                   | 8,576                           |
| Central Beds Sensory<br>Impairment | 5,808                         | 57,368   | (45,696)                   | 17,480                          |
| Beds PCT Low Vision<br>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<br>Assets<br>£ | Cash<br>at bank &<br>Investments<br>£ | Other<br>Assets<br>£ | Creditors<br>£  | Total<br>£     |
|------------------|----------------------|---------------------------------------|----------------------|-----------------|----------------|
| 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<br>Assets<br>£ | Cash<br>at bank &<br>Investments<br>£ | Other<br>Assets<br>£ | Creditors<br>£  | Total<br>£     |
| 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

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#### 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<br>£     | 2020<br>£       |
|--|---------------|-----------------|
| Net (expenditure) for the year                 | 41,701        | (59,868)        |
| <b>Adjustments for:</b>                        |               |                 |
| 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> |

