

**COVENTRY RESOURCE CENTRE FOR THE BLIND  
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2020  
PAGES FOR FILING WITH REGISTRAR**

Company Registration No. 06978996 (England and Wales)

Charity Registration No. 1134570

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs R Brady BEM Mr W R Evans Miss J Missenden Mrs P E Proom Mrs H Young Mr K J Taylor Mrs T Griffiths BEM Mr M C Galvin Mr S Munyal Mr T Fossey	(Appointed 6 February 2020)
Secretary	Mrs T Griffiths BEM	
Charity number	1134570	
Company number	06978996	
Registered office	33 Earlsdon Avenue Coventry West Midlands CV5 6TH	
Independent examiner	Crompton & Co. 8th Floor, Eaton House Eaton Road Coventry West Midlands CV1 2FJ	

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# COVENTRY RESOURCE CENTRE FOR THE BLIND

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 OCTOBER 2020

The trustees present their report and financial statements for the year ended 31 October 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "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)".

### Objectives and activities

The charity's objects are:

- (i) The relief of people affected by blindness, partial sight or other disabling diseases of the eye.
- (ii) The provision in the interests of social welfare of recreational and educational facilities for such people.
- (iii) The relief in cases of financial distress of such people or of their dependants or of the dependants of deceased people.
- (iv) The promotion of research into the causes and treatment of all diseases on the terms that the results are published.

### Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning the future activities.

### Achievements and performance

The Resource Centre has been managed by voluntary Trustees Tricia Griffiths and Rosie Brady since 2010.

Current employees are as follows:

Hugh Sorrell - General Manager  
Denise Riley - bookkeeper/Administrator  
Heather Cooper - Receptionist  
Guy Rawson - transport Co-Ordinator  
Johanna Dickie - Fundraising and Development Manager

### User Groups

The various groups that use the Centre are run by session leaders with the support of volunteers. The Trustees along with the General Manager oversee the day to day running of the Centre and offer full support and advice when any issues arise.

**Monday Friendship Group** – This has approximately twenty-eight visually impaired members. The group is organised by a session leader and four to six volunteers. The group start the meeting with exercises and have yoga classes. Interesting speakers are invited, or musical entertainment is provided. The service users also enjoy outings to garden centres, places of interest or boat trips. This is a friendly, interactive group who look forward to their weekly meetings to socialise and alleviate the feeling of loneliness.

**Thursday Rose Staner Lunch Club** – This has approximately 10 members and a team of five volunteers. Armchair exercise classes and musical entertainment take place most weeks. For a nominal fee light refreshments morning and afternoon and a healthy two course lunch is provided. The lunch is cooked on the premises by our own Chef and served by the volunteers. For those who wish to attend but have no form of transport our volunteer minibus drivers pick up and drop off members to their homes. For most service users with loss of sight and mobility problems this is their only outing of the week. They look forward to Thursdays and as one person said 'I can dress up and coming here gives me a reason for living'.

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

**ICT Centre** - The ICT Centre which was set up in April 2010 now has nine large screen computers and four screen readers. We also have adaptive keyboards and a variety of software packages suitable for both blind and partially sighted people. The computer sessions are overseen by a Tutor assisted by a team of competent technical volunteers. Approximately thirty people per week with ages ranging from 25 - 90+ attend the six sessions supported on a one-to-one basis. The service users' needs and abilities are numerous and complex. Each user brings with them their own aspirations for learning and enjoy participating in a community group.

Over the past nine years many people with loss of sight have made enquiries about joining the ICT group. Initially people are anxious that they will not be capable of learning to use a computer as they have had little formal education and have lived in isolation for some time. The computer group has enabled many service users to learn basic skills in order to write their life stories, compose poetry or shop online etc.

Learning how to use Email and Facebook has made communication with family and friends more accessible. Social media has become an essential part of our lives today.

**Music Group** - CRCB is into the 10th year of a vibrant music group based in our Community Centre. This group consists of musicians, singers and visually impaired people who have a keen interest in music. After an absence of three years our professional music teacher has returned. **Visibly Sound** comprises of approximately 15 people of mixed ages and nationalities who meet every Tuesday afternoon to enjoy the social aspect, as well as playing and listening to all types of music. The group create a great atmosphere when they play at all our Resource Centre fundraising events. During the past year 'Visibly Sound' has been invited to play at The Godiva Trust, Coventry Cathedral Concerts and local Residential Homes. This group is happy, carefree, very talented and love to entertain. The Trustees of CRCB are very proud of the achievements of our music group.

**Devices Workshop** - In April 2016 a Devices workshop was started. This project was instigated in response to requests from our service users for help with modern digital technology. Training is given by knowledgeable volunteers in the use of Android phones and Tablets and Apple iPhones and iPads. Each visually impaired user is encouraged to participate in learning how to use these devices. This is achieved through the aid of audio and useful apps suitable for those with sight loss. This is an innovative and exciting project with the users learning from each other. The group has increased this year and now trains fifteen service users each week. We now have a waiting list of people wanting to join this group.

**Craft Group** - this group which meets on Wednesday afternoons has been running for seven years. It is led by two Session Leaders with the support of five volunteers. The people attending have little or no sight and enjoy making cards, flower arrangements, painting and knitting. This very popular group is full of enthusiasm, they are very creative and regularly have a theme to support our fundraising events, i.e. Easter, Christmas etc. The group present their work at craft fairs and festivals and are great fundraisers for CRCB. Quiet, shy people seem to blossom when joining the craft group and really enjoy learning new skills. All our volunteers receive a hand made birthday card from the craft group.

**Allotment Group** - In March 2015 we launched our allotment project. The allotment is based within walking distance of the Resource Centre. This project was inspired by one of our users who loved gardening but could no longer manage his garden. At the site we have five raised beds, a greenhouse, shed and large covered area. We were helped to achieve this project with the help of the local community who supplied labour and materials to support the work of CRCB. We have a team of approximately twelve very enthusiastic gardeners. This year the Allotment club has seen the fruits of its labour producing all types of organic vegetables and beautiful Aran hills and gladioli. During the year the group visited Wisley RHA gardens and several smaller garden centres.

**Cookery Group** - This is a very popular course and is run on a six-week rota. There is always a waiting list. Due to the poor health of the teacher this class was postponed in December 2019.

**Group Tai Chi** - Classes are now in their fourth year. They were started as a gentle form of exercise for the benefit of CRCB service users. The exercises are adapted solely to improve the mobility of blind or partially sighted people. Each person receives the personal attention of the session leader or volunteers and respond wholeheartedly.

**Bowls Group** - A local Bowls Club offered CRCB the green on Fridays for a bowls group, and once again, we had no problem in finding enthusiastic users and volunteers.

**Braille classes** - Although nationally Braille numbers are reducing, we were asked to run a group. Three volunteer ex-teachers expressed an interest in running the group. We purchased Braille machines and books and five blind service users signed up immediately. This is yet another very successful group for CRCB.

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

**Creative Writing Group** – This group started with three service users talking about their love of poetry. A retired English teacher offered to run the group as a volunteer. Since then four more volunteers, including a Theatre Director, have offered to scribe. The group now has ten very enthusiastic writers and spoken word poets.

### Minibus

CRCB acquired a leased minibus near the very end of the 2015/16 financial year. The service, which brings people from their homes to the Centre and back home again was an immediate success, with a high take-up from service users. However it became clear that one minibus was struggling to meet the demand and to cope with pick-ups all across the city. We then took advantage of an opportunity to buy a second-hand minibus last year. With the two minibuses running we were able to cover the whole city. Consequently, this has become a very popular service and the number of people attending our activities has increased dramatically. The minibuses are also used for theatre trips and visits to garden centres etc.

**The Resources** available at the centre include screen readers, magnifiers, talking watches, clocks, key rings, scales etc. We have recently acquired compact recorders which have USB input and are designed specifically for blind and partially sighted people. All these goods can be purchased at the Centre whilst larger items are ordered from suppliers in our current catalogues. Our latest project is hiring out our larger equipment on a monthly basis, as these items are very expensive to buy outright. Family members in the local community often seek our friendly advice and support when buying for relatives or friends with a visual impairment. We now offer a Braille repair service and local schools and individuals now have their Braille mended at CRCB

### Community Broadcasting Services (Coventry)

This important organisation has a studio within the Resource Centre. Volunteers record and process approximately 300 copies of the weekly Outlook talking newspaper for visually impaired people in Coventry and surrounding areas. CRCB also record our own information each week, this is invaluable information for our service users enabling them to hear of the events and weekly news from CRCB. Information is now also recorded on a USB stick as many of the listeners now have access to the latest technology. CBS are very happy that the Resource Centre has purchased small boxes which accept memory sticks as their current tape machines are now becoming obsolete.

### Training

During the past year our volunteers and staff have attended both First Aid and Basic Life Skills training. Sighted Guide training is mandatory for all our volunteers. We have also held several in-house sessions on the use of Adaptive Aids, magnifiers and IT software packages etc. Risk assessment sessions are carried out routinely.

### Fundraising

The fundraising events for CRCB were again very successful, right up until the point of the first COVID-19 lockdown in March 2020. We endeavoured to hold a fundraising event every month. This year our events involved a Winter Warmer Bazaar and a pantomime Rumpelstiltskin. We also took part in the Rotary Club Santa's Tracker providing drinks and a fancy goods stall. We were also booked for the Walkathon, Half Marathon, Bag packing and numerous smaller fundraising schemes. Unfortunately, all events after March 16th 2020 were cancelled due to the Coronavirus pandemic. For all these events we receive great support from our volunteers, users and their friends, families and the local community. All our loyal supporters are devastated at not being able to fundraise for the charity during 2020, but we expect to welcome their return in the near future. Grants received from other charitable foundations and similar have helped sustain us so far, during the pandemic and with the partial return to work of our fundraising Manager since the summer, we continue to submit applications and receive awards that are vital in helping to sustain our existence, until such time as things might return to normal. We are exceedingly grateful to all our donors and funders, without whom, this year could have seen a very different outcome for CRCB.

### Boston Lodge

In January 2020 more new tenants were arriving in the newly refurbished rooms on the first floor and also in the Flat-let on the top floor. Six rooms were fully occupied with tenants. The rental income financed the refurbishment of the final three en-suite bedrooms. All with new bathrooms in three rooms and new windows in one, ready for future rentals. A new fitted kitchen was also started in October 2020 for the extra three new tenants. New front doors were added in October 2020 to provide permanent access to the first and second floor for all our tenants giving them their own private access.



# COVENTRY RESOURCE CENTRE FOR THE BLIND

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 OCTOBER 2020

#### Charity shops

**Bedworth** - The opportunity to open a charity shop in Bedworth was given to CRCB in November 2019. This was a new venture for the charity, and another way of increasing the funds so desperately needed, and also to help raise the awareness of people with sight loss.

The shop was finally opened for two days a week just before Christmas 2019, and continued in January 2020 rising to three days a week, and in February four days a week.

Unfortunately, in March 2020 the Government announced the first lockdown due to Covid-19 and the charity shop was closed and income from the shop ceased at that point.

After the Lockdown in March, the Bedworth shop reopened in July, and had a successful four months to the end of the financial year on October 31st. More Volunteers joined the Bedworth shop, and many customers are now "regulars".

**Earlsdon** - Planning permission for a new charity shop on the ground floor was obtained during 2020. With a lot of hard work refurbishing the shop, to help separate it from the other areas at the Earlsdon centre, the shop was finally ready to open in October 2020.

Charity shops can be a significant financial contributor towards the running of CRCB. More people are using them, and it is a rich source of much-needed income for CRCB, which we hope to be able to develop further in the coming months and years.

#### Conclusion

2020 was to have been an exciting year of celebrations, marking the 10th Anniversary since the founding of the Resource Centre. All the events were postponed but will be resumed as soon as the Government allows premises to re-open. CRCB is now a vital and well-established charity, much loved and respected by the people in Coventry. It has been a real blow to us that we have been unable to re-open since March 2020. Our loyal volunteers and service users are desperate to get back to normality. The Resource Centre means so much to people with sight loss as something to look forward to each week. Meeting friends, having the support of a friendly volunteer and learning new skills are all part of the pattern of a healthy lifestyle.

Our Outreach service delivered by volunteers during these past months has been much appreciated. The delivery of shopping, talking books and magnifiers has been a life saver for all those living alone. Batteries for talking watches and clocks seem trivial but are very important when you cannot see to do these things for yourself. The CRCB Outreach service will continue whilst the Centre is closed due to the pandemic.

The Trustees realise that as soon as the pandemic is controlled with vaccine it will be a mammoth task to encourage people with sight loss to come out of isolation. They have been trapped in their homes now for many months and will be feeling anxious to gain their independence once again.

As CRCB Trustees we receive many accolades from service users, family and professional bodies thanking staff and volunteers for their invaluable friendship and support in making a real difference to the lives of all those with loss of sight.

But, of special mention is that, in June 2020 Trustee Managers Tricia Griffiths and Rosie Brady were both awarded a BEM in the Queens Birthday Honours List for their work at CRCB. Congratulations were in abundance but due to the coronavirus no further celebration will take place before we are able to re-open.

#### Financial review

The Trustees have examined the charity's reserves in the light of the main risks to the organisation and future plans. They have established a policy whereby the free reserves, being general funds not committed or invested in tangible fixed assets, should be approximately one year's expenditure. This level of reserves is needed to meet the working capital requirements of the charity and to ensure that the charity could continue for a year whilst further funding was obtained. At 31 October 2020 the free reserves after designations were £112,161 which is considered sufficient.

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A new Trustee, Tony Fossey was appointed with the approval of the board in January 2020.

### Structure, governance and management

The charity is a company limited by guarantee, as defined by the Companies Act 2006. The company is controlled by its governing document, a deed of trust.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs R Brady BEM  
Mr W R Evans  
Miss J Missenden  
Mrs P E Proom  
Mrs H Young  
Mr K J Taylor  
Mrs T Griffiths BEM  
Mr M C Galvin  
Mr S Munday  
Mr T Fossey

(Appointed 6 February 2020)

Trustees are appointed by the existing trustees.

New trustees undergo an orientation day to brief them on: their legal obligations under charity and company law, the Charity Commissions guidance on the public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of the role.

The Trustees report was approved by the Board of Trustees.

Mr T Fossey  
Trustee

Dated: 19 May 2021



# COVENTRY RESOURCE CENTRE FOR THE BLIND

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF COVENTRY RESOURCE CENTRE FOR THE BLIND

I report to the trustees on my examination of the financial statements of Coventry Resource Centre for the Blind (the charity) for the year ended 31 October 2020.

#### Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their 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 financial statements to be reached.



Crompton & Co.

8th Floor, Eaton House  
Eaton Road  
Coventry  
West Midlands  
CV1 2FJ  
Dated: 19 May 2021

# GOVERNMENT RESOURCE CENTRE FOR THE BLIND

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2020

	Unrestricted funds	Restricted funds	Total	Total
	2020	2020	2020	2019
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	80,083	21,971	102,054	46,396
Charitable activities	11,464	6,573	18,037	41,986
Other trading activities	52,927	-	52,927	30,386
Investments	1	-	1	-
Other income	62,636	-	62,636	-
<b>Total income</b>	<b>207,111</b>	<b>28,544</b>	<b>235,655</b>	<b>118,768</b>
<b>Expenditure on:</b>				
Raising funds	3,781	-	3,781	12,318
Charitable activities	142,263	9,856	152,119	166,070
Other	11,764	-	11,764	11,588
<b>Total resources expended</b>	<b>157,808</b>	<b>9,856</b>	<b>167,664</b>	<b>189,976</b>
<b>Net income/(expenditure) for the year/</b>	<b>49,303</b>	<b>18,688</b>	<b>67,991</b>	<b>(71,208)</b>
<b>Fund balances at 1 November 2019</b>	<b>101,956</b>	<b>1,312</b>	<b>103,268</b>	<b>174,476</b>
<b>Fund balances at 31 October 2020</b>	<b>151,259</b>	<b>20,000</b>	<b>171,259</b>	<b>103,268</b>

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

All income and expenditure derive from continuing activities.

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

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## BALANCE SHEET

AS AT 31 OCTOBER 2020

	Notes	2020	2019
Fixed assets			
Tangible assets	14	307,138	309,950
Current assets			
Stocks	15	1,872	3,314
Debtors	16	5,515	1,585
Cash at bank and in hand		128,849	59,559
		<u>136,236</u>	<u>64,458</u>
Creditors: amounts falling due within one year	18	(7,655)	(3,108)
Net current assets		128,581	61,350
Total assets less current liabilities		<u>435,719</u>	<u>371,300</u>
Creditors: amounts falling due after more than one year	19	(264,460)	(268,032)
Net assets		<u>171,259</u>	<u>103,268</u>
Income funds			
Restricted funds		20,000	1,312
Unrestricted funds			
Designated funds	20	40,000	40,000
General unrestricted funds		111,259	61,956
		<u>151,259</u>	<u>101,956</u>
		<u>171,259</u>	<u>103,268</u>

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## BALANCE SHEET (CONTINUED)

AS AT 31 OCTOBER 2020

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 October 2020.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 19 May 2021

Mr T Fossey  
Trustee

Company Registration No. 06978996

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2020

### 1 Accounting policies

#### Charity information

Coventry Resource Centre for the Blind is a private company limited by guarantee incorporated in England and Wales. The registered office is 33 Earlsdon Avenue, Coventry, West Midlands, CV5 6TH.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

#### 1.2 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.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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 financial statements.

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

#### 1.4 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.

#### 1.5 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. The charity is not currently registered for VAT.

All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis consistent with the use of resources.

# GOVERNMENT RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

1	Accounting policies	(Continued)
1.6	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:	
	Freehold land and buildings	2% straight line
	Fixtures and fittings	20% straight line
	Computers	20% straight line
	Motor vehicles	25% reducing balance
	Freehold land is not depreciated.	
	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 net income/(expenditure) for the year.	
1.7	Impairment of fixed assets	
	At each reporting end date, the charity reviews the carrying amounts of its tangible 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).	
1.8	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.	
1.9	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.	
1.10	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.	

# GOVERNMENT RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

### 1 Accounting policies (Continued)

**Basic financial assets** include debtors and cash and bank balances, 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.

#### Derecognition of financial liabilities

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

### 1.11 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.

### 1.12 Retirement benefits

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

## 2 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.



# COVENTRY RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

3	Donations and legacies	For the year ended 31 October 2019			
		Unrestricted funds	Restricted funds	Total	Total
		2020	2020	2020	2019
		£	£	£	£
	Donations and gifts	30,083	-	30,083	27,246
	Grants receivable	50,000	21,971	71,971	19,150
		80,083	21,971	102,054	46,396
		46,396	-		46,396
4	Charitable activities	For the year ended 31 October 2019			
		2020	2020	2020	2019
		£	£	£	£
	Ancillary trading income	1,198	1,198	2,628	2,628
	Charitable rental income	5,465	5,465	10,924	10,924
	Other income	11,374	11,374	28,434	28,434
		18,037	18,037	41,986	41,986
	Analysis by fund				
	Unrestricted funds	11,464	11,464	27,422	27,422
	Restricted funds	6,573	6,573	14,564	14,564
		18,037	18,037	41,986	41,986
	For the year ended 31 October 2019				
	Unrestricted funds	27,422	27,422	41,986	41,986
	Restricted funds	14,564	14,564	27,422	27,422
		41,986	41,986	69,408	69,408

**FOR THE YEAR ENDED 31 OCTOBER 2020**

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

8	Raising funds	
	Trading costs	
	Other trading activities	
	3,605	11,514
	3,781	12,318
9	Charitable activities	

2020  
£  
2019  
£

Depreciation and impairment  
Rent and rates  
Insurance  
Light and heat  
Telephone  
Office expenses  
Volunteer expenses  
Cleaning  
Repairs and renewals  
Sundries  
Tutors  
Activities  
Computer expenses  
Miscellaneous expenditure  
Management expenses

62,352  
74,719

88,189  
89,016

152,119  
166,070

142,263  
149,862

9,856  
16,208

149,862  
16,208

166,070  
166,070

For the year ended 31 October 2019  
Unrestricted funds  
Restricted funds

Analysis by fund  
Unrestricted funds  
Restricted funds

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

10 Support costs	Support costs	Governance costs	2020	2019
11 Trustees	Staff costs	£	88,189	88,996
	Trustees' expenses	-	-	20
	Legal and professional	300	300	1,057
	Independent Examiners' fees	-	1,278	1,278
	Analysed between	88,189	1,578	91,351
12 Employees	Charitable activities	88,189	1,578	91,351
	None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.			
13 Other	Number of employees	2020	5	4
	The average monthly number of employees during the year was:	2019	Number	2019
Employment costs	£	2020	£	2019
	Wages and salaries	86,797	87,806	1,190
Other	Other pension costs	1,392	88,996	1,190
	Financing costs	11,764	11,588	11,588
Unrestricted funds	2020	2019	Total	2019
	£	£	£	£

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

14 Tangible fixed assets		Freehold land and buildings	Fixtures and fittings	Computers	Motor vehicles	Total	£		
								2020	2019
14 Tangible fixed assets	Cost	310,849	7,229	17,772	4,000	339,850	£		
	At 1 November 2019	310,849	7,229	17,772	4,000	339,850	£		
	Additions	3,250	2,155	-	-	5,405	£		
	At 31 October 2020	314,099	9,384	17,772	4,000	345,255	£		
	Depreciation and impairment	8,688	6,036	12,787	2,388	29,899	£		
15 Stocks	At 1 November 2019	4,429	1,067	2,318	404	8,218	£		
	Depreciation charged in the year	13,117	7,103	15,105	2,792	38,117	£		
	At 31 October 2020	300,982	2,281	2,667	1,208	307,138	£		
	Carrying amount	302,161	1,192	4,985	1,612	309,950	£		
	At 31 October 2019						£		
16 Debtors	Freehold						£	92,659	92,659
	Stocks						£	2020	2019
15 Stocks	Finished goods and goods for resale						£	1,872	3,314
	Debtors						£	2020	2019
16 Debtors	Amounts falling due within one year:						£	5,515	1,585
	Other debtors						£	2020	2019

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

17	Loans and overdrafts			2020	2019
	Bank overdrafts			31	-
	Bank loans			193,460	197,032
				<u>193,491</u>	<u>197,032</u>
	Payable within one year			31	-
	Payable after one year			193,460	197,032
				<u>193,460</u>	<u>197,032</u>
	Amounts included above which fall due after five years:				
	Payable by instalments			(169,060)	(197,032)
				<u>(169,060)</u>	<u>(197,032)</u>
	The long-term loans are secured by fixed charges over freehold property.				
18	Creditors: amounts falling due within one year		Notes	2020	2019
	Bank overdrafts			31	-
	Other taxation and social security			1,197	342
	Other creditors			2,554	210
	Accruals and deferred income			3,873	2,556
				<u>7,655</u>	<u>3,108</u>
19	Creditors: amounts falling due after more than one year		Notes	2020	2019
	Bank loans			193,460	197,032
	Other creditors			71,000	71,000
				<u>264,460</u>	<u>268,032</u>

# COVENTRY RESOURCE CENTRE FOR THE BLIND

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 OCTOBER 2020

### 20 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:

Movement in funds	Balance at 1 November 2018	Income at 1 November 2018	Balance at 1 November 2019	Income at 31 October 2020
	£	£	£	£
Fixed asset fund	40,000	-	40,000	40,000
	40,000	-	40,000	-
	40,000	-	40,000	40,000

### 21 Analysis of net assets between funds

Fund balances at 31 October 2020 are represented by:	Unrestricted funds	Restricted funds	Total	Total
	2020	2020	2020	2019
	£	£	£	£
Tangible assets	307,138	-	307,138	309,950
Current assets/(liabilities)	108,581	20,000	128,581	61,350
Long term liabilities	(264,460)	-	(264,460)	(268,032)
	151,259	20,000	171,259	103,268

### 22 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).