

Charity registration number 1121949

Company registration number 06309405 (England and Wales)

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr R Turnbull	
	Ms C Miller	
	Mr S Wherry	
	Mrs C Wilmshurst	
	Mr R Gilmore	
	Mrs M Da-Silva-Skinner	
	Ms C Shevlin	
	Mrs P Gunn	
	Mr G Lewis	
	Mr B Green	(Appointed 21 September 2022)
	Ms B Halliday	(Appointed 21 September 2022)
	Mr D Liversidge	(Appointed 21 September 2022)
	Mr S Plowman	(Appointed 21 September 2022)
Secretary and Chief Executive	Mr R Hughes	
Charity number	1121949	
Company number	06309405	
Registered office	Rentwood School Lane Fetcham Surrey KT22 9JX	
Auditor	Alliotts LLP Friary Court 13-21 High Street Guildford Surrey GU1 3DL	

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

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SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees have pleasure in presenting their report and the audited Financial Statements for the year ended 31 March 2022, in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities SORP (FRS 102) and the Companies Act 2006.

1. Legal and Administrative Status

The Surrey Voluntary Association for the Blind was founded on 24th February 1922, and the centenary of our founding was celebrated at our offices in Fetcham on 24th February 2022 when the Chairman of Surrey County Council, Helyn Clack, unveiled a memorial plaque.

The Association was formally registered as a charity in 1961: number 200068. The Association's trustees had the legal status of an unincorporated association of persons and the governing instruments under which it operated comprised a Constitution, which was adopted on 16 October 1974 and amended in October 1998. At an Extraordinary General Meeting following consultation with staff, volunteers and members, the Association voted to change its name to the Surrey Association for Vision Impairment (SAVI). The change of name was approved and registered by the Charity Commission (Ref: OC-G270573-CD (Ldn) dated 13 March 2002).

Incorporation on 11th July 2007 led to a change of charity number to 1121949 and the addition of a company registration 06309405. The charity's focus remained on vision impaired adults and children, and those with a combined sight and hearing loss, in the administrative county of Surrey. The charity's governing instruments are now encapsulated in Articles of Association.

Trustees approved a resolution to adopt the trading name of Sight for Surrey on 8 January 2014, which was registered by the Charity Commission (Ref:LC/1121949/FC) dated 31 January 2014).

2. Connected Charities and Companies

Sight for Surrey has a separately registered company (6815304), but is otherwise not connected to any other charity.

3. Trustees' Responsibilities

The Trustees (who are also directors of Sight for Surrey for the purposes of company law) are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires trustees to prepare financial statements for each financial year. Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the result of the charity for that period.

- a. Select suitable accounting policies and then apply them consistently.
- b. Observe the methods and principles in the Charities Statement of Recommended Practice.
- c. Make judgements and estimates that are reasonable and prudent.
- d. State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and,
- The Trustees have taken all steps to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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

4. Election and Appointment of Trustees

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mrs C Power	(Resigned 21 September 2022)
Mr R Turnbull	
Ms C Miller	
Mr S Wherry	
Mrs C Wilmshurst	
Mr R Gilmore	
Mr M Jordan	(Resigned 21 September 2022)
Mrs M Da-Silva-Skinner	
Ms C Shevlin	
Mrs P Gunn	
Mr G Lewis	
Mr B Green	(Appointed 21 September 2022)
Ms B Halliday	(Appointed 21 September 2022)
Mr D Liversidge	(Appointed 21 September 2022)
Mr S Plowman	(Appointed 21 September 2022)

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2022***

Trustees are recruited from Sight for Surrey service users and from external sources such as Volunteer Bureaux, the Institute of Directors or via the press. Trustee Appointments Panels are established as needed for trustee recruitment and interview. Trustees are appointed for periods of three years and retire by rotation in accordance with the terms of the articles of association. At each annual general meeting, one quarter of the Board retires from office and are eligible for re-election. Key trustees, e.g. Chairman and Honorary Treasurer are elected each year. The Trustees seek valuable feedback on the impact of our services from the people we support and the Surrey Coalition of Disabled People which facilitates the following groups: Surrey Vision Action Group (SVAG), Surrey Deaf Community and the Hard of Hearing Forum.

5. Management

Sight for Surrey is managed by not more than 15 Trustees who form the Trustee Board. They are directors of the company and meet quarterly. As at 31 March 2022, there were 11 trustees, 7 of whom have lived experience of sensory loss. 4 are vision impaired, 1 profoundly Deaf and 2 have combined sight and hearing loss. The Finance and Investment Committee meets quarterly to deal with all financial and business planning aspects of the charity's operation and makes recommendations to the Executive Committee. The Services Committee monitors service delivery and analyses and reviews operational work with senior managers. The Fundraising Committee oversees our fundraising plans and activities.

Trustees undergo induction and training and are given opportunities to acquaint themselves with the work of Sight for Surrey and its environment. They are encouraged to take an interest in a particular aspect of the work of Sight for Surrey.

Sight for Surrey managers work with the Chief Executive in a Senior Management Team, and this is extended to other managers as appropriate. Up until the COVID19 pandemic, full staff meetings were held 3 times a year. These were successfully transformed into meetings over Zoom, and returned to meeting in person during 2022. All staff, as well as volunteers and service users, were involved in writing a new strategy to be launched in 2022, despite the limitations imposed by COVID.

Sight for Surrey has no legal relationship with any other related charity in the pursuance of its mission, but has a guiding principle of working in partnership with all organisations that can help deliver the strategic objectives.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

6. Risk Management

Trustees are satisfied that there are procedures in place to identify major risks. Sight for Surrey is aware of the provisions of the Charities SORP (FRS 102) (2019). Major risks to which the charity is exposed, as identified by the Trustees, are regularly reviewed and systems have been established to mitigate those risks.

Trustees regularly review and evaluate the Risk Register covering all 'risks' to which Sight for Surrey could be exposed and receive a brief from the CE on the appropriate grading and action taken to deal with them.

The Risk Register is kept up to date and monitored by Senior Managers and the Finance Committee. The Chief Executive reports on up to 3 most significant risks to each Board meeting, and prepares a full Risk Register for the Finance Committee and the Board once a year.

The full list of key potential risks as assessed in December 2021 was:

- Failure to negotiate a new CYPs contract (with Surrey County Council)
- The Surrey County Council Adult multi-sensory services contract
- Becoming financially insolvent
- Fraud or error, and lack of proper financial management systems
- Failure to report to Trustees (accuracy, timeliness and relevance)
- Failure to generate satisfactory returns from fundraising activities
- Organisation infringes employment, GDPR or other legislation
- Lack of proper HR function
- Property issues
- Major disaster (IT failure, flood etc)
- Potential reputational damage caused to Sight for Surrey, or claims against the organisation
- Sight for Surrey becomes out of touch with SCC and the views of the people we support
- Trustee body lacks relevant skills or commitment
- Lack of direction, strategy and forward planning

7. The COVID19 Pandemic

As the financial year came to an end, we had lived with the pandemic for more than 2 years. The Senior Management Team continued to plan and prepare for all likely eventualities. In reality this was rooted in the need to protect our staff, but also in our determination to deliver all the services that we could provide without putting the people we support or our staff at unnecessary risk. The year saw the return, bit by bit to more normal means of delivery, the resumption of some services that involve close contact and a sharp increase in the volume of services delivered largely back to pre-pandemic levels.

Funding received during the earlier stages of COVID, plus an inflation related increase in the funding of the multi-sensory contract with the County Council delivered financial stability for this financial year and 2022/23. The effect of COVID and world economic uncertainty has caused volatility in the valuation of our assets but by year end it had recovered. The cash to investment ratio was not yet at the agreed ratio, but early in the new financial year a further cash investment into listed equity portfolio was made which brings the ratio closer to the optimum level. This is regularly reviewed by the trustees.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

OBJECTIVES AND ACTIVITIES

8. Strategic Objectives

A strategy for our second century

100 years ago, Sight for Surrey was founded as a small charity supporting 496 blind people in Surrey. We have grown to become a significant charity delivering sensory services to more than 8,000 people across the County.

In our second century we continue to be an ambitious charity offering support to people who are blind, partially sighted, Deaf, deafblind or hard of hearing

Vision:

Our vision is for people to feel supported and have the confidence, skills and tools to get the most from life.

Our mission: To inspire people to take the small steps today and achieve breakthroughs tomorrow; support people to overcome day-to-day challenges and achieve their potential to lead an independent life, and...

Enhance lives by supporting people with sensory impairments and influencing decision makers to see services widened and improved

Engage with the community; work with partner organisations and involve the people we support in our decision making

Work with Integrity, transparency and care

We aim to:

- Enhance quality of life
- Provide professional excellence
- Demonstrate integrity, transparency and care
- Celebrate diversity and promote inclusion
- Remove barriers which prevent people from living their lives to the full

The way we will work:

- Deliver accessible services
- Involve the people we support in developing our services
- Train and develop our workforce
- As a charity, add value and depth to our work
- Become better known & understood
- Increase volunteer input to match the needs of the people we support
- Develop effective outcome measures

Sustaining and building the charity:

- Increase awareness
- Increase our range of charitably funded services
- Remain user-led
- Maintain a workforce that is motivated and respected
- Seek partnership opportunities

Working in the community:

- Improve and create opportunities
- Improve awareness
- Uncover un-met need
- Make access to services as easy as possible
- Offer early assistance

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

9. Public Benefit

Severe sight impairment or significant hearing loss can occur at any time. Sight for Surrey is proud to have delivered services to the community of Surrey for more than a century. It has changed from a philanthropic blind society to one that combines professional service delivery to people with all sensory impairments with an ethos of voluntary service. We remain committed to public service of the highest order.

We refer to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future work.

10. Performance monitoring

Performance against the strategy and contracts is monitored by the Senior Management Team and reported to the Services Committee and the Board.

Sight for Surrey benchmarks its work as appropriate and uses continuous improvement to improve processes with an annual review of policies. The results of the policy review and benchmarking are maintained on file. Operational service delivery is grouped into two Departments covering Adults and Children.

The Adult Services Department reflects the comprehensive Surrey County Council multi-sensory contract and the intent of our 5 year strategy. It oversees our specialist work encompassing Combined Sight and Hearing Loss, D/deaf, Hard of Hearing and Vision Impairment. We maintain a lead position in terms of our professional standing in Surrey and beyond – as described in the paragraphs below – through seminars, events and representation on national bodies. We have sustained this position in the face of increasing financial pressure on local authorities by finding ways to work differently and adapting, modernising and changing working practices.

Monitoring, quality assurance and service provision against contract is achieved by quarterly reporting of statistics and outcomes to SCC Commissioning and Procurement, and also by reporting to the County Council service user reference groups, Surrey Vision Action Group (SVAG), Surrey Deaf Community and the Hard of Hearing Forum, all facilitated by the Surrey Coalition of Disabled People.

PRINCIPAL ACTIVITIES

11. Achievement and Performance

At the end of the financial year we received news that we would be awarded the Queen's Award for Voluntary Service, and that it would be announced as part of the Queen's Jubilee on 2nd June. This prestigious award reflects on what we are today, our journey through the decades and celebrates the contribution of those volunteers who took the initiative to found the Association and to nurture and grow services.

The following summary of achievements and performance outlines the level of services delivered.

Assessment, Rehabilitation and Reablement

Sight for Surrey provides the Deaf, hard of hearing, VI and combined sight and hearing loss assessment and rehabilitation services in Surrey under contract with Surrey County Council. As part of that our contract we administer the statutory register for blind and partially sighted people which, at the end of the financial year, listed 4,216,436 having been added to the list during the year.

During the year we carried out 4,078 contact assessments with an average of 500 cases per quarter being completed. About a third of the people we supported during the year have a combination of vision impairment and hearing loss. This is a noticeable trend in our work – both being largely age related. All of our services had remained available throughout the pandemic. At times we used a variety of technologies, cautious and COVID compliant visits, clients own networks of support, and face to face contact if required. By the end of the March 2022, as restrictions eased, our services were returning to pre-pandemic operational approach and levels.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

Sight for Surrey receives a restricted grant of £20,000 from NHS Surrey Heartlands which enables us to use specialist workers to work with people with combined sight and hearing loss. When we identify people who are at risk, we support them to maintain physical and mental health, remain independent and we help reduce their isolation. These are highly specialist services and Sight for Surrey is a major provider with long experience.

During the year we started a pilot project of placing a Hearing Loss Link Worker in hospital audiology clinics. This work is being scoped to establish how this service can best support people with hearing loss in a way that mirrors the work that our Eye Clinic Liaison team support patients in Eye Clinics.

Eye Clinic Liaison & hospital Low Vision Services

As the hospital eye clinics began to open for patients so our Eye Clinic Liaison Officers returned to working in those clinics. As was the case for a number of other services, there was an inevitable period of catch up with large numbers of CVIs (Certificate of Visual impairment) having to be processed and being sent on to the Rehabilitation Team to complete Registration. This also saw an increase in invitations to engage with community groups, and in referrals to the ECLO service from the Sight for Surrey helpdesk, hospital consultants and families/patients directly.

The statistics for the last quarter of the financial year were:

- Information given to clients and professionals: 1,881
- Number of people & professionals contacted: 1,279
- CVIs processed: 117 (6 outside Surrey)

Similarly we were able to return to delivering face to face low vision services at the SASH Group of Hospitals (East Surrey, Crawley and Horsham Hospitals) in partnership with 4Sight West Sussex.

- Secure funding for hospital eye clinic support and create awareness of its impact.
- We will seek a similar presence in audiology clinics
- Explore the need for specialist social work services for Deaf children
- Inspire people to take the small steps today and achieve the breakthroughs tomorrow

Deaf Social Work Services

Specialist social work services are provided by Sight for Surrey as part of our contract with Surrey County Council. Our Team of qualified social workers and community workers provide the broad range of social work services provision including safeguarding, housing issues, debt management, and mental health support. We work closely with colleagues in the County Council locality teams as well as other services including the Police and health providers.

We operate a nationally recognised and trusted Deaf Services Facebook page providing information and advice in British Sign Language. We host drop in café events each month in Redhill and Woking, which are an opportunity for D/deaf and Deafblind people to meet and be supported by us in an informal setting.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

Communication and Support Services

Sight for Surrey operates a comprehensive range of communication and support services including BSL interpreters, speech to text, lip speakers, note takers, communicator guides, vision impairment support workers and social interveners.

Primarily, these services provide one to one support mostly in people's own homes. They support people to access the community, build confidence and independence and reduce isolation. The services are funded through Adult Social Care as part of a package of care or can be purchased privately. This year for the first time we have more self-funders than people funded by the County council. Service provision is now running above pre pandemic levels and we continue to see an increase in requests for the full range of services.

Children's Services

Our Children's Department brings together our life skills and training contract work with our social inclusion, recreation and outreach activities. During the year our service delivery returned to being delivered predominantly face to face and the outcomes being achieved in habilitation, recreational activities, family support and counselling are really positive. We continued to receive significant funding from the National Lottery Community Fund and from BBC Children in Need which enables us to staff and run activities across the range of our children's services including family support.

Our contract with Surrey County Council to deliver Habilitation and Life Skills to children and young people was negotiated with a significantly more realistic and better informed team. We secured a properly funded five year contract at an appropriate and realistic price.

The new contract provides sufficient funding for us to be able to support up to 120 children and young people and to employ sufficient qualified Habilitation Specialists led by our senior Habilitation Specialist. In addition to the contract we will continue to support young people post 16 who attend Further Education (FE) colleges.

At the time of writing we have 350 VI children and young people aged up to 18 on our database. 140 are registered as sight impaired or partially sighted, and 145 are registered as severely sight impaired or blind. A growing part of our work is meeting the need for family support and counselling. We deliver a significant service which we fund from our own resources. During the year, our counsellor delivered 148 counselling sessions.

Our policy of securing the long term viability of the service by sponsoring people to achieve qualification as a Habilitation Specialist continues to work well. There is one trainee who passed her first year of study and as the year ended was on track to achieve full qualification by the summer. And another recently trained employee who qualified in the previous year had embarked on her year of supported practice working with children who have complex needs.

Children – Social inclusion and Recreation

As we were able to return to running a more normal programme we were able to deliver 34 different and age appropriate events. Our new inclusion group for Young Adults aged 18 -25 years really begun to gel and we would expect their programme of events to grow.

Community Engagement

As we moved out of lockdowns and restrictions, the Community Engagement team have resumed working within local communities promoting the services of Sight for Surrey. They have done so cautiously and within government guidelines.

The team have been in high demand with invitations to visit community centres, community groups and health professionals to deliver talks about the services provided by Sight for Surrey. The team continue to capitalise on all contacts they make and look for further avenues to promote our services.

With 2022 being our Centenary the team have organised and will be hosting four Coffee, Cake & Celebrate events in Spring/Summer 2022 for local residents and service users in Caterham, Staines, Godalming and Woking to remind people of the services available to them from Sight for Surrey.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Volunteering

As of March 2022, 110 volunteers actively support us, and interest in becoming a volunteer continues to increase. With the introduction of a Volunteer and Community Engagement Manager post in February 2022, we can concentrate on recruiting and retaining more volunteers through improved processes, communication and social events.

Volunteers support our service users through a variety of roles - our home visitors or telephone befrienders help combat social isolation, whilst the driver roles allows people to access the Resource Centre or our Access Technology Trainer. Technology volunteers support individuals within the home to set up new laptops, Alexa devices or help install new software. All roles help our service users feel less isolated and through feedback they give, we see the impact our volunteers make to the work we do.

We are working with the Deaf Services Team on a two-year project to build a group of volunteers to support our D/deaf service users.

This service was awarded the Queen's Award for Voluntary Service as mentioned under Achievements and Performance on page six.

Hearing, Low Vision and VI Equipment Service

Low Vision and VI Equipment Service statistics for the year were:

Vision impaired equipment service:

• Sticks and canes:	447
• VI equipment:	1706
• Visits to the Low Vision Centre: (Sight)	258
• Low Vision Aid Assessments (new):	209
• Items issued under CES:	1085

Hearing equipment service:

• Total number of items of hearing equipment	946
• Community Equipment Service	486
• Number of people with equipment dispensed privately	49

Part of our equipment service is delivered under our multi-sensory County Council contract as a dispenser of equipment under the Community Equipment Service (CES) for people with sensory loss who meet the eligibility criteria to receive equipment at no cost. We make sure that we keep up to date with technological developments and consult service users who advise on equipment and other issues relating to the work of the centre. Delivery was greatly curtailed during the lockdowns and a remote service was offered. As regulation and good sense allowed we have been delivering an increased range of face to face services, at Rentwood and in people's homes.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Benefits support

Our Benefits Team is part-funded by Surrey County Council and NHS Surrey Heartlands to provide support for people with sensory impairments. Our support enables individuals and families of children with sensory impairments to access the often challenging and complex benefits system. Over the year the team supported 535 people of which 331 were visually impaired; 51 had hearing loss; 53 people who are D/deaf requiring BSL support; and 100 people with combined sight and hearing loss. Almost 70% of people supported were over 65, some with quite complex needs. The team have continued to work mostly from home completing 278 benefit applications across 10 different benefit types returning benefits to the value of £401,224 for the people we support.

Communication and Access Technology

Led by our IT trainer, 86 different clients were supported in 186 sessions over 234 hours of support. This comprised a combination of verbal information and printed handouts. He also provided 728 pieces of information including 345 pieces of information to clients as one to one support.

The introduction of "Let's Talk Tech" webinars by Zoom attracted a number of clients who may otherwise not have been able to find out about technology. In total, 8 sessions were delivered, with 32 different clients participating. The reintroduction of the Apple Club, again delivered over Zoom, attracted 12 different clients across 2 sessions.

Our IT Trainer also organised 5 volunteers to make 72 volunteer visits to 43 different clients for support with technology totalling 173 hours of support.

Fundraising

Sight for Surrey raised the following amounts in its fundraising programme:

	(£)
• Voluntary income (Donations, Grants etc)	149,741
• Voluntary Income (Restricted Grants)	165,720
• Subscriptions	9,573
• Legacies:	<u>6,250</u>
Total:	331,284

We are very grateful for all the donations and grants we received this year; including restricted donations from:

The National Lottery Community Fund

BBC Children in Need

Community Foundation for Surrey - NHS Charities Together

Community Foundation for Surrey - The Community Fund for Reigate & Banstead

Community Foundation for Surrey - The Peter Harrison Fund

Surrey Downs Better Care Fund Grant Programme - Healthy Surrey

The Sobell Foundation

The John Coates Charitable Trust

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

Public Relations

Our Communications and Community Engagement teams continue to develop our media and engagement strategy to raise the profile of Sight for Surrey, especially in our Centenary year.

We created a new logo especially for our 100th year and Dame Judi Dench agreed to be our patron. Many events have been planned throughout 2022; so far we have held a plaque unveiling, an exhibition at Chertsey museum, and Choirs Unite at the Menuhin Hall. We have appeared on radio stations including BBC Radio Surrey and Radio Susy and on That's TV. We have been included in many local publications throughout Surrey including Surrey Downs, Vantage, Oxted Local and Horley Town News and in sector specific news such as Visionary news. Our social media following has increased and we now have an Instagram account.

Our Signpost magazine is sent to more than 6,000 clients, as well as our volunteers and partners across Surrey twice a year in a variety of formats including Braille, British Sign Language video, large print, audio and email.

Accessible Information

Sight for Surrey continued to be active assisting the County Council and other public bodies to ensure their information and contact methods were accessible to the people we support. As the pandemic and vaccination programme progresses, we assisted the NHS and the County Council in ensuring that the people we support were able to receive their vaccinations.

The Deaf Services Team continued to ensure that our Deaf Services Facebook page was a significant and popular source of information for people who are D/deaf.

The exclusion felt by so many people had been brought into sharp relief as the pandemic took hold, yet parts of the NHS notably NHS England still continue to wilfully and brazenly ignore the significant number of people who they are excluding. The result of this intransigence is that some health services continue to be inaccessible to people with sensory impairments. Our campaigning continues.

12. Financial Review

It is confirmed that, despite the pandemic, the charity's assets are available and adequate to fulfil the obligations of the charity within its general funds and within each of its designated and restricted funds. Attached are the audited financial statements including detailed explanatory notes.

Sight for Surrey's annual operational result was a loss of (£16,987) (2021: surplus £322,907). Our investments returned an unrealised gain of £58,752 (2021: £92,707), giving a net movement in funds of plus £41,765 (2021: £415,614).

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

13. Sight for Surrey Reserves

At the close of the financial year 2021/22, our reserves were £1,603,133.

We maintain reserves adequate to:

- a. Meet the obligations required by funders and donors through restricted funding.
- b. Underpin existing projects within business plan which are only partially funded or unfunded in the medium term
- c. Cover the cost of a possible property move and relocation costs
- d. Meet statutory and operational requirements in the event of the closure or downsizing of the charity
- e. Guard against unforeseen financial pressures

The following additional designated reserves have been agreed by Trustees to cover expansion plans in the medium term:

Operational reserve - The operational reserve is to cover contingencies such as loss of major contract, closure or downsizing.

Children's service reserve. To ensure continuity in funding our Children's activities in a period of uncertainty.

Investment reserve - This reserve presents 10% of the value of investments to allow adequate consideration for future possible fluctuations in the markets.

Property reserve - to address the current and future expected repairs/development needs of the charity's premises.

Professional training reserve. To address the growing shortage of qualified professionals by sponsoring members of staff to achieve professional and other qualifications.

Recruitment reserve. To enable sight for Surrey to fill vacancies by advertising and headhunting more widely in a tight labour market.

Isolation in older people reserve. To tackle the isolation suffered by people with sensory impairments which has been brought into sharp focus by the pandemic

COVID resilience reserve. To fund the need to invest in additional IT hardware, servers, IT security and other software to facilitate remote and home working.

The following definitions apply to Sight for Surrey's Reserve Statement:

Restricted Funding. This funding comprises legacy or other funding given to Sight for Surrey and dedicated to a specific purpose, and may not be used otherwise.

Designated Funds. This funding underpins existing projects in the medium term until full sustainable funding can be achieved or the project ends. Provision is also made under designated funds to ring fence funding for major, usually capital projects.

Free and Available Reserve. Trustees policy is to maintain free and available Reserves at £20,000 plus or minus 10% to cover unforeseen contingencies e.g. additional losses on investments.

Reserves Overview:

Restricted reserve	£78,233
Designated reserve	
• Operational Reserve	£650,000
• Children's Service Reserve	£50,000
• Investment Reserve	£100,000
• Property Reserve	£500,000
• Professional Training Reserve	£90,000
• Recruitment Reserve	£45,000
• Isolation in Older People Reserve	£30,000
• COVID Resilience Reserve	£50,000
Free reserves	£9,900

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

14. Investment Policy

The Trustees follow a diversified low risk investment policy to ensure that the charity is not over exposed to the risks associated with individual asset classes or fund managers. The Finance and Investment Committee is mandated to proactively monitor and promote stable growth. Formal quarterly review meetings are in place where allocation levels between cash and equity investments, both new and existing, are discussed quarterly and changes swiftly actioned.

Ethical Investment

Sight for Surrey seeks to follow the guidance on ethical investment provided by the Charity Commission in the Basic Principles of Detailed Guidance for the investment of charitable funds. Accordingly, the Trustee Board agreed and implemented investment principles in order to achieve, via its providers, maximum return from a set of investments which have been selected prudently. Our ethical investment policy is intended to be entirely consistent with the duty to secure maximum returns from the investment of charitable funds. However, in accordance with Charity Commission guidelines it is possible to avoid investments in particular businesses which result in conflict with Sight for Surrey's charitable aims and we will therefore not invest in any company whose major business activity or focus is tobacco products.

At the Balance Sheet date the major investments held by Sight for Surrey were:

<u>Fund Manager:</u>	<u>Market Value (£):</u>	
	Current year:	Previous year:
Charity Aid Foundation Deposit Fund	100,000	100,000
M&G Charifund Equity	-	40,475
Rathbones Investment Managers	966,704	692,477
National Savings Bond	-	25,000
Holdings in Trading Company	100	100
<u>Total investments</u>	<u>1,066,804</u>	<u>858,052</u>

15. Grants Policy

From time to time Sight for Surrey makes a small grant to a club and other social outlet for the people we support.

PLANS FOR THE FUTURE

16. General Performance

The financial year saw the first year of our six year adult multi-sensory contact which had been awarded to us at the end of March 2021 without having to go through a full tender process. As the financial year closed the contract price was increased by 5.3% in line with the commitments the County Council had entered into include an inflationary related increase over the contract period. This makes a significant impact on our ability to maintain professional services and rewards the substance and style of our approach and our flexibility during the pandemic.

They witness our continuing intent to engage with the complex issues involved in delivering sensory services in today's world, notably growing demand for services within restricted budgets, which can pose considerable problems for third sector care providers as well as for the County Council.

Just as the financial year started we were pleased to be able to negotiate a realistically priced new five year contract for habilitation and life skills for children and young people. This came about because the County Council negotiating team understood the complexity of the services we deliver for them, and the real costs of doing so.

Our profile, notably our social media presence, has been further raised during the year, but we recognise that we have more to do, and our PR and marketing teams are giving fresh impetus to this process.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

17. Trading

Sight for Surrey holds all of the shares in a dormant trading company capable of carrying out work outside its objectives.

18. Auditor

At the 2021 Annual General Meeting, Alliotts Chartered Accountants and Business Advisors were appointed as the Auditors for the period ending March 31st 2022.

19. Small Company provisions

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

20. Acknowledgements

Finally, the Trustees again offer their thanks and appreciation to Sight for Surrey staff and volunteers for their continued loyalty, hard work and support, often in their own time. In addition, a sincere thank you to all those who provide the charity with funds, through donations, grants or sponsorship and gifts in kind which enables us to fulfil our mission to support vision impaired, blind, deaf, hard of hearing and people with dual sensory loss in Surrey.

In approving the Trustees' Report, the Trustees are also approving the Directors' Report in their capacity as company directors.


Christine Wilmschurst (Jan 28, 2023 17:16 GMT)

.....
Mrs C Wilmschurst

Trustee 28/01/2023

Dated:

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

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

Opinion

We have audited the financial statements of Surrey Association for Visual Impairment (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with Trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Companies Act 2006, the Charities Act 2011, the Charities SORP, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Audit response to risks identified

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- reviewed all transactions listed;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

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



Stephen Meredith BA FCA DChA (Senior Statutory Auditor)
for and on behalf of Alliotts LLP

30/01/2023
.....

Chartered Accountants
Statutory Auditor

Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DL

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
<u>Income and endowments from:</u>							
Donations and legacies	3	165,564	165,720	331,284	622,628	150,628	773,256
Charitable activities	6	2,063,941	-	2,063,941	1,743,737	-	1,743,737
Raising funds	4	1,675	-	1,675	12,155	136	12,291
Investments	5	15,278	-	15,278	13,450	-	13,450
Other income	7	52,820	-	52,820	122,190	-	122,190
Total income		2,299,278	165,720	2,464,998	2,514,160	150,764	2,664,924
<u>Expenditure on:</u>							
Charitable activities	8	2,349,428	132,557	2,481,985	2,226,148	115,869	2,342,017
Net gains/(losses) on investments	12	58,752	-	58,752	92,707	-	92,707
Net movement in funds		8,602	33,163	41,765	380,719	34,895	415,614
Fund balances at 1 April 2021		1,516,298	45,070	1,561,368	1,135,579	10,175	1,145,754
Fund balances at 31 March 2022		1,524,900	78,233	1,603,133	1,516,298	45,070	1,561,368

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

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	13	28,089		27,917	
Investments	14	1,066,804		858,052	
		<u>1,094,893</u>		<u>885,969</u>	
Current assets					
Stocks	17	56,128		56,122	
Debtors	16	71,778		65,399	
Cash at bank and in hand		815,881		996,563	
		<u>943,787</u>		<u>1,118,084</u>	
Creditors: amounts falling due within one year	18	<u>(400,751)</u>		<u>(402,726)</u>	
Net current assets			543,036		715,358
Total assets less current liabilities			1,637,929		1,601,327
Provisions for liabilities	19		<u>(34,796)</u>		<u>(39,959)</u>
Net assets			<u>1,603,133</u>		<u>1,561,368</u>
Income funds					
Restricted funds	21	78,233		45,070	
<u>Unrestricted funds</u>					
Designated funds	22	1,515,000		1,490,355	
General unrestricted funds		<u>9,900</u>		<u>25,943</u>	
			<u>1,524,900</u>		<u>1,516,298</u>
			<u>1,603,133</u>		<u>1,561,368</u>

The financial statements were approved by the Trustees on 28/01/2023

Christine Wilmschurst
Christine Wilmschurst (Jan 28, 2023 17:16 GMT)

Mrs C Wilmschurst
Trustee

Company registration number 06309405

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	29		(31,188)		326,460
Investing activities					
Purchase of tangible fixed assets		(14,772)		(22,500)	
Proceeds on disposal of tangible fixed assets		-		12,000	
Purchase of investments		(150,000)		-	
Interest received		15,278		13,448	
Net cash (used in)/generated from investing activities			(149,494)		2,948
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(180,682)		329,408
Cash and cash equivalents at beginning of year			996,563		667,155
Cash and cash equivalents at end of year			815,881		996,563

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

STATEMENT OF CASH FLOWS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

One such item is legacies which are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

2 Accounting policies

Charity information

Surrey Association for Visual Impairment is a private company limited by guarantee incorporated in England and Wales.

The registered office is:

Rentwood
School Lane
Fetcham
Surrey
KT22 9JX

The ultimate control of the charity lies within the members who pledge to pay £10 each in the event of the charity winding up.

2.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum of Agreement and Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared under the historical cost convention, modified to include the revaluation of investments and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

2.2 Going concern

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

2.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

2 Accounting policies

(Continued)

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

2.4 Income

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

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

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are accounted for in the period in which they are awarded.

Services are provided on a contract basis. Income for this is recognised over the lifespan of the contract and is proportionally deferred at year end.

Income from government grants is recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received. A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

2.5 Expenditure

All expenditure is accounted for on an accruals basis and classified under headings that aggregate all cost that relate to the category.

2.6 Tangible fixed assets

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

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

Plant and equipment	10% straight line
Fixtures and fittings	10% straight line
Office & Computer Equipment	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

2.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Accounting policies

(Continued)

2.8 Impairment of fixed assets

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

2.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

2.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

2.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

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

Basic financial liabilities

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

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

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

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Accounting policies

(Continued)

Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2.12 Employee benefits

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

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2.13 Retirement benefits

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

The charity has a number of people who participate in the Surrey Local Government Pension Scheme. Although the Scheme is a defined benefit scheme, in the view of the Trustees, the service contract agreed with Surrey County Council treats the payments made into the Scheme as if it were a multi- employer defined contribution scheme.

3 Donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Donations and gifts	59,894	-	59,894	73,840	-	73,840
Legacies receivable	6,250	-	6,250	122,101	-	122,101
Voluntary grants	89,847	165,720	255,567	392,700	150,628	543,328
Subscriptions	9,573	-	9,573	8,008	-	8,008
Other grant income	-	-	-	25,979	-	25,979
	<u>165,564</u>	<u>165,720</u>	<u>331,284</u>	<u>622,628</u>	<u>150,628</u>	<u>773,256</u>

Other grant income relates to the job retention scheme grants received in the year to support the charity through the coronavirus pandemic.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

4 Raising funds

	Unrestricted funds 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fundraising events	1,675	12,155	136	12,291

5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Income from unlisted investments	15,217	13,216
Interest receivable	61	234
	15,278	13,450

6 Charitable activities

	2022 £	2021 £
Sales within charitable activities	98,386	93,802
Services provided under contract	1,838,251	1,552,063
Sales of services to beneficiaries	127,304	97,872
	2,063,941	1,743,737
Analysis by fund		
Unrestricted funds	2,063,941	1,743,737

7 Other income

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Net gain on disposal of tangible fixed assets	-	12,000
Other income	52,820	110,190
	52,820	122,190

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Charitable activities	Adult Combined Sensory Services		Communicat or Guides & VISA		Interpreting Fundraising, Marketing & Outreach		Benefits		ECLO, Resource Centre & Low Vision & Other		Children & Young People Service		Total 2022		Total 2021	
	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2021	2021
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Staff costs	1,002,305	98,664	13,028	178,934	41,863	64,084	231,755	1,630,633	1,557,772							
Charitable expenditure	163,310	18,186	81,380	34,679	3,984	30,318	41,048	372,905	305,157							
	1,165,615	116,850	94,408	213,613	45,847	94,402	272,803	2,003,538	1,862,929							
Share of support costs (see note 9)	228,239	18,261	18,259	82,166	22,824	41,084	45,648	456,481	467,121							
Share of governance costs (see note 9)	10,983	879	879	3,954	1,098	1,976	2,197	21,966	11,967							
	1,404,837	135,990	113,546	299,733	69,769	137,462	320,648	2,481,985	2,342,017							
Analysis by fund																
Unrestricted funds	1,393,120	135,990	97,613	228,691	69,769	135,962	288,283	2,349,428	2,226,148							
Restricted funds	11,717	-	15,933	71,042	-	1,500	32,365	132,557	115,869							
	1,404,837	135,990	113,546	299,733	69,769	137,462	320,648	2,481,985	2,342,017							

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Charitable activities										(Continued)
For the year ended 31 March 2021										
	Adult Combined Sensory Services	Communicat or Guides & VISA	Interpreting	Fundraising, Marketing & Outreach	Benefits	ECLO, Resource Centre & Low Vision	Children & Young People Service	Total 2021		
	£	£	£	£	£	£	£	£		
Staff costs	1,090,251	21,454	21,868	60,972	37,129	112,067	214,031	1,557,772		
Charitable expenditure	91,578	8,831	46,138	102,350	2,501	30,279	23,480	305,157		
	1,181,829	30,285	68,006	163,322	39,630	142,346	237,511	1,862,929		
Share of support costs (see note 9)	233,560	18,685	18,685	65,397	23,356	60,726	46,712	467,121		
Share of governance costs (see note 9)	5,983	479	479	2,154	598	1,077	1,197	11,967		
	1,421,372	49,449	87,170	230,873	63,584	204,149	285,420	2,342,017		
Analysis by fund										
Unrestricted funds	1,324,134	49,449	87,170	230,873	63,584	204,149	266,789	2,226,148		
Restricted funds	97,238	-	-	-	-	-	18,631	115,869		
	1,421,372	49,449	87,170	230,873	63,584	204,149	285,420	2,342,017		
Prior year figures have been regrouped to facilitate comparability'										

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

9 Support costs

	Support costs	Governance costs	2022 Support costs	Governance costs	2021
	£	£	£	£	£
Staff costs	255,027	-	255,028	251,368	251,368
Depreciation	14,600	-	14,599	15,190	15,190
Other staff costs	10,848	-	10,848	6,628	6,628
Repairs and maintenance	12,290	-	12,290	21,092	21,092
Travelling and subsistence	2,527	-	2,527	2,596	2,596
Office costs	61,965	-	61,965	52,244	52,244
Marketing costs and professional fees	8,618	-	8,618	17,840	17,840
Utilities	49,866	-	49,866	45,527	45,527
Insurance and other costs	-	-	-	16,897	16,897
Computer costs	38,616	-	38,616	36,196	36,196
Transcription and Other Contract Costs	693	-	693	-	-
Bank charges	1,431	-	1,432	1,543	1,543
2022 Audit Fees		8,650	8,650	7,770	7,770
Audit fees - prior year under accrual	-	3,897	3,897	-	-
Legal and professional	-	1,807	1,807	-	4,197
Trustee and meeting expenses	-	7,612	7,612	-	-
	<u>456,481</u>	<u>21,966</u>	<u>478,447</u>	<u>467,121</u>	<u>479,088</u>
Charitable activities	<u>456,481</u>	<u>21,966</u>	<u>478,447</u>	<u>467,121</u>	<u>479,088</u>

Prior year figures have been regrouped to facilitate improved comparison.

Governance costs for 2022 includes payments to the auditors of £6,450 (2021: £5,720) for audit fees and £2,200 (2021: £2,050) for accountancy fees, plus VAT.

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, and none were reimbursed for travelling expenses (2021: no remuneration or travelling expenses were paid).

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

11 Employees

The average monthly number employees during the year was:

	2022 Number	2021 Number
Total	109	108

	2022 £	2021 £
Employment costs		
Wages and salaries	1,654,254	1,588,706
Social security costs	119,892	112,501
Other pension costs	112,444	107,933
	1,885,660	1,809,140

The key management personnel of the Charity comprises the CEO, Head of Adult Services, Head of Finance, Head of Childrens' Services, Head of Admin and Head of Fundraising. The total remuneration of the key management personnel of the Charity was £261,359 (2021: £257,497).

The number of employees whose annual remuneration was £60,000 or more were:

	2022 Number	2021 Number
£60,000 - £65,000	1	1

12 Net gains/(losses) on investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Revaluation of investments	55,920	92,707
Gain/(loss) on sale of investments	2,832	-
	58,752	92,707

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Tangible fixed assets

	Plant and equipment	Fixtures and fittings	Office & Computer Equipment	Total
	£	£	£	£
Cost				
At 1 April 2021	4,255	15,710	169,127	189,092
Additions	949	-	13,823	14,772
Disposals	-	-	(3,945)	(3,945)
At 31 March 2022	5,204	15,710	179,005	199,919
Depreciation and impairment				
At 1 April 2021	4,255	15,707	141,213	161,175
Depreciation charged in the year	853	-	13,747	14,600
Eliminated in respect of disposals	-	-	(3,945)	(3,945)
At 31 March 2022	5,108	15,707	151,015	171,830
Carrying amount				
At 31 March 2022	96	3	27,990	28,089
At 31 March 2021	-	3	27,914	27,917

14 Fixed asset investments

	Listed investments	Unlisted investments	Other investments	Total
	£	£		£
Cost or valuation				
At 1 April 2021	732,952	125,000	100	858,052
Additions	175,000	-	-	175,000
Valuation changes	58,752	-	-	58,752
Disposals	-	(25,000)	-	(25,000)
At 31 March 2022	966,704	100,000	100	1,066,804
Carrying amount				
At 31 March 2022	966,704	100,000	100	1,066,804
At 31 March 2021	732,952	125,000	100	858,052

	Notes	2022 £	2021 £
Other investments comprise:			
Investments in subsidiaries	27	100	100

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

15	Financial instruments		2022	2021
			£	£
	Carrying amount of financial assets			
	Instruments measured at fair value through profit or loss		966,704	732,952
			<u> </u>	<u> </u>
16	Debtors		2022	2021
			£	£
	Amounts falling due within one year:			
	Trade debtors		34,605	39,462
	Other debtors		22,736	-
	Prepayments and accrued income		14,437	25,937
			<u> </u>	<u> </u>
			71,778	65,399
			<u> </u>	<u> </u>
17	Stocks		2022	2021
			£	£
	Finished goods and goods for resale		56,128	56,122
			<u> </u>	<u> </u>
18	Creditors: amounts falling due within one year		2022	2021
		Notes	£	£
	Other taxation and social security		37,949	30,283
	Deferred income	20	128,705	170,574
	Trade creditors		30,992	47,394
	Other creditors		18,859	5,554
	Accruals		184,246	148,921
			<u> </u>	<u> </u>
			400,751	402,726
			<u> </u>	<u> </u>
19	Provisions for liabilities		2022	2021
			£	£
	Retirement benefit obligations		34,796	39,959
			<u> </u>	<u> </u>
			34,796	39,959
			<u> </u>	<u> </u>

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

20 Deferred income

	2022 £	2021 £
Arising from Grant income	128,705	170,574

The movements on deferred income through the year were as follows:

	2022 £	2021 £
Opening balance	170,574	127,009
Released in the year	(84,455)	(10,000)
Deferred in the year	42,586	53,565
	128,705	170,574

Deferred income is included here as the income was provided for specific reasons and over specific time periods which have not yet occurred, therefore the charity is not yet entitled to the income.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

21 Restricted funds

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

	Movement in funds			Movement in funds			
	Balance at 1 April 2020	Income	Expenditure	Balance at 1 April 2021	Income	Expenditure	Balance at 31 March 2022
	£	£	£	£	£	£	£
Children's Project - BBC							
Children in Need	6,178	30,417	(34,249)	2,347	34,785	(28,911)	8,221
Surrey Downs Clinical							
Commissioning Group	3,646	25,202	(18,631)	10,217	3,000	(11,717)	1,500
Surrey Downs Better Care							
Fund	-	-	-	-	34,500	-	34,500
The National Lottery							
Community Fund	351	95,145	(62,990)	32,506	54,285	(68,696)	18,095
Community Foundation,							
NHS Charities Together	-	-	-	-	24,650	(15,933)	8,717
The Peter Harrison	-	-	-	-	1,500	-	1,500
The Sobell Foundation	-	-	-	-	10,000	(5,800)	4,200
The John Coates							
Charitable Trust	-	-	-	-	3,000	(1,500)	1,500
	<u>10,175</u>	<u>150,764</u>	<u>(115,869)</u>	<u>45,070</u>	<u>165,720</u>	<u>(132,557)</u>	<u>78,233</u>

Children's Project - BBC Children in Need These funds are to be used on sensory services for children.

Surrey Downs Clinical Commissioning Group - These funds are for a one-to-one specialist support service.

Surrey Downs Better Care Fund - These funds are for deaf support worker.

The National Lottery Community Fund - These funds are to be used towards children and young people's services.

Community Foundation for Surrey, NHS Charities Together - Half for eye clinic liaison and the other half for hearing loss advisor.

The Peter Harrison Fund - These are funds for children's counselling.

The Sobell Foundation - These are funds for eye clinic liaison officer.

The John Coates Charitable Trust - These are funds for eye clinic liaison work.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

22 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Transfers £	Balance at 31 March 2022 £
Investment reserve	75,681	24,319	100,000
Operational reserve	584,674	65,326	650,000
Property reserve	500,000	-	500,000
Professional training reserve	100,000	(10,000)	90,000
COVID resilience reserve	105,000	(55,000)	50,000
Recruitment reserve	45,000	-	45,000
Children's services reserve	50,000	-	50,000
Isolation in Older People Reserve	30,000	-	30,000
	<u>1,490,355</u>	<u>24,645</u>	<u>1,515,000</u>

Investment reserve - This reserve represents 10% of the value of investments to allow adequate consideration for future possible fluctuations in the markets.

Operational reserve - The operational reserve is to cover contingencies such as loss of major contract, closure or downsizing costs.

Property reserve - To address the current and future expected repairs/development needs of the charity's premises.

Professional training reserve - A reserve to address the growing shortage of qualified professionals by sponsoring members of staff to achieve professional and other qualifications.

COVID resilience reserve - To fund the need to invest in additional IT hardware, servers, IT security and other software to facilitate remote and home working.

Recruitment reserve - To enable sight for Surrey to fill vacancies by advertising and headhunting more widely in a tight labour market.

Children's service reserve - To ensure continuity in funding our Children's activities in a period of uncertainty.

Tackling isolation in older people reserve - To tackle the isolation suffered by people with sensory impairments which has been brought into sharp focus by the pandemic.

23 Analysis of net assets between funds

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	28,089	-	28,089	27,917	-	27,917
Investments	1,066,804	-	1,066,804	858,052	-	858,052
Current assets/(liabilities)	464,803	78,233	543,036	670,288	45,070	715,358
Provisions and pensions	(34,796)	-	(34,796)	(39,959)	-	(39,959)
	<u>1,524,900</u>	<u>78,233</u>	<u>1,603,133</u>	<u>1,516,298</u>	<u>45,070</u>	<u>1,561,368</u>

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

24 Financial commitments, guarantees and contingent liabilities

As a result of the award of the Children's Services Contract (1st April 2022) and the Adults' Service Contract (Updated February 2021), seven employees are members of the Surrey Pension Fund (part of LGPS). Surrey County Council has accepted responsibility for all liabilities prior to 1st February 2016, and fixed employer's contribution rate of 22% applies for the duration of the contracts. Sight for Surrey has not accepted any risk arising from actuarial valuations made before, during or after the contract term. This issue was formally agreed with Surrey County Council in 2019 and an Admission Agreement signed.

A separate provision of £34,796 has been made in the financial year (2021: £39,959) for potential strain events which may arise.

25 Events after the reporting date

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

26 Related party transactions

£nil of income is related to a trustee as is £nil of expenditure in the year (2021 - Nil)

27 Subsidiaries

These financial statements are separate charity financial statements for Surrey Association for Visual Impairment.

Details of the charity's subsidiaries at 31 March 2022 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held	
				Direct	Indirect
SAVI TC	UK	Dormant	Ordinary	100.00	

28 Analysis of changes in net funds

The charity had no debt during the year.

SURREY ASSOCIATION FOR VISUAL IMPAIRMENT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

29	Cash generated from operations	2022 £	2021 £
	Surplus for the year	41,765	415,614
	Adjustments for:		
	Investment income recognised in statement of financial activities	(15,278)	(13,450)
	Gain on disposal of tangible fixed assets	-	(12,000)
	Gain on disposal of investments	(2,832)	-
	Fair value gains and losses on investments	(55,919)	(92,707)
	Depreciation and impairment of tangible fixed assets	14,599	15,190
	Movements in working capital:		
	(Increase) in stocks	(6)	(115)
	(Increase)/decrease in debtors	(6,379)	1,322
	Decrease in creditors	39,894	8,469
	Increase in provisions	(5,163)	(39,428)
	(Decrease)/increase in deferred income	(41,869)	43,565
	Cash (absorbed by)/generated from operations	(31,188)	326,460