# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

England & Wales · Charity number 1140471

## Details

| | |
|---|---|
| **Other names** | LOOK |
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 07406571 |
| **Registered** | 2011-02-17 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |
| **Phone** | 07464 351958 |
| **Email** | administration@look-uk.org |
| **Website** | www.look-uk.org |

## Activities

**Objects:** TO FACILITATE PARENTS' GROUPS AND PARENTS IN ENHANCING THE EDUCATION, WELFARE ANDLEISURE OPPORTUNITIES OF VISUALLY IMPAIRED CHILDREN,TO PROMOTE THE CO-ORDINATION OF SERVICES, BOTH STATUTORY AND VOLUNTARY, PROVIDED BYPARENT GROUPS AND ORGANISATIONS RELATING TO VISUAL IMPAIRMENT.

**Activities:** Helpline: provides information & advice on issue relating to VI and offer emotional supportFamily Events: national and regional Look MagazineHoliday flat for VI families OutLOOK Youth Project: events and activities initiated and run by young people with the aim of making connections, developing skills, increasing confidence and self esteem. Audio magazine: produced by young people.

Downloaded from opencharities.uk/ew/1140471

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** Children/young People, People With Disabilities

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, NATIONAL
- Throughout England And Wales

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £605,648 | £477,922 | £648,323 | 9 |
| 2024-03-31 | £417,381 | £450,032 | - | - |
| 2023-03-31 | £452,553 | £377,278 | - | - |
| 2022-03-31 | £323,583 | £285,445 | - | - |
| 2021-03-31 | £203,337 | £203,404 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| **DR Michael Wolffe** | Chair | |
| Alison Rand | | 2022-01-01 |
| Christopher Noel Mackworth JAMES | | 2024-06-24 |
| NICHOLAS BOWEN | | |
| Sara Osman Elnusairi | | 2024-06-24 |
| Simon David Morris | | 2016-07-27 |

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**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN**

England & Wales - Charity number 1140471

# Accounts

COMPANY REGISTRATION NUMBER 07406571

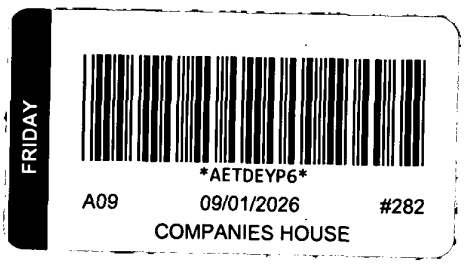
# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## COMPANY LIMITED BY GUARANTEE

# FINANCIAL STATEMENTS

## 31 MARCH 2025

Charity Number 1140471



# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2025

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# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT

## YEAR ENDED 31 MARCH 2025

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2025.

### REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| **Registered charity name** | Look National Federation Of Families With Visually Impaired Children |
| **Charity registration number** | 1140471 |
| **Company registration number** | 07406571 |
| **Principal office** Wall Street | The Fred Bulmer Centre<br>Hereford<br>HR4 9HP |
| **Registered office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |

**The trustees**
The trustees who served the company during the period were as follows:

Dr M Wolffe
A Rand
N Bowen QC
C James
S Elnusairi
S Morris

## Empowering Children, Young People and Families living with Visual Impairment

About LOOK

LOOK is a UK charity dedicated to supporting children, young people and families living with visual impairment.

Through our tailored services, we provide:
- Mentoring: Pairing young people with trained mentors who share their lived experience of sight loss, fostering confidence and independence.
- Parent/Carer Support: Offering peer-led support groups and resources to empower families navigating the challenges of raising a child with visual impairment.

- Events and Community Building: Hosting inclusive events and activities like LOOKfest, confidence-building residentials, and informative events to connect and inspire our community.

- Practical Resources: Providing advice, workshops, and accessible holidays to ensure families feel supported in every aspect of life.

At LOOK, we believe that with the right support, every child with visual impairment can thrive, and every family can feel empowered.

### 2024 - 2025 Achievements:

This year, LOOK has further strengthened its services and expanded its positive impact, supporting children, young people, and families living with visual impairment (VI). Guided by a clear mission to create a world where they are valued, included, and empowered to thrive, LOOK continues to serve as an essential source of support for young people with visual impairments and their families, across the UK.

## 4 Achievements at a Glance

- We've reached over 7,000 people, indicating that we have supported more beneficiaries.
- Reached 2655 with our newsletter
- Worked with and received referrals from over 75 local authorities across the UK.
- Answered 1,249 enquiry calls and emails.
- Supported 986 young people aged 0-29
- Supported 138 mentoring partnerships
- Trained 26 new mentors
- Supported 500 parent/carers
- Delivered 239 events, with 1595 attendances

### LOOK Mentoring Programme

Over the past year, we have strengthened our relationships with eye-health professionals, education services and partner charities, and have established new collaborations with local authorities and community organisations across the UK. LOOK is increasingly recognised by statutory and non-statutory services as a specialist youth provider, evidenced by continued growth in referrals from teachers and local authorities nationwide. We are now working with more than 75 local authorities. LOOK receives an average of 5 referrals a day and we have supported 986 young people aged 0-25 this year, through our mentoring programme, events and resources.

Progress 2024-2025;

With a continued emphasis on consolidation and sustainability, we have expanded our national mentoring offer, events programme and parent/carer support groups. We have strengthened our regional mentoring provision in Hereford and Sussex, in partnership with Blatchington Court Trust, Hereford Community Fund and the EF Bulmer Fund. Additionally, we have delivered student mentoring in partnership with TPT, supporting visually impaired students with the transition to higher education.

- **130** young people have completed our online mentoring programme.
- We currently have an active team of **150** volunteer VI mentors
- We have trained **26** new mentors this year.

**Mentor Project Impact for VI Mentees:**

When asked to rate their self confidence, ability to speak for their needs and connection to a supportive visually impaired community, 100% of our mentee participants record an average 25% improvement from entry to exit point.

*"LOOK mentoring has given me practical solutions to everyday problems and it's helped me be more confident, and hopeful for the future."* (Mentee C, aged 14)

**Impact for VI Mentors:**

Our young adult VI volunteer mentors also gain great benefit from involvement with LOOK. They too can struggle with employment issues and isolation. We remain committed to supporting our mentors' development and wellbeing by offering monthly one-to-one online supervision, group supervision sessions, and quarterly mentor catch-ups. These provide valuable space for mentors to share feedback, contribute ideas, and raise any concerns. We also deliver ongoing personal and professional development training, along with additional opportunities to volunteer as leaders at events, school workshops, and discussion panels. These transferable experiences strengthen mentors' employability, and volunteers frequently cite their involvement with LOOK as a meaningful contributor to their career progression.

*I didn't have anyone growing up who shared a similar VI experience, but LOOK mentoring has given me that community. Since joining, I've learned to trust and believe in myself. I've built communication, problem solving and self-advocacy skills. I've met amazing people, developed lasting friendships, and had the chance to get involved in events and projects. It's been a truly great experience.* (Mentor, N)

**Parent/Carer Support**
Parents of children with visual impairment encounter a wide range of challenges. Through our parent support group and Healthy Parent Carer course, LOOK offers essential information and guidance to help parents navigate their child's diagnosis and advocate effectively for the support they need in education.

We ran 54 parent support groups this year with 540 parent/carer attendances.

100% of attendees reported improved emotional wellbeing.

We continued to deliver our pilot Healthy Parent/Carer Course — a 12-week transformative programme designed to enhance the wellbeing of parents and carers of children with visual impairment. Through structured, peer-led sessions, the course offers practical tools, emotional support, and strategies to help parents manage stress, build resilience, and prioritise their own wellbeing while navigating the challenges of raising a child with visual impairment, often alongside additional needs. Participants consistently report improved emotional wellbeing and a strengthened sense of community.

*"LOOK provides a safe place to share. This is invaluable and I can't thank you enough. It gives me the strength to carry on."* (Parent attending LOOK HPC)

**Transformational Events Programme**

This year, LOOK hosted 239 online and in-person events, with 1595 attendances. Highlights of our events calendar include:

**Five-day residential at Jamie's Farm**, fostering mentor-mentee growth and confidence.

**Delivered 30 schools workshops**, predominantly in London (with funding from Fight for Sight), with some taking place in Sussex (with funding from Blatchington Court Trust), Hereford and Worcester (with funding from The Fred Bulmer Foundation).

**Delivered 49 face-to-face community events** for young people, for fun community-building sessions such as archery, bowling, escape room (again, with additional funding from local organisations such as BCT in Sussex and the Hereford community fund / local council initiatives in Hereford), as well as informative education-focussed masterclasses on topics such as independent study skills and preparing for university (with funding from TPT).
**Delivered 6 online Q&As and panel events** for parent/carers and young people, on a range of topics including EHCP essentials, making the home accessible and coping with inherited/progressive sight loss (191 attendees)
**Ran 6 x mentor trainings for new young volunteers** (4 in person at various locations, 2 online).

Event feedback was extremely positive, with survey responses indicating **100% of participants would recommend Look events to others**.

"*Thank you for another informative event. I've learned a lot and related to a lot of things others shared and it's reassuring hearing that they've been through so many situations that I am currently going through, I enjoy LOOK events because it's great meeting other VI people, sharing advice and experiences.*" (Insightful Futures - preparing for university Look event attendee)

## Impact Case Study

### Mentee J

I'm J, I am 15 and have various troubles with my eyes that mean I have low peripheral vision, which can cause me to bump into things a lot. My sight has got worse over time and this can be a challenge. Until recently, I had never met anyone else with a visual impairment. I thought I was the only one struggling. I have chatted with my mentor about all sorts of things—my independence, revision for exams, even how to deal with people who doubt me or think I'm not capable. My mentor had been through all that himself. He showed me little ways to build up my confidence and independence, and he shared revision techniques that I still use every day. He has helped me build this over time. Recently we even went on a blind driving adventure I never thought I'd have the confidence to try. But most importantly, my mentor has helped me realise that there are other people like me, who understand what it's like to lose sight - and how to get on with things. Because of LOOK, I now have the confidence to believe in myself and even to dream bigger. I'm now considering studying at RNC. Without LOOK's support, I don't know where I'd be. LOOK mentoring has changed my life—it's given me a new much more positive and hopeful outlook on everything.

### Looking Ahead

With growing demand for our services, LOOK is committed to expanding its reach and ensuring no young person or family affected by visual impairment feels isolated.

### Staffing

In response to the steady demand for our services, we have expanded our team of staff and invested in our volunteer team, to ensure we can reach more beneficiaries across the UK. We have enhanced our regional mentoring provision in Sussex, London and Hereford, supported respectively by Blatchington Court Trust, Vision Foundation, and Hereford Community Fund with EF Bulmer Trust. To underpin this growth within the Mentor Project, we have also strengthened our infrastructure by increasing administrative and communications capacity.

### Connections/ New Partnerships:

We have continued to build robust and trusted relationships with eye health professionals, education services and other charities. New local authority and charity relationships have been built across the UK, and we're recognised by statutory and non-statutory services for our valuable youth service. This is reflected in a steady growth of referrals from local authorities and teachers, nationwide.

**LOOK Scarborough Holiday Flat**

Look is extremely grateful to The Hendersons and the Norfolk Group for the gift of the holiday flat in Scarborough. The flat continues to provide hugely valuable respite for families dealing with VI and complex needs, offering much needed short breaks at an affordable rate. This year we have invested in refurbishing the property and handed management of the flat to an external provider, to ensure it offers the highest standards of accessibility and comfort to our VI beneficiaries.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Look is a Registered Charity in England and Wales, number 1140471 and a Registered Company Limited by Guarantee, number 07406571. Look is governed by a Memorandum and Articles of Association. The Charity was founded and constituted in 1991, first registered in 1992, with future amendments to its Constitution in 1995 and 1998. The Memorandum and articles of Association were revised and updated in 2011. In October 2010 Look was registered as a Company Limited by Guarantee and as a consequence re-registered with the Charity Commission in February 2011. As a charitable company, Look began its activities as from 1st April, 2011, at which point the unincorporated Look (Registered Charity number 1007282) stopped operating and its assets have been transferred to Look as a Charitable Company (Registered Charity number 1140471).

## STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd)

The Trustees of Look, who are also the Directors for the purpose of Company law, have the overall responsibility for the governance and the strategic direction of the charity. The Chair, Vice Chair and Treasurer are elected annually. They then appoint the other Trustees who are recruited to provide the range of skills and expertise to effectively govern the Charity. The Board of Trustees meets regularly to review strategy and performance and agree budgets.

On a day to day basis the organisation is managed by the Director, Charlotte Carson, who has the overall responsibility for strategic planning, operational management, human and financial resources and service.

### Risk Management

The Board is responsible for the management of the risks faced by the charity. Detailed considerations of the risks are delegated to the Director. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis and risks are reviewed on a rolling cycle. The key controls used by the charity include strategic planning, budgeting, and management accounting, organisational and governance structure and lines of reporting. Formal written policies are reviewed annually, and assessment of risk is a standing item on the agenda at Board meetings. Through these risk management processes the Trustees are satisfied that the major risks have been adequately mitigated.

The main financial risk to the charity is considered to be the unexpected loss of income through charitable funding or funds brought in by the marathon runners and other fundraising activity. In order to mitigate this, we ensure that we abide by our reserves policy ensuring that we have six months core running costs in the bank. A LOOK staff member manages our Marathon running team to ensure that core funds are received each year.

## OBJECTIVES AND ACTIVITIES

### Charitable Objects

To facilitate parents' groups and parents in enhancing the education, welfare and leisure opportunities of visually impaired children, to promote the co-ordination of services, both statutory and voluntary, provided by parent groups and organisations relating to visual impairment.

### Vision

Our vision is a world where all young blind and partially sighted people are valued, included and can live their best lives.

### Purpose

To improve the lives of families with visually impaired children and young people by providing support, information and activities with a view to helping them gain the best outcomes in life. We want to break down the barriers that young VI people and their families face.

### Public Benefit

The Trustees confirm that they have complied with their obligation under Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance used by the Charity Commission for England and Wales. The Trustees further confirm that the activities of the charity are carried out, in line with its objects, for the public benefit, and the charity achieves its objects through the activities described below.

## ACHIEVEMENTS AND PERFORMANCE

### Impacts of our service:

Our beneficiaries tell us that Look's services are life changing. Meaningful contact with another visually impaired person - for support and friendship, information and advice - has a huge impact on the confidence of our children and young people. By placing lived experience at the heart of everything we do, LOOK has been successful this year in consolidating our offer.

Outcomes:
Beat isolation
Increase confidence
Grow aspiration
Create community and connection

In service of:
Increased wellbeing
Engagement in education
Employability skills

We achieved these positive impacts and outcomes by offering:
Family support (groups and helpline)
Mentoring Project
Transformational Events Programme
Resources and Information

## FINANCIAL REVIEW

### Reserves Policy

Free reserves are represented by net current assets within the unrestricted fund. In view of the unpredictable nature of charitable income, it is the Trustees intention to maintain an unrestricted reserve of a minimum of six months' projected running costs.

## FINANCIAL REVIEW

**Fixed Assets**

Following an agreement with the Lincoln VIPs Group to transfer their holiday flat to Look, the Trustees took ownership of the flat on 21st July 2006. This is an enormous asset valued at approximately £100,000. In 2010 the Trustees had the opportunity to acquire the freehold of the flat for £2,000 and this option was taken up. The flat creates the opportunity for Look member families and groups to enjoy a reasonably priced holiday by the sea.

**Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements so that they give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.
- Observe the methods and principles in the Charities' SORP.
- The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

The financial statements have been prepared on the accounting policies set out in note 1 to the financial statements and comply with the Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## YEAR ENDED 31 MARCH 2025

I report on the accounts of the company for the year ended 31 March 2024 which are set out on pages 15 to 22.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**
The trustees (who are also the directors of Look National Federation of Families With Visually Impaired Children for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN *(continued)*

## YEAR ENDED 31 MARCH 2025

Helen Wanless

Helen Wanless ACCA
Independent examiner

Lower Ground Floor
1 St Georges Street
Macclesfield
Cheshire
SK11 6TG

15/12/2025
.....

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

## YEAR ENDED 31 MARCH 2025

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2025 £ | Total Funds 2024 £ |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Incoming resources from generating funds: | | | | | |
| Voluntary income | 2 | **69,897** | **441,142** | **511,039** | 330,450 |
| Activities for generating funds | 3 | **87,587** | – | **87,587** | 79,100 |
| Investment income | 4 | **1,012** | – | **1,012** | 985 |
| Incoming resources from charitable activities | 5 | **6,010** | – | **6,010** | 6,846 |
| **TOTAL INCOMING RESOURCES** | | **164,506** | **441,142** | **605,648** | 417,381 |
| **RESOURCES EXPENDED** | | | | | |
| Costs of generating funds: | | | | | |
| Costs of generating voluntary income | 6 | **(16,469)** | – | **(16,469)** | (9,785) |
| Charitable activities | 7/8 | **(53,058)** | **(408,395)** | **(461,453)** | (440,247) |
| **TOTAL RESOURCES EXPENDED** | | **(69,527)** | **(408,395)** | **(477,922)** | (450,032) |
| **NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR** | 9 | **94,979** | **32,747** | **127,726** | (32,651) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **302,827** | **217,770** | **520,597** | 553,248 |
| **TOTAL FUNDS CARRIED FORWARD** | | **397,806** | **250,517** | **648,323** | 520,597 |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

## 31 MARCH 2025

| | Note | 2025 £ | £ | 2024 £ |
|---|---|---|---|---|
| **FIXED ASSETS** | | | | |
| Tangible assets | 11 | | 117,650 | 118,690 |
| **CURRENT ASSETS** | | | | |
| Debtors | 12 | 4,518 | | 13,154 |
| Cash at bank | | 529,575 | | 397,045 |
| | | 534,093 | | 410,199 |
| **CREDITORS: Amounts falling due within one year** | 13 | (3,420) | | (8,292) |
| **NET CURRENT ASSETS** | | | 530,673 | 401,907 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | | 648,323 | 520,597 |
| **NET ASSETS** | | | 648,323 | 520,597 |
| **FUNDS** | | | | |
| Restricted income funds | 14 | | 250,517 | 217,770 |
| Unrestricted income funds | 15 | | 397,806 | 302,827 |
| **TOTAL FUNDS** | | | 648,323 | 520,597 |

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the .....15/12/2025..... and are signed on their behalf by:

Dr M Wolffe

Director

Company Registration Number: 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2025

### 1. ACCOUNTING POLICIES

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Standard for Smaller Entities (effective April 2008. The financial statements have been prepared in accordnace with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discertion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**Incoming resources**

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

## 1. ACCOUNTING POLICIES *(continued)*

**Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, and have been allocated to activity cost categories on a basis consistent with the usage of resources, apportioning staff costs by the budgeted time spent. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | | |
|---|---|---|
| Fixtures & Fittings | - | 20% reducing balance |

## 2. VOLUNTARY INCOME

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2025 £ | Total Funds 2024 £ |
|---|---|---|---|---|
| **Donations** | | | | |
| Donations | **69,897** | **441,142** | **511,039** | 330,370 |
| **Other income** | | | | |
| Friends of LOOK | - | – | - | 80 |
| | **69,897** | **441,142** | **511,039** | 330,450 |

## 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

| | Unrestricted Funds £ | Total Funds 2025 £ | Total Funds 2024 £ |
|---|---|---|---|
| Fundraising from London Marathon & events | **87,587** | **87,587** | 79,100 |

## 4. INVESTMENT INCOME

| | Unrestricted Funds | Total Funds 2025 | Total Funds 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Bank interest receivable | 1,012 | 1,012 | 985 |

## 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds | Total Funds 2025 | Total Funds 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Holiday Flat | 6,010 | 6,010 | 6,846 |

## 6. COSTS OF GENERATING VOLUNTARY INCOME

| | Unrestricted Funds | Total Funds 2025 | Total Funds 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Advertising | 266 | 266 | 444 |
| Subscriptions | 3,184 | 3,184 | 1,984 |
| London Marathon and other events | 12,769 | 12,769 | 7,107 |
| Depreciation | 250 | 250 | 250 |
| | 16,469 | 16,469 | 9,785 |

## 7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

| | Unrestricted Funds | Restricted Funds | Total Funds 2025 | Total Funds 2024 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Helpline | 7,012 | – | 7,012 | 6,819 |
| Scarborough Flat | 11,290 | – | 11,290 | 11,218 |
| Youth Projects | 26,133 | – | 26,133 | 23,356 |
| Mentoring Project | 8,623 | 408,395 | 417,018 | 398,854 |
| | 53,058 | 408,395 | 461,453 | 440,247 |

## 8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

| | Activities undertaken directly | Total Funds 2025 | Total Funds 2024 |
|---|---|---|---|
| | £ | £ | £ |
| Helpline | **7,012** | **7,012** | 6,819 |
| Scarborough Flat | **11,290** | **11,290** | 11,218 |
| Youth Projects | **26,133** | **26,133** | 23,356 |
| Mentoring Project | **417,018** | **417,018** | 398,854 |
| | **461,453** | **461,453** | 440,247 |

## 9. GOVERNANCE COSTS

This is stated after charging:

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Independent examination | **600** | 600 |

## 10. STAFF COSTS AND EMOLUMENTS

**Total staff costs were as follows:**

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Wages and salaries | **347,779** | 293,543 |
| Social security costs | **24,590** | 16,672 |
| | **372,369** | 310,215 |

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

| | 2025 | 2024 |
|---|---|---|
| | No. | No. |
| Number of administrative staff | **14** | 15 |

No employee received remuneration of more than £60,000 during the year (2024 - Nil).

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2025

### 11. TANGIBLE FIXED ASSETS

| | Land and buildings £ | Other plant & machinery etc. £ | Total £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2024 | **113,541** | **37,079** | **150,620** |
| Additions | - | - | - |
| **At 31 March 2025** | **113,541** | **37,079** | **150,620** |
| **DEPRECIATION** | | | |
| At 1 April 2024 | – | **31,930** | **31,930** |
| Charge for the year | – | **1,040** | **1,040** |
| **At 31 March 2025** | – | **32,970** | **32,970** |
| **NET BOOK VALUE** | | | |
| **At 31 March 2025** | **113,541** | **4,109** | **117,650** |
| At 31 March 2024 | 113,541 | 5,149 | 118,690 |

### 12. DEBTORS

| | 2025 £ | 2024 £ |
|---|---|---|
| Other debtors | **4,518** | 13,154 |

### 13. CREDITORS: Amounts falling due within one year

| | 2025 £ | 2024 £ |
|---|---|---|
| Other creditors | **3,420** | 8,292 |

### 14. RESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2024 £ | Incoming resources £ | Outgoing resources £ | Balance at 31 Mar 2025 £ |
|---|---|---|---|---|
| Mentoring Project | **217,770** | **441,142** | **(408,395)** | **250,517** |

## 14. RESTRICTED INCOME FUNDS *(continued)*

During the year the charity received the following restricted funds:

| | | |
|---|---|---|
| David Cocks Foundation | £ | 150,000 |
| E F Bulmer Benevolent Fund | £ | 15,275 |
| The Edwina Mountbatten and Leonora Childrens Fund | £ | 30,000 |
| Powell Family | £ | 30,000 |
| Blatchington Court Trust | £ | 14,905 |
| Vision Foundation | £ | 34,500 |
| Thomas Pocklington | £ | 39,832 |
| Muller Trust | £ | 90,000 |
| The Big Give | £ | 21,630 |
| Robert McAlpine | £ | 10,000 |
| Etauliers Trust | £ | 5,000 |
| Total | £ | 441,142 |

## 15. UNRESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2024 | Incoming resources | Outgoing resources | Balance at 31 Mar 2025 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| General Funds | 302,827 | 164,506 | (69,527) | 397,806 |

## 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible fixed assets | Net current assets | Other net liabilities | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Income Funds:** | | | | |
| Mentor Projects | – | 250,517 | – | 250,517 |
| **Unrestricted Income Funds** | 117,650 | 283,576 | (3,420) | 397,806 |
| **Total Funds** | 117,650 | 534,093 | (3,420) | 648,323 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## MANAGEMENT INFORMATION

## YEAR ENDED 31 MARCH 2025

**The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 12 to 13.**

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2025

| | 2025 £ | 2024 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| **VOLUNTARY INCOME** | | |
| Donations | **511,039** | 330,370 |
| Friends of LOOK | **-** | 80 |
| | **511,039** | 330,450 |
| **ACTIVITIES FOR GENERATING FUNDS** | | |
| Fundraising from London Marathon & events | **87,587** | 79,100 |
| **INVESTMENT INCOME** | | |
| Bank interest receivable type 1 | **1,012** | 985 |
| **INCOMING RESOURCES FROM CHARITABLE ACTIVITIES** | | |
| Holiday Flat | **6,010** | 6,846 |
| **TOTAL INCOMING RESOURCES** | **605,648** | 417,381 |
| **RESOURCES EXPENDED** | | |
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| London marathon, subscriptions and marketing | **16,219** | 9,535 |
| Depreciation | **250** | 250 |
| | **16,469** | 9,785 |
| **CHARITABLE ACTIVITIES** | | |
| Wages and salaries | **372,369** | 310,215 |
| Brightside Trust | **-** | 10,410 |
| General running costs | **70,820** | 59,945 |
| Depreciation | **790** | 860 |
| Training costs | **601** | 11,965 |
| Due diligence costs | **1,221** | 1,853 |
| Workshops and family activities | **65** | 414 |
| Staff and volunteer travel and subsistence | **6,496** | 5,188 |
| Jamies Farm | **7,500** | 15,202 |
| QAC Site Village | **534** | 402 |
| Lookfest 2023 | **-** | 23,735 |
| Local family network and activities | **532** | 8 |
| Exhibitions, events and conferences | **525** | - |
| PSG Group | **-** | - |
| | **461,453** | 440,247 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2025

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| **TOTAL RESOURCES EXPENDED** | **477,922** | 450,032 |
| **NET INCOMING RESOURCES FOR THE YEAR** | **127,726** | (32,651) |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2025

| | 2025<br>£ | 2024<br>£ |
|---|---|---|
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| **Marketing** | | |
| Marketing | **266** | 444 |
| **Subscriptions** | | |
| Subscriptions | **3,184** | 1,984 |
| **London Marathon and other events** | | |
| London marathon and events | **12,769** | 7,107 |
| **Depreciation** | | |
| Depreciation | **250** | 250 |
| | **16,469** | 9,785 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2025

| | 2025 £ | 2024 £ |
|---|---|---|
| **CHARITABLE ACTIVITIES** | | |
| **Helpline** | | |
| *Activities undertaken directly* | | |
| Wages & Salaries | **4,748** | 4,471 |
| General running costs | **2,264** | 2,348 |
| | **7,012** | 6,819 |
| **Scarborough Flat** | | |
| *Activities undertaken directly* | | |
| Wages & Salaries | **2,374** | 2,236 |
| Flat expenses | **8,126** | 8,122 |
| Depreciation | **790** | 860 |
| | **11,290** | 11,218 |
| **Youth Projects** | | |
| *Activities undertaken directly* | | |
| Wages & Salaries | **11,870** | 11,178 |
| General running costs | **14,263** | 12,178 |
| | **26,133** | 23,356 |
| **Mentoring Project** | | |
| *Activities undertaken directly* | | |
| Wages & Salaries | **353,377** | 292,330 |
| Brightside Trust | **-** | 10,410 |
| General running costs | **46,167** | 37,297 |
| Training costs | **601** | 11,965 |
| Due diligence costs | **1,221** | 1,853 |
| Workshops and family activities | **65** | 414 |
| Staff and volunteer travel and subsistence | **6,496** | 5,188 |
| Jamies Farm | **7,500** | 15,202 |
| QAC Site Village | **534** | 402 |
| Lookfest 2023 | **-** | 23,785 |
| Local family network and activities | **532** | 8 |
| Exhibitions, events and conferences | **525** | - |
| | **417,018** | 398,854 |
| | **461,453** | 440,247 |

**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN**

England & Wales - Charity number 1140471

# Accounts

COMPANY REGISTRATION NUMBER 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## COMPANY LIMITED BY GUARANTEE

# FINANCIAL STATEMENTS

## 31 MARCH 2024

Charity Number 1140471

TUESDAY

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A63 24/12/2024 #161

COMPANIES HOUSE

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2024

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| Independent examiner's report to the members | **13 to 14** |
| Statement of financial activities (incorporating the income and expenditure account) | **15** |
| Balance sheet | **16** |
| Notes to the financial statements | **17 to 22** |
| **The following pages do not form part of the financial statements** | |
| Detailed statement of financial activities | **23 to 27** |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT

## YEAR ENDED 31 MARCH 2024

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2024.

### REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| **Registered charity name** | Look National Federation Of Families With Visually Impaired Children |
| **Charity registration number** | 1140471 |
| **Company registration number** | 07406571 |
| **Principal office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |
| **Registered office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |

**The trustees**

The trustees who served the company during the period were as follows:

Dr M Wolffe
A Rand
N Bowen QC
C James
S Elnusairi
S Morris

**Empowering Children, Young People and Families living with Visual Impairment**

About LOOK

LOOK is a UK charity dedicated to supporting children, young people and families living with visual impairment.

Through our tailored services, we provide:
- Mentoring: Pairing young people with trained mentors who share their lived experience of sight loss, fostering confidence and independence.
- Parent/Carer Support: Offering peer-led support groups and resources to empower families navigating the challenges of raising a child with visual impairment.

- Events and Community Building: Hosting inclusive events and activities like LOOKfest, confidence-building residentials, and informative webinars to connect and inspire our community.

- Practical Resources: Providing advice, workshops, and accessible holidays to ensure families feel supported in every aspect of life.

At LOOK, we believe that with the right support, every child with visual impairment can thrive, and every family can feel empowered.

**2023 - 2024 Achievements:**

This year, LOOK has continued to develop its services and deepen its impact, empowering children, young people and families living with visual impairment (VI). With a clear mission to foster a world where they are valued, included, and equipped to succeed, LOOK has become a vital lifeline for so many across the UK.

**LOOK Mentoring Programme**

Our pioneering mentoring programme pairs VI mentees with trained mentors who share their lived experience of sight loss.

Progress 2023-2024;

- 190 trained VI mentors supported 193 mentoring partnerships.
- We trained 42 new mentors and offered 40 professional development sessions to enhance the skills and employability of our youth mentor team.
- Our University mentoring programme continues to support visually impaired students as they move into Higher Education with confidence.

**Mentor Project Impact:**

Survey results demonstrate the programme's impact:

- 93% of mentees reported increased confidence.
- 95% of mentors said mentoring improved their skills and employability.
- 100% would recommend becoming a LOOK Mentor.

*"Having a LOOK mentor changed my life. I felt alone until I met someone who truly understood. Now I feel confident about my future and even gave a Braille presentation to my class!" – Mentee, aged 14*

**Parent/Carer Support**
Parents of children with visual impairment face many challenges. LOOK's support groups and initiatives, including the Healthy Parent Carer course, provide the vital information and guidance parents need when coming to terms with their child's diagnosis and advocating for their educational support.

We ran 24 parent support groups this year connecting 451 parent/carers.

100% of attendees reported improved emotional wellbeing.

We launched our pilot Healthy Parent/Carer Course, working with The University of Exeter - a 12 week transformative initiative designed to support the wellbeing of parents and carers of children with visual impairment. Through structured peer-led sessions, the programme provides practical tools, emotional support, and strategies to help parents manage stress, build resilience, and maintain their own health while navigating the challenges of raising a child with visual impairment and often other additional needs too. Participants consistently report improved emotional wellbeing and a stronger sense of community. One parent shared:

*"LOOK has been a lifeline. The advice, shared experiences, and community support have made a world of difference for our family."*

**Transformational Events Programme**

This year, LOOK hosted 119 events, engaging 1852 participants, including:

- A confidence-building residential at Jamie's Farm.
- The much-loved LOOKfest, attended by 150 participants, fostering skills-sharing and connection.
- Monthly online information events aimed at parent/carers, professionals, and young VI people. These covered topics such as transitioning from primary to secondary school, managing finances, moving into independent life, and advocating for your needs as a student with visual impairment.

LOOK Fest 2023:

LOOKfest is the first and only family festival in the UK designed specifically for children and young people with visual impairment, their families, and supporters. Co-created with our youth mentors, the festival is a vibrant celebration of community and empowerment. Our mentors volunteer to help run the festival, leading their own workshops, serving food, and facilitating sessions. This hands-on involvement provides them with vital work experience, builds their confidence, and showcases the incredible talent and dedication of these young people.

LOOKfest offers a unique space for connection, skill-sharing, and fun, helping families feel less isolated and empowering young people with visual impairment to embrace their potential in a supportive community.

As one parent shared:

**"We made great friends with other families at LOOKfest, and it was so good to see all the young mentors. Camping is hard with the family, but LOOK gave us the camping and festival experience we wanted. Can't wait for next year!"**

**Achievements at a Glance**

- We've reached over 5,000 people, indicating that we have supported more beneficiaries.
- Worked with and received referrals from over 70 local authorities across the UK.
- Answered 1,112 helpline calls and emails.
- Delivered 15,600 hours of online mentoring.
- Supported 190 volunteer Youth mentors and 193 mentoring partnerships
- Delivered 119 events, engaging 1852 participants

**Impact Stories**

*"LOOK showed me that losing my sight doesn't mean losing my future. Mentoring empowered me to grow, and now I run my own business." – Mentor*

*"The connections my daughter has made through LOOK have given her confidence and the practical tips she needed to thrive." – Parent*

**Looking Ahead**

With growing demand for our services, LOOK is committed to expanding its reach and ensuring no young person or family affected by visual impairment feels isolated.

**Staffing**

In response to a continued growth in demand for our services we have increased our team of staff and volunteers, so as to reach more beneficiaries across the UK with our unique model of holistic support. We have developed our regional mentoring services in Sussex, London and Hereford, with support from Blatchington Court Trust, Vision Foundation and Hereford Community Fund, EF Bulmer Trust respectively. To support this expansion of the Mentor Project team, we have strengthened our infrastructure by investing in more administration and communications staff.

**Connections/ New Partnerships:**

We have continued to build robust and trusted relationships with eye health professionals, education services and other charities. New local authority and charity relationships have been built across the UK, and we're recognised by statutory and non-statutory services for our valuable youth service. This is reflected in a steady growth of referrals from local authorities and teachers, nationwide.

**LOOK Scarborough Holiday Flat**

Look is extremely grateful to The Hendersons and the Norfolk Group for the gift of the holiday flat in Scarborough. The flat continues to provide hugely valuable respite for families dealing with VI and complex needs, offering much needed short breaks at an affordable rate. This year we have invested in refurbishing the property, to ensure it offers the highest standards of accessibility and comfort to our VI beneficiaries.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Look is a Registered Charity in England and Wales, number 1140471 and a Registered Company Limited by Guarantee, number 07406571. Look is governed by a Memorandum and Articles of Association. The Charity was founded and constituted in 1991, first registered in 1992, with future amendments to its Constitution in 1995 and 1998. The Memorandum and articles of Association were revised and updated in 2011. In October 2010 Look was registered as a Company Limited by Guarantee and as a consequence re-registered with the Charity Commission in February 2011. As a charitable company, Look began its activities as from 1st April, 2011, at which point the unincorporated Look (Registered Charity number 1007282) stopped operating and its assets have been transferred to Look as a Charitable Company (Registered Charity number 1140471).

## STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd)

The Trustees of Look, who are also the Directors for the purpose of Company law, have the overall responsibility for the governance and the strategic direction of the charity. The Chair, Vice Chair and Treasurer are elected annually. They then appoint the other Trustees who are recruited to provide the range of skills and expertise to effectively govern the Charity. The Board of Trustees meets regularly to review strategy and performance and agree budgets.

An induction pack has been developed, which is available to all existing and newly recruited Trustees. This includes various Charity Commission publications, a copy of the Memorandum and Articles of Association, published Trustees Annual Report and Accounts, financial procedures, risk assessment documents, the current business plan, working budget, and the roles and responsibilities of a Trustee and the Board.

On a day to day basis the organisation is managed by the Director, Charlotte Carson, who has the overall responsibility for strategic planning, operational management, human and financial resources and service.

### Risk Management

The Board is responsible for the management of the risks faced by the charity. Detailed considerations of the risks are delegated to the Director. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis and risks are reviewed on a rolling cycle. The key controls used by the charity include strategic planning, budgeting, and management accounting, organisational and governance structure and lines of reporting. Formal written policies are reviewed annually, and assessment of risk is a standing item on the agenda at Board meetings. Through these risk management processes the Trustees are satisfied that the major risks have been adequately mitigated.

The main financial risk to the charity is considered to be the unexpected loss of income through charitable funding or funds brought in by the marathon runners and other fundraising activity. In order to mitigate this, we ensure that we abide by our reserves policy ensuring that we have six months core running costs in the bank. We have recruited a volunteer and a LOOK staff member manages our Marathon running team to ensure that core funds are received each year.

## OBJECTIVES AND ACTIVITIES

### Charitable Objects

To facilitate parents' groups and parents in enhancing the education, welfare and leisure opportunities of visually impaired children, to promote the co-ordination of services, both statutory and voluntary, provided by parent groups and organisations relating to visual impairment.

### Vision

Our vision is a world where all young blind and partially sighted people are valued, included and can live their best lives.

### Purpose

To improve the lives of families with visually impaired children and young people by providing support, information and activities with a view to helping them gain the best outcomes in life. We want to break down the barriers that young VI people and their families face.

### Public Benefit

The Trustees confirm that they have complied with their obligation under Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance used by the Charity Commission for England and Wales. The Trustees further confirm that the activities of the charity are carried out, in line with its objects, for the public benefit, and the charity achieves its objects through the activities described below.

## ACHIEVEMENTS AND PERFORMANCE

**Impacts of our service:**

- Decreased isolation
- Increased confidence
- Increased transferable skills and employability
- Increased well-being
- Social opportunity
- Physical activity
- Increased understanding of available support streams for parents and young people
- Emotional Support
- Increased understanding amongst classmates and teachers of barriers faced by VI children

We achieved these positive impacts and outcomes by offering:
Mentoring Project
Parent / Carer Support Group
Parent / Carer Helpline
Transformational Events Programme
Resources and Information

## FINANCIAL REVIEW

**Reserves Policy**

Free reserves are represented by net current assets within the unrestricted fund. In view of the unpredictable nature of charitable income, it is the Trustees intention to maintain an unrestricted reserve of a minimum of six months' projected running costs.

## FINANCIAL REVIEW

**Fixed Assets**

Following an agreement with the Lincoln VIPs Group to transfer their holiday flat to Look, the Trustees took ownership of the flat on 21st July 2006. This is an enormous asset valued at approximately £100,000. In 2010 the Trustees had the opportunity to acquire the freehold of the flat for £2,000 and this option was taken up. The flat creates the opportunity for Look member families and groups to enjoy a reasonably priced holiday by the sea.

**Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements so that they give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.
- Observe the methods and principles in the Charities' SORP.
- The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

The financial statements have been prepared on the accounting policies set out in note 1 to the financial statements and comply with the Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## YEAR ENDED 31 MARCH 2024

I report on the accounts of the company for the year ended 31 March 2024 which are set out on pages 15 to 22.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**
The trustees (who are also the directors of Look National Federation of Families With Visually Impaired Children for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN *(continued)*

## YEAR ENDED 31 MARCH 2024

Helen Wanless

Helen Wanless ACCA
Independent examiner

29 Park Street
Macclesfield
Cheshire
SK11 6SR

18-12-2024

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

## YEAR ENDED 31 MARCH 2024

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Incoming resources from generating funds: | | | | | |
| Voluntary income | 2 | 31,271 | 299,179 | 330,450 | 368,313 |
| Activities for generating funds | 3 | 79,100 | – | 79,100 | 82,585 |
| Investment income | 4 | 985 | – | 985 | 763 |
| Incoming resources from charitable activities | 5 | 6,846 | – | 6,846 | 892 |
| **TOTAL INCOMING RESOURCES** | | 118,202 | 299,179 | 417,381 | 452,553 |
| **RESOURCES EXPENDED** | | | | | |
| Costs of generating funds: | | | | | |
| Costs of generating voluntary income | 6 | (9,785) | – | (9,785) | (3,051) |
| Charitable activities | 7/8 | (49,264) | (390,983) | (440,247) | (374,227) |
| **TOTAL RESOURCES EXPENDED** | | (59,049) | (390,983) | (450,032) | (377,278) |
| **NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR** | 9 | 59,153 | (91,804) | (32,651) | 75,275 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 243,674 | 309,574 | 553,248 | 477,973 |
| **TOTAL FUNDS CARRIED FORWARD** | | 302,827 | 217,770 | 520,597 | 553,248 |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

## 31 MARCH 2024

| | Note | 2024 £ | £ | 2023 £ |
|---|---|---|---|---|
| **FIXED ASSETS** | | | | |
| Tangible assets | 11 | | 118,690 | 117,886 |
| **CURRENT ASSETS** | | | | |
| Debtors | 12 | 13,154 | | 19,419 |
| Cash at bank | | 397,045 | | 446,536 |
| | | 410,199 | | 465,955 |
| **CREDITORS: Amounts falling due within one year** | 13 | (8,292) | | (30,593) |
| **NET CURRENT ASSETS** | | | 401,907 | 435,362 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | | 520,597 | 553,248 |
| **NET ASSETS** | | | 520,597 | 553,248 |
| **FUNDS** | | | | |
| Restricted income funds | 14 | | 217,770 | 309,574 |
| Unrestricted income funds | 15 | | 302,827 | 243,674 |
| **TOTAL FUNDS** | | | 520,597 | 553,248 |

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the 18/12/24. and are signed on their behalf by:

A Rand
Trustee

Company Registration Number: 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2024

### 1. ACCOUNTING POLICIES

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Standard for Smaller Entities (effective April 2008. The financial statements have been prepared in accordnace with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discertion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**Incoming resources**

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

## 1. ACCOUNTING POLICIES *(continued)*

**Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, and have been allocated to activity cost categories on a basis consistent with the usage of resources, apportioning staff costs by the budgeted time spent. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | | |
|---|---|---|
| Fixtures & Fittings | - | 20% reducing balance |

## 2. VOLUNTARY INCOME

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|---|---|---|---|---|
| **Donations** | | | | |
| Donations | **31,191** | **299,179** | **330,370** | 367,953 |
| **Other income** | | | | |
| Friends of LOOK | **80** | – | **80** | 360 |
| | **31,271** | **299,179** | **330,450** | 368,313 |

## 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

| | Unrestricted Funds £ | Total Funds 2024 £ | Total Funds 2023 £ |
|---|---|---|---|
| Fundraising from London Marathon & events | **79,100** | **79,100** | 82,585 |

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2024

### 4. INVESTMENT INCOME

| | Unrestricted Funds | Total Funds 2024 | Total Funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Bank interest receivable | 985 | 985 | 763 |

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds | Total Funds 2024 | Total Funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Holiday Flat | 6,846 | 6,846 | 892 |

### 6. COSTS OF GENERATING VOLUNTARY INCOME

| | Unrestricted Funds | Total Funds 2024 | Total Funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Advertising | 444 | 444 | 1,107 |
| Subscriptions | 1,984 | 1,984 | 543 |
| London Marathon and other events | 7,107 | 7,107 | 1,185 |
| Depreciation | 250 | 250 | 216 |
| | 9,785 | 9,785 | 3,051 |

### 7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

| | Unrestricted Funds | Restricted Funds | Total Funds 2024 | Total Funds 2023 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Helpline | 6,819 | – | 6,819 | 6,397 |
| Scarborough Flat | 11,218 | – | 11,218 | 10,184 |
| Youth Projects | 23,356 | – | 23,356 | 22,877 |
| Mentoring Project | 7,871 | 390,983 | 398,854 | 334,769 |
| | 49,264 | 390,983 | 440,247 | 374,227 |

## 8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

| | Activities undertaken directly | Total Funds 2024 | Total Funds 2023 |
|---|---|---|---|
| | £ | £ | £ |
| Helpline | **6,819** | **6,819** | 6,397 |
| Scarborough Flat | **11,218** | **11,218** | 10,184 |
| Youth Projects | **23,356** | **23,356** | 22,877 |
| Mentoring Project | **398,854** | **398,854** | 334,769 |
| | **440,247** | **440,247** | 374,227 |

## 9. GOVERNANCE COSTS

This is stated after charging:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Independent examination | **600** | 600 |

## 10. STAFF COSTS AND EMOLUMENTS

**Total staff costs were as follows:**

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Wages and salaries | **293,543** | 224,587 |
| Social security costs | **16,672** | 12,860 |
| | **310,215** | 237,447 |

**Particulars of employees:**

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

| | 2024 | 2023 |
|---|---|---|
| | No. | No. |
| Number of administrative staff | **15** | 11 |

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

## 11. TANGIBLE FIXED ASSETS

| | Land and buildings £ | Other plant & machinery etc. £ | Total £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2023 | **113,541** | **35,165** | **148,706** |
| Additions | **-** | **1,914** | **1,914** |
| **At 31 March 2024** | **113,541** | **37,079** | **150,620** |
| **DEPRECIATION** | | | |
| At 1 April 2023 | **–** | **30,820** | **30,820** |
| Charge for the year | **–** | **1,110** | **1,110** |
| **At 31 March 2024** | **–** | **31,930** | **31,930** |
| **NET BOOK VALUE** | | | |
| **At 31 March 2024** | **113,541** | **5,149** | **118,690** |
| At 31 March 2023 | 113,541 | 4,345 | 117,886 |

## 12. DEBTORS

| | 2024 £ | 2023 £ |
|---|---|---|
| Other debtors | **13,154** | 19,419 |

## 13. CREDITORS: Amounts falling due within one year

| | 2024 £ | 2023 £ |
|---|---|---|
| Other creditors | **8,292** | 30,593 |

## 14. RESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2023 £ | Incoming resources £ | Outgoing resources £ | Balance at 31 Mar 2024 £ |
|---|---|---|---|---|
| Mentoring Project | **309,574** | **299,179** | **(390,983)** | **217,770** |

## 14. RESTRICTED INCOME FUNDS *(continued)*

During the year the charity received the following restricted funds:

| | | |
|---|---|---|
| David Cocks Foundation | £ | 150,000 |
| E F Bulmer Benevolent Fund | £ | 6,000 |
| The Edwina Mountbatten and Leonora Childrens Fund | £ | 60,000 |
| Mercer | £ | 9,750 |
| Blatchington Court Trust | £ | 14,598 |
| Hakluyt Company | £ | 17,000 |
| London Vision Foundation | £ | 2,000 |
| Thomas Pocklington | £ | 39,831 |
| Total | £ | 299,179 |

## 15. UNRESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2023 | Incoming resources | Outgoing resources | Balance at 31 Mar 2024 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| General Funds | 243,674 | 118,202 | (59,049) | 302,827 |

## 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible fixed assets | Net current assets | Other net liabilities | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Income Funds:** | | | | |
| Mentor Projects | – | 217,770 | – | 217,770 |
| **Unrestricted Income Funds** | 118,690 | 192,429 | (8,292) | 302,827 |
| **Total Funds** | 118,690 | 465,955 | (8,292) | 520,597 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## MANAGEMENT INFORMATION

## YEAR ENDED 31 MARCH 2024

**The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 12 to 13.**

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2024

| | 2024 £ | 2023 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| **VOLUNTARY INCOME** | | |
| Donations | **330,370** | 367,953 |
| Friends of LOOK | **80** | 360 |
| | **330,450** | 368,313 |
| **ACTIVITIES FOR GENERATING FUNDS** | | |
| Fundraising from London Marathon & events | **79,100** | 82,585 |
| **INVESTMENT INCOME** | | |
| Bank interest receivable type 1 | **985** | 763 |
| **INCOMING RESOURCES FROM CHARITABLE ACTIVITIES** | | |
| Holiday Flat | **6,846** | 892 |
| **TOTAL INCOMING RESOURCES** | **417,381** | 452,553 |
| **RESOURCES EXPENDED** | | |
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| London marathon, subscriptions and marketing | **9,535** | 2,835 |
| Depreciation | **250** | 216 |
| | **9,785** | 3,051 |
| **CHARITABLE ACTIVITIES** | | |
| Wages and salaries | **310,215** | 237,447 |
| Brightside Trust | **10,410** | 9,000 |
| General running costs | **59,945** | 98,053 |
| Depreciation | **860** | 744 |
| Training costs | **11,965** | 351 |
| Due diligence costs | **1,853** | 410 |
| Workshops and family activities | **414** | 536 |
| Staff and volunteer travel and subsistence | **5,188** | 7,380 |
| Jamies Farm | **15,202** | 13,202 |
| QAC Site Village | **402** | 951 |
| Lookfest 2023 | **23,785** | 441 |
| Local family network and activities | **8** | 4,669 |
| Exhibitions, events and conferences | - | 869 |
| PSG Group | - | 174 |
| | **440,247** | 374,227 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2024

| | 2024<br>£ | 2023<br>£ |
|---|---|---|
| **TOTAL RESOURCES EXPENDED** | **450,032** | 377,278 |
| **NET INCOMING RESOURCES FOR THE YEAR** | **(32,651)** | 75,275 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2024

| | 2024<br>£ | 2023<br>£ |
|---|---|---|
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| **Marketing** | | |
| Marketing | **444** | 1,107 |
| **Subscriptions** | | |
| Subscriptions | **1,984** | 543 |
| **London Marathon and other events** | | |
| London marathon and events | **7,107** | 1,185 |
| **Depreciation** | | |
| Depreciation | **250** | 216 |
| | **9,785** | 3,051 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2024

| | 2024 £ | 2023 £ |
|---|---|---|
| **CHARITABLE ACTIVITIES** | | |
| **Helpline** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **4,471** | 4,372 |
| General running costs | **2,348** | 2,025 |
| | **6,819** | 6,397 |
| **Scarborough Flat** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **2,236** | 2,186 |
| Flat expenses | **8,122** | 7,254 |
| Depreciation | **860** | 744 |
| | **11,218** | 10,184 |
| **Youth Projects** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **11,178** | 10,930 |
| General running costs | **12,178** | 11,947 |
| | **23,356** | 22,877 |
| **Mentoring Project** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **292,330** | 219,959 |
| Brightside Trust | **10,410** | 9,000 |
| General running costs | **37,297** | 76,827 |
| Training costs | **11,965** | 351 |
| Due diligence costs | **1,853** | 410 |
| Workshops and family activities | **414** | 536 |
| Staff and volunteer travel and subsistence | **5,188** | 7,380 |
| Jamies Farm | **15,202** | 13,202 |
| QAC Site Village | **402** | 951 |
| Lookfest 2023 | **23,785** | 441 |
| Local family network and activities | **8** | 4,669 |
| Exhibitions, events and conferences | **-** | 869 |
| PSG Group | **-** | 174 |
| | **398,854** | 334,769 |
| | **440,247** | 374,227 |

**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN**

England & Wales - Charity number 1140471

# Accounts

COMPANY REGISTRATION NUMBER 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## COMPANY LIMITED BY GUARANTEE

# FINANCIAL STATEMENTS

## 31 MARCH 2023

Charity Number 1140471

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# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2023

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| Independent examiner's report to the members | **12 to 13** |
| Statement of financial activities (incorporating the income and expenditure account) | **14** |
| Balance sheet | **15** |
| Notes to the financial statements | **16 to 21** |
| **The following pages do not form part of the financial statements** | |
| Detailed statement of financial activities | **22 to 26** |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT

## YEAR ENDED 31 MARCH 2023

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2023.

### REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| **Registered charity name** | Look National Federation Of Families With Visually Impaired Children |
| **Charity registration number** | 1140471 |
| **Company registration number** | 07406571 |
| **Principal office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |
| **Registered office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |

**The trustees**
The trustees who served the company during the period were as follows:

Dr M Wolffe
A Rand
N Bowen QC
M Thornton
S Morris

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT (cont'd)

## YEAR ENDED 31 MARCH 2023

We are delighted to report another successful year of growth and impact. LOOK supports visually impaired children to thrive through our peer support programmes for VI children, young people and their families.

Our LOOK Mentoring Programme offers one-to-one support from a trained mentor who is visually impaired themselves. Many blind young people tell us that they do not have the opportunity to talk openly about their impairment and the isolation they are experiencing. Our mentors help, as they understand these issues first-hand in a way that teachers and other professionals can't. Lack of accessible opportunities, education barriers, unemployment and isolation mean that young VI adults are at risk of socio-economic exclusion and mental health issues.

Three out of four blind young adults are long-term unemployed. By providing our VI volunteer mentors with training and ongoing development opportunities, we ensure that both the mentor and their mentee benefit from the LOOK mentoring project. Our mentors often go on to secure jobs, having gained skills and confidence in volunteering with Look.

This year Look has continued to work hard to help young people overcome the barriers they face. We have developed new partnerships, strengthened our peer support networks and invested in our bank of information and resources for young people and parent/carers.

In response to a continued growth in demand for our services we have increased our team of staff and volunteers, so as to reach more beneficiaries across the UK with our unique model of holistic support. We have developed our regional mentoring services in Sussex, London and Hereford, with support from Blatchington Court Trust, Vision Foundation and Hereford Community Fund respectively. To support this expansion of the Mentor Project team, we have strengthened our infrastructure by investing in more administration and communications staff.

**Look Services 2022-2023**

**Mentoring**

We currently have a team of 150 trained VI mentors and have supported 180 mentoring partnerships this year.
We have trained 30 new mentors this year.
We have provided CPD training in facilitation skills for 30 VI mentors.
Referrals are increasing as our profile continues to grow.

Our monitoring surveys show a 100% increase in mentee self-confidence, ability to self-advocate and communicate thoughts and feelings about VI.

"Jim *is smiling and chatting in a way we've not seen him do before. For many months no one saw his face as he wore a face mask and his cap pulled low over his face. He has been smiling*

*and open around school and during his LOOK calls he has talked about topics no one at school had heard him verbalise before*" SENDCO of Mentee

*"Thank you so much for allowing me to have such an amazing time not just learning new skills, but also finding new positives in myself that I never knew I had like making many new friends."*

*"My faith in humanity has been restored again. This training weekend has honestly been the best experience I've ever had the opportunity in being fortunate enough to participate in, and I very much am missing everyone that attended, and the LOOK-family-feeling!"*

All our services are co-produced with our beneficiaries. We continue to focus on mentor development and wellbeing, providing monthly one- to-one online supervision sessions, group supervisions and mentor quarterly catch-ups, giving mentors an opportunity to feedback about the project, contribute ideas and voice their concerns. We also provide ongoing CPD and additional opportunities to volunteer as leaders at our events, schools workshops and discussion panels. These transferrable skills enhance mentor employability and LOOK is frequently sited by our volunteers as an aid to career advancement.

*"I wouldn't be in my current job without LOOK's support."*

*"It was so empowering to learn that role modeling is not about being perfect, it's about being honest and showing how you deal with challenges."*

*"I'm so proud of myself for testing my own limits when it comes to trying new things, especially if I find those things difficult. I'm also glad that I was able to support the young people in a way that was meaningful to them."*

**Parent Support Group**

LOOK delivers vital information and advice to parent carers. The Parent Support Group meets regularly online. We alternate open peer support sessions with structured, themed sessions. Themes are chosen by the group and feature invited guest speakers tackling a range of subjects giving out key information and advice.

The aims of the group are to:

- Provide a safe space for parent carers to share, support, advise and reassure.
- Develop self- esteem and resilience and by sharing their knowledge and experience help each other.
- Reduce isolation and build a community that is stronger together, improving the mental health and wellbeing of the parent carers who attend.
- Develop user led services which respond to the needs of the community
- Provide a platform for parent carers in the community to elevate their voices and
- help influence positive change for Visually Impaired children in the future.

*"Thanks for organising the themed sessions for us, they are priceless. This week's session on sex ed' was great, sensitive stuff that was presented honestly and brilliantly by everyone."*

*"The time to talk to other parents who are in the same struggles is a lifeline. It's the thing I most look forward to because I can truly be myself and say how hard it is and know I won't be judged. We also celebrate our children and all the joyful things they bring us, too. Everyone is so helpful and the way Jane runs the group always means we leave feeling more positive and empowered. We even make each other laugh as well."*

**Events**

**Info sessions, webinars and schools workshops**

Look has continued to host a series of webinars for parents, young people and professionals on a range of topics, in collaboration with our VI mentors, other sight loss organisations and experts in the field. These live sessions are then edited and shared with a wider audience as podcasts and feed into our top tips guides.

This year sees the return of our face-to-face events programme. We are thrilled to be in the planning stages of a confidence-building residential with Jamie's Farm in Herefordshire, due to take place later in the year.

Planning for our flagship VI family festival, LOOKfest, is also underway. With a capacity of 150 people, this residential weekend brings VI families together for fun, skills-sharing, community and connection, in the great outdoors.

**Connections/ New Partnerships:**

We have continued to build robust and trusted relationships with eye health professionals, education services and other charities. New local authority and charity relationships have been built across the UK, and we're recognised by statutory and non-statutory services for our valuable youth service. This is reflected in a steady growth of referrals from local authorities and teachers, nationwide.

**LOOK Scarborough Holiday Flat**

Look is extremely grateful to The Hendersons and the Norfolk Group for the gift of the holiday flat in Scarborough. The flat continues to provide hugely valuable respite for families dealing with VI and complex needs, offering much needed short breaks at an affordable rate. This year we have invested in refurbishing the property, to ensure it offers the highest standards of accessibility and comfort to our VI beneficiaries.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Look is a Registered Charity in England and Wales, number 1140471 and a Registered Company Limited by Guarantee, number 07406571. Look is governed by a Memorandum and Articles of Association. The Charity was founded and constituted in 1991, first registered in 1992, with future amendments to its Constitution in 1995 and 1998. The Memorandum and articles of Association were revised and updated in 2011. In October 2010 Look was registered as a Company Limited by Guarantee and as a consequence re-registered with the Charity Commission in February 2011. As a charitable company, Look began its activities as from 1st April, 2011, at which point the unincorporated Look (Registered Charity number 1007282) stopped operating and its assets have been transferred to Look as a Charitable Company (Registered Charity number 1140471).

The Trustees of Look, who are also the Directors for the purpose of Company law, have the overall responsibility for the governance and the strategic direction of the charity. The Chair, Vice Chair and Treasurer are elected annually. They then appoint the other Trustees who are recruited to provide the range of skills and expertise to effectively govern the Charity. The Board of Trustees meets regularly to review strategy and performance and agree budgets

## STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd)

An induction pack has been developed, which is available to all existing and newly recruited Trustees. This includes various Charity Commission publications, a copy of the Memorandum and Articles of Association, published Trustees Annual Report and Accounts, financial procedures, risk assessment documents, the current business plan, working budget, and the roles and responsibilities of a Trustee and the Board.

On a day to day basis the organisation is managed by the Director, Charlotte Carson, who has the overall responsibility for strategic planning, operational management, human and financial resources and service.

### Risk Management

The Board is responsible for the management of the risks faced by the charity. Detailed considerations of the risks are delegated to the Director. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis and risks are reviewed on a rolling cycle. The key controls used by the charity include strategic planning, budgeting, and management accounting, organisational and governance structure and lines of reporting. Formal written policies are reviewed annually, and assessment of risk is a standing item on the agenda at Board meetings. Through these risk management processes the Trustees are satisfied that the major risks have been adequately mitigated.

The main financial risk to the charity is considered to be the unexpected loss of income through charitable funding or funds brought in by the marathon runners and other fundraising activity. In order to mitigate this, we ensure that we abide by our reserves policy ensuring that we have six months core running costs in the bank. We have recruited a volunteer and a LOOK staff member manages our Marathon running team to ensure that core funds are received each year.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT (cont'd)

## YEAR ENDED 31 MARCH 2023

### OBJECTIVES AND ACTIVITIES

**Charitable Objects**

To facilitate parents' groups and parents in enhancing the education, welfare and leisure opportunities of visually impaired children, to promote the co-ordination of services, both statutory and voluntary, provided by parent groups and organisations relating to visual impairment.

**Vision**

Our vision is a world where all young blind and partially sighted people are valued, included and can live their best lives.

**Purpose**

To improve the lives of families with visually impaired children and young people by providing support, information and activities with a view to helping them gain the best outcomes in life. We want to break down the barriers that young VI people and their families face.

**Public Benefit**

The Trustees confirm that they have complied with their obligation under Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance used by the Charity Commission for England and Wales. The Trustees further confirm that the activities of the charity are carried out, in line with its objects, for the public benefit, and the charity achieves its objects through the activities described below.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT (cont'd)

## YEAR ENDED 31 MARCH 2023

### ACHIEVEMENTS AND PERFORMANCE

**Impacts of our service:**

- Decreased isolation
- Increased confidence
- Increased transferable skills and employability
- Increased well-being
- Social opportunity
- Physical activity
- Increased understanding of available support streams for parents and young people
- Emotional Support
- Increased understanding amongst classmates and teachers of barriers faced by VI children

We achieved these positive impacts and outcomes by offering:
Mentoring Project
Parent / Carer Support Group
Parent / Carer Helpline
Transformational Events Programme
Resources and Information

### FINANCIAL REVIEW

**Reserves Policy**
Free reserves are represented by net current assets within the unrestricted fund. In view of the unpredictable nature of charitable income, it is the Trustees intention to maintain an unrestricted reserve of a minimum of six months' projected running costs.

**Fixed Assets**

Following an agreement with the Lincoln VIPs Group to transfer their holiday flat to Look, the Trustees took ownership of the flat on 21st July 2006. This is an enormous asset valued at approximately £100,000. In 2010 the Trustees had the opportunity to acquire the freehold of the flat for £2,000 and this option was taken up. The flat creates the opportunity for Look member families and groups to enjoy a reasonably priced holiday by the sea.

**Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements so that they give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.
- Observe the methods and principles in the Charities' SORP.
- The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

The financial statements have been prepared on the accounting policies set out in note 1 to the financial statements and comply with the Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## YEAR ENDED 31 MARCH 2023

I report on the accounts of the company for the year ended 31 March 2023 which are set out on pages 14 to 21.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**
The trustees (who are also the directors of Look National Federation of Families With Visually Impaired Children for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN *(continued)*

## YEAR ENDED 31 MARCH 2023

Helen Wanless

Helen Wanless ACCA
Independent examiner

29 Park Street
Macclesfield
Cheshire
SK11 6SR

21-12-2023

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

## YEAR ENDED 31 MARCH 2023

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ | Total Funds 2022 £ |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Incoming resources from generating funds: | | | | | |
| Voluntary income | 2 | 17,438 | 350,875 | 368,313 | 293,173 |
| Activities for generating funds | 3 | 82,585 | – | 82,585 | 26,213 |
| Investment income | 4 | 763 | – | 763 | – |
| Incoming resources from charitable activities | 5 | 892 | – | 892 | 4,197 |
| **TOTAL INCOMING RESOURCES** | | 101,678 | 350,875 | 452,553 | 323,583 |
| **RESOURCES EXPENDED** | | | | | |
| Costs of generating funds: | | | | | |
| Costs of generating voluntary income | 6 | (3,051) | – | (3,051) | (12,057) |
| Charitable activities | 7/8 | (44,829) | (329,398) | (374,227) | (273,388) |
| **TOTAL RESOURCES EXPENDED** | | (47,880) | (329,398) | (377,278) | (285,445) |
| **NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR** | 9 | 53,798 | 21,477 | 75,275 | 38,138 |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 189,876 | 288,097 | 477,973 | 439,835 |
| **TOTAL FUNDS CARRIED FORWARD** | | 243,674 | 309,574 | 553,248 | 477,973 |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

## 31 MARCH 2023

| | Note | 2023 £ | £ | 2022 £ |
|---|---|---|---|---|
| **FIXED ASSETS** | | | | |
| Tangible assets | 11 | | 117,886 | 105,489 |
| **CURRENT ASSETS** | | | | |
| Debtors | 12 | 19,419 | | 18,076 |
| Cash at bank | | 446,536 | | 420,550 |
| | | 465,955 | | 438,626 |
| **CREDITORS: Amounts falling due within one year** | 13 | (30,593) | | (66,142) |
| **NET CURRENT ASSETS** | | | 435,362 | 372,484 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | | 553,248 | 477,973 |
| **NET ASSETS** | | | 553,248 | 477,973 |
| **FUNDS** | | | | |
| Restricted income funds | 14 | | 309,574 | 288,097 |
| Unrestricted income funds | 15 | | 243,674 | 189,876 |
| **TOTAL FUNDS** | | | 553,248 | 477,973 |

For the year ended 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the 20/12/23 and are signed on their behalf by:

Dr M Wolffe
Director

Company Registration Number: 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2023

### 1. ACCOUNTING POLICIES

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Standard for Smaller Entities (effective April 2008. The financial statements have been prepared in accordnace with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discertion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**Incoming resources**

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

## 1. ACCOUNTING POLICIES *(continued)*

**Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, and have been allocated to activity cost categories on a basis consistent with the usage of resources, apportioning staff costs by the budgeted time spent. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | | |
|---|---|---|
| Fixtures & Fittings | - | 20% reducing balance |

## 2. VOLUNTARY INCOME

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ | Total Funds 2022 £ |
|---|---|---|---|---|
| **Donations** | | | | |
| Donations | **17,078** | **350,875** | **367,953** | 292,693 |
| **Other income** | | | | |
| Friends of LOOK | **360** | **–** | **360** | 480 |
| | **17,438** | **350,875** | **368,313** | 293,173 |

## 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

| | Unrestricted Funds £ | Total Funds 2023 £ | Total Funds 2022 £ |
|---|---|---|---|
| Fundraising from London Marathon & events | **82,585** | **82,585** | 26,213 |

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2023

### 4. INVESTMENT INCOME

| | Unrestricted Funds | Total Funds 2023 | Total Funds 2022 |
|---|---|---|---|
| | £ | £ | £ |
| Bank interest receivable | 763 | 763 | – |

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds | Total Funds 2023 | Total Funds 2022 |
|---|---|---|---|
| | £ | £ | £ |
| Holiday Flat | 892 | 892 | 4,197 |

### 6. COSTS OF GENERATING VOLUNTARY INCOME

| | Unrestricted Funds | Total Funds 2023 | Total Funds 2022 |
|---|---|---|---|
| | £ | £ | £ |
| Advertising | 1,107 | 1,107 | 402 |
| Subscriptions | 543 | 543 | 563 |
| London Marathon and other events | 1,185 | 1,185 | 10,822 |
| Depreciation | 216 | 216 | 270 |
| | 3,051 | 3,051 | 12,057 |

### 7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

| | Unrestricted Funds | Restricted Funds | Total Funds 2023 | Total Funds 2022 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Helpline | 6,397 | – | 6,397 | 6,001 |
| Scarborough Flat | 10,184 | – | 10,184 | 9,352 |
| Youth Projects | 22,877 | – | 22,877 | 19,506 |
| Mentoring Project | 5,371 | 329,398 | 334,769 | 238,529 |
| | 44,829 | 329,398 | 374,227 | 273,388 |

## 8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

| | Activities undertaken directly | Total Funds 2023 | Total Funds 2022 |
|---|---|---|---|
| | £ | £ | £ |
| Helpline | **6,397** | **6,397** | 6,001 |
| Scarborough Flat | **10,184** | **10,184** | 9,352 |
| Youth Projects | **22,877** | **22,877** | 19,506 |
| Mentoring Project | **334,769** | **334,769** | 238,529 |
| | **374,227** | **374,227** | 273,388 |

## 9. GOVERNANCE COSTS

This is stated after charging:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Independent examination | **600** | 600 |

## 10. STAFF COSTS AND EMOLUMENTS

**Total staff costs were as follows:**

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Wages and salaries | **224,587** | 184,165 |
| Social security costs | **12,860** | 11,857 |
| | **237,447** | 196,022 |

**Particulars of employees:**

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

| | 2023 | 2022 |
|---|---|---|
| | No. | No. |
| Number of administrative staff | **11** | 8 |

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2023

### 11. TANGIBLE FIXED ASSETS

| | Land and buildings | Other plant & machinery etc. | Total |
|---|---|---|---|
| | £ | £ | £ |
| **COST** | | | |
| At 1 April 2022 | **102,625** | **32,724** | **135,349** |
| Additions | **10,916** | **2,441** | **13,357** |
| **At 31 March 2023** | **113,541** | **35,165** | **148,706** |
| **DEPRECIATION** | | | |
| At 1 April 2022 | **–** | **29,860** | **29,860** |
| Charge for the year | **–** | **960** | **960** |
| **At 31 March 2023** | **–** | **30,820** | **30,820** |
| **NET BOOK VALUE** | | | |
| **At 31 March 2023** | **113,541** | **4,345** | **117,886** |
| At 31 March 2022 | 102,625 | 2,864 | 105,489 |

### 12. DEBTORS

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Other debtors | **19,419** | 18,076 |

### 13. CREDITORS: Amounts falling due within one year

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Other creditors | **30,593** | 66,142 |

### 14. RESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2022 | Incoming resources | Outgoing resources | Balance at 31 Mar 2023 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Mentoring Project | **288,097** | **350,875** | **(329,398)** | **309,574** |

## 14. RESTRICTED INCOME FUNDS *(continued)*

During the year the charity received the following restricted funds:

| | | |
|---|---|---|
| David Cocks Foundation | £ | 150,000 |
| E F Bulmer Benevolent Fund | £ | 3,000 |
| The Edwina Mountbatten and Leonora Childrens Fund | £ | 70,000 |
| Sandy and Zoica Glenn | £ | 50,000 |
| Blatchington Court Trust | £ | 15,334 |
| Hakluyt Company | £ | 15,000 |
| Herefordshire Community Fund | £ | 20,000 |
| London Vision Foundation | £ | 18,000 |
| Hereford City Council | £ | 5,000 |
| Thomas Pocklington | £ | 4,541 |
| Total | £ | 350,875 |

## 15. UNRESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2022 | Incoming resources | Outgoing resources | Balance at 31 Mar 2023 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| General Funds | 189,876 | 101,678 | (47,880) | 243,674 |

## 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible fixed assets | Net current assets | Other net liabilities | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Income Funds:** | | | | |
| Mentor Projects | – | 309,574 | – | 309,574 |
| **Unrestricted Income Funds** | 117,886 | 156,381 | (30,593) | 243,674 |
| **Total Funds** | 117,886 | 465,955 | (30,593) | 553,248 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## MANAGEMENT INFORMATION

## YEAR ENDED 31 MARCH 2023

**The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 12 to 13.**

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2023

| | 2023 £ | 2022 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| **VOLUNTARY INCOME** | | |
| Donations | **367,953** | 292,693 |
| Friends of LOOK | **360** | 480 |
| | **368,313** | 293,173 |
| **ACTIVITIES FOR GENERATING FUNDS** | | |
| Fundraising from London Marathon & events | **82,585** | 26,213 |
| **INVESTMENT INCOME** | | |
| Bank interest receivable type 1 | **763** | – |
| **INCOMING RESOURCES FROM CHARITABLE ACTIVITIES** | | |
| Holiday Flat | **892** | 4,197 |
| **TOTAL INCOMING RESOURCES** | **452,553** | 323,583 |
| **RESOURCES EXPENDED** | | |
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| London marathon, subscriptions and marketing | **2,835** | 11,787 |
| Depreciation | **216** | 270 |
| | **3,051** | 12,057 |
| **CHARITABLE ACTIVITIES** | | |
| Wages and salaries | **237,447** | 196,022 |
| Brightside Trust | **9,000** | 9,000 |
| General running costs | **98,053** | 62,793 |
| Depreciation | **744** | 248 |
| Training costs | **351** | 450 |
| Due diligence costs | **410** | 492 |
| Workshops and family activities | **536** | 205 |
| Staff and volunteer travel and subsistence | **7,380** | 4,178 |
| Jamies Farm | **13,202** | – |
| QAC Site Village | **951** | – |
| Lakefest 2023 | **441** | – |
| Local family network and activities | **4,669** | – |
| Exhibitions, events and conferences | **869** | – |
| PSG Group | **174** | – |
| | **374,227** | 273,388 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2023

| | 2023 £ | 2022 £ |
|---|---|---|
| **TOTAL RESOURCES EXPENDED** | **377,278** | 285,445 |
| **NET INCOMING RESOURCES FOR THE YEAR** | **75,275** | 38,138 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2023

| | 2023 £ | 2022 £ |
|---|---|---|
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| **Marketing** | | |
| Marketing | **1,107** | 402 |
| **Subscriptions** | | |
| Subscriptions | **543** | 563 |
| **London Marathon and other events** | | |
| London marathon and events | **1,185** | 10,822 |
| **Depreciation** | | |
| Depreciation | **216** | 270 |
| | **3,051** | 12,057 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2023

| | 2023 £ | 2022 £ |
|---|---|---|
| **CHARITABLE ACTIVITIES** | | |
| **Helpline** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **4,372** | 4,297 |
| General running costs | **2,025** | 1,704 |
| | **6,397** | 6,001 |
| **Scarborough Flat** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **2,186** | 2,149 |
| Flat expenses | **7,254** | 6,955 |
| Depreciation | **744** | 248 |
| | **10,184** | 9,352 |
| **Youth Projects** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **10,930** | 10,743 |
| General running costs | **11,947** | 8,763 |
| | **22,877** | 19,506 |
| **Mentoring Project** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **219,959** | 178,833 |
| Brightside Trust | **9,000** | 9,000 |
| General running costs | **76,827** | 45,371 |
| Training costs | **351** | 450 |
| Due diligence costs | **410** | 492 |
| Workshops and family activities | **536** | 205 |
| Staff and volunteer travel and subsistence | **7,380** | 4,178 |
| Jamies Farm | **13,202** | – |
| QAC Site Village | **951** | – |
| Lakefest 2023 | **441** | – |
| Local family network and activities | **4,669** | – |
| Exhibitions, events and conferences | **869** | – |
| PSG Group | **174** | – |
| | **334,769** | 238,529 |
| | **374,227** | 273,388 |

**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN**

England & Wales - Charity number 1140471

# Accounts

COMPANY REGISTRATION NUMBER 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

## 31 MARCH 2022

Charity Number 1140471

THURSDAY

*ABJFLI4H*

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COMPANIES HOUSE

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**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

## EXECUTIVE SUMMARY

**Annual Trustees Report - 2021 - 2022**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2021.

## REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| **Registered charity name** | Look National Federation of Families with Visually Impaired Children |
| **Charity registration number** | 1140471 |
| **Company registration number** | 07406571 |
| **Principal office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |
| **Registered office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |

**The trustees**
The trustees who served the company during the period were as follows:

Dr M Wolffe
Ms Jennifer Burgos
Mr N Bowen QC
Mr M Thornton
Mr Simon Morris

**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

## LOOK END OF YEAR REPORT

Our flagship mentoring programme offers one-to-one support from a trained mentor who is visually impaired themselves. Many blind young people tell us that they do not have the opportunity to talk openly about their impairment and the isolation they are experiencing. Our mentors help, as they understand these issues first-hand in a way that teachers and other professionals can't. Lack of accessible opportunities, education barriers, unemployment and isolation mean that young VI adults are at risk of socio-economic exclusion and mental health issues. The risks of social and academic exclusion were shown to be exacerbated by the Covid 19 pandemic. Our peer support, information events and training opportunities help to tackle this.

Three out of four blind young adults are long term unemployed. By providing our VI volunteer mentors with training and ongoing development opportunities, we ensure that both the mentor and their mentee benefit from the LOOK mentoring project. Our mentors often go on to secure jobs, having gained skills and confidence in volunteering with Look.

This year Look has continued to work hard to help young people overcome the barriers they face. We have grown our community, developed new partnerships and strengthened our peer support networks, to further develop our unique model of holistic support for VI young people and their families. We have adjusted to coming out of lock-down and it has been a delight to begin to reintroduce face to face contact and in-person events, whilst maintaining the enhanced online offer we developed due to Covid.

Following a period of consultation and review, we have consolidated and strengthened our current offer as well as beginning to implement our vision for growth.

### Look Services 2021-2022

### Mentoring

We currently have a team of **120** trained VI mentors and have supported **119** mentoring partnerships this year.
We have trained **26** new mentors this year.
We have provided CPD – training in facilitation skills - to **29** mentors.
Referrals are increasing as our profile continues to grow.

Our monitoring surveys show a 100% increase in mentee self-confidence, ability to self-advocate and communicate thoughts and feelings about VI.

*"I don't talk to anyone about my eyesight. My friends don't know that I can't see. I don't want to talk to anyone about this. But hearing that I can discuss things with someone who has the same visual impairment with me is good. This is what I want to do, talk to someone else who gets it." Trainee mentee: DD, Scotland, 15*

*"Participating in the LOOK mentoring training was a unique experience. Hearing about the range of issues faced by VI individuals was extremely insightful and has made me more mindful of these whilst being a mentor. The knowledge and skills I gained were invaluable and I felt very supported throughout the process." Trainee mentor MB, 19*

## LOOK END OF YEAR REPORT (cont'd)

This year we have focused on mentor development and wellbeing, introducing monthly one to one online supervision sessions, group supervisions and continuing our mentor quarterly catch-ups, giving mentors an opportunity to feedback about the project, contribute ideas and voice their concerns.

We have also created new Group leader volunteering roles, provided facilitation training opportunities, to equip mentors with the transferable skills necessary to take a lead on our events, schools workshops and discussion panels.

This year has seen the launch of our regional mentoring programmes. We are extremely grateful for new funding from Vision Foundation in London and Blatchington Court Trust in Sussex. These new partnerships have allowed us to employ a dedicated mentoring officer in each of these regions and increase our offer of dedicated support for young people in those areas.

### Parent Support Group

LOOK delivers vital information and advice to parent carers. The Parent Support Group meets regularly online. We alternate open peer support sessions with structured, themed sessions. Themes are chosen by the group and feature invited guest speakers tackling a range of subjects giving out key information and advice.

The aims of the group are to:

- Provide a safe space for parent carers to share, support, advise and reassure.
- Develop self- esteem and resilience and by sharing their knowledge and experience help each other.
- Reduce isolation and build a community that is stronger together, improving the mental health and wellbeing of the parent carers who attend.
- Develop user led services which respond to the needs of the community
- Provide a platform for parent carers in the community to elevate their voices and help influence positive change for Visually Impaired children in the future.

*"The Parent Carer Support Group is the first place I have found where I feel really heard, understood and supported. There is nothing like this out there" Parent, EJ.*

*"The parent carer support group is where I found a sense of belonging. We are being supported and supporting others. We are working towards improving the situation for families with visually Impaired children now and in the future." Parent, AA.*

### Online young people's peer support groups

We have continued to run the online peer support groups for mentors and mentees, that were developed in response to lockdown. These include regular youth forums for different age groups, music forums, braille club, cooking club, mentor quizzes, live-streamed Q and A's about careers, and subject-specific academic study groups. We also run a bi-monthly support group for parents of children with ushers syndrome, in collaboration with Usher Kids.

## LOOK END OF YEAR REPORT (cont'd)

### Events

**Info sessions and webinars**
Look has continued to host a series of webinars for parents, young people and professionals on a range of topics, in collaboration with Guide Dogs, TPT and VIEW. These live sessions are then edited and shared with a wider audience as podcasts and feed into our top tips guides.

**See My Skills, March 2022.**
Hosted online by LOOK UK and our partners, Vision Foundation, this was the very first youth employment conference targeted at young visually impaired people. Attendees were aged between 16 – 24 years and were either in school and considering their future career, or already in work and wanting to find out more about the types of support available to address some of the key barriers they currently or could face in accessing jobs.

We were joined by 75 participants including 27 speakers, 23 of whom had a visual impairment. Of our target participants aged 16-24 years, 49% were at school, 10% were at university and 20% were in work.

The event was a great success. Results from the in-session polls showed 47% reporting not feeling confident at all before the breakouts, significantly decreasing to just 6% after the session. Overall, 94% of attendees reported feeling either confident (52%) or very confident at 42% after the breakout sessions.

**Face to Face events**

We are thrilled to be able to organise future face-to-face events this year, as we leave lockdown behind. These include our in-person mentor training weekends, a family trip to London Zoo (May 2022), a networking and information session about our mentoring services, and a very exciting residential accessible activity week with Jamie's Farm in Herefordshire (August 2022).

**Look Counselling:**

This service was set up in partnership with York College, using their graduate counselling students to provide free counselling sessions on the phone or online.
We currently have 7 counsellor volunteers who have taken on 21 clients between them.

*"The Look counselling service has literally changed my life. I was so depressed. I have never had counselling about my VI before. It has changed things around for me and given me confidence for the future."* (client)

## LOOK END OF YEAR REPORT (cont'd)

### LOOK Infrastructure 2021-2022

This year has been a period of growth for Look. We have undergone some staff restructuring and welcomed three new staff members to the team. We are now a staff team of 9 (5 full-time and 4 part-time). New partnerships with Vision Foundation and Blatchington Court Trust has allowed us to expand our regional offers – in London and Sussex respectively. We now have a dedicated mentoring officer in both these locations, responsible for recruiting, training and supporting mentoring partnerships, as well as creating region-specific opportunities and events to bring people together in person where possible. We are also fortunate to have employed a professional trainer and facilitator, who is parent to a deaf blind child, to run our bi-weekly Parent Support Groups.

### Connections / New Partnerships:

This year we have delivered a number of presentations and workshops to eye health professionals, education services and other charities. New local authority and charity relationships have been built across the UK, and we're recognised by statutory and non-statutory services for our valuable youth service. This is reflected in an increase in referrals from local authorities and teachers, nationwide. We have collaborated with other charities on a number of our online events and are particularly pleased to have strengthened our relationships with VIEW, Thomas Pocklington Trust, Guide Dogs and Deaf Blind UK and to have secured funded partnerships with Vision Foundation, Blatchington Court Trust.

### LOOK Scarborough Holiday Flat

Look is extremely grateful to The Hendersons and the Norfolk Group for the gift of the holiday flat in Scarborough. The flat continues to provide hugely valuable respite for families dealing with VI and complex needs, offering much needed short breaks at an affordable rate.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Look is a Registered Charity in England and Wales, number 1140471 and a Registered Company Limited by Guarantee, number 07406571. Look is governed by a Memorandum and Articles of Association. The Charity was founded and constituted in 1991, first registered in 1992, with future amendments to its Constitution in 1995 and 1998. The Memorandum and articles of Association were revised and updated in 2011. In October 2010 Look was registered as a Company Limited by Guarantee and as a consequence re-registered with the Charity Commission in February 2011. As a charitable company, Look began its activities as from 1st April, 2011, at which point the unincorporated Look (Registered Charity number 1007282) stopped operating and its assets have been transferred to Look as a Charitable Company (Registered Charity number 1140471).

The Trustees of Look, who are also the Directors for the purpose of Company law, have the overall responsibility for the governance and the strategic direction of the charity. The Chair, Vice Chair and Treasurer are elected annually. They then appoint the other Trustees who are recruited to provide the range of skills and expertise to effectively govern the Charity. The Board of Trustees meets regularly to review strategy and performance and agree budgets

## STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd)

An induction pack has been developed, which is available to all existing and newly recruited Trustees. This includes various Charity Commission publications, a copy of the Memorandum and Articles of Association, published Trustees Annual Report and Accounts, financial procedures, risk assessment documents, the current business plan, working budget, and the roles and responsibilities of a Trustee and the Board.

On a day to day basis the organisation is managed by the Director, Charlotte Carson, who has the overall responsibility for strategic planning, operational management, human and financial resources and service.

### Risk Management

The Board is responsible for the management of the risks faced by the charity. Detailed considerations of the risks are delegated to the Director. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis and risks are reviewed on a rolling cycle. The key controls used by the charity include strategic planning, budgeting, and management accounting, organisational and governance structure and lines of reporting. Formal written policies are reviewed annually, and assessment of risk is a standing item on the agenda at Board meetings. Through these risk management processes the Trustees are satisfied that the major risks have been adequately mitigated.

The main financial risk to the charity is considered to be the unexpected loss of income through charitable funding or funds brought in by the marathon runners and other fundraising activity. In order to mitigate this, we ensure that we abide by our reserves policy ensuring that we have six months core running costs in the bank. We have recruited a volunteer and a LOOK staff member manages our Marathon running team to ensure that core funds are received each year.

## OBJECTIVES AND ACTIVITIES

### Charitable Objects

To facilitate parents' groups and parents in enhancing the education, welfare and leisure opportunities of visually impaired children, to promote the co-ordination of services, both statutory and voluntary, provided by parent groups and organisations relating to visual impairment.

### Vision

Our vision is a world where all young visually impaired people are valued, included and can live their best lives.

## Purpose

To improve the lives of families with visually impaired children and young people by providing support, information and activities with a view to helping them gain the best outcomes in life. We want to break down the barriers that young VI people and their families face.

## Public Benefit

The Trustees confirm that they have complied with their obligation under Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance used by the Charity Commission for England and Wales. The Trustees further confirm that the activities of the charity are carried out, in line with its objects, for the public benefit, and the charity achieves its objects through the activities described below.

## ACHIEVEMENTS AND PERFORMANCE

**Impacts of our service:**

- Decreased isolation
- Increased confidence
- Increased transferable skills and employability
- Increased well-being
- Social opportunity
- Physical activity
- Increased understanding of available support streams for parents and young people
- Emotional Support
- Increased understanding amongst classmates and teachers of barriers faced by VI children

We achieved these positive impacts and outcomes through our Mentoring Service, helpline, counselling service, support groups and events programme.

## FINANCIAL REVIEW

### Reserves Policy

Free reserves are represented by net current assets within the unrestricted fund. In view of the unpredictable nature of charitable income, it is the Trustees intention to maintain an unrestricted reserve of a minimum of six months' projected running costs.

**Fixed Assets**

Following an agreement with the Lincoln VIPs Group to transfer their holiday flat to Look, the Trustees took ownership of the flat on 21st July 2006. This is an enormous asset valued at approximately £100,000. In 2010 the Trustees had the opportunity to acquire the freehold of the flat for £2,000 and this option was taken up. The flat creates the opportunity for Look member families and groups to enjoy a reasonably priced holiday by the sea.

**Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements so that they give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.
- Observe the methods and principles in the Charities' SORP.
- The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

The financial statements have been prepared on the accounting policies set out in note 1 to the financial statements and comply with the Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

### YEAR ENDED 31 MARCH 2022

**INDEPENDENT EXAMINER**
Helen Wanless ACCA has been re-appointed as independent examiner for the ensuing year.

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 5 to 14.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**
The trustees (who are also the directors of Look National Federation of Families With Visually Impaired Children for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Helen Wanless

Helen Wanless ACCA
Independent examiner

29 Park Street
Macclesfield
Cheshire
SK11 6SR

21/12/2022

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

## YEAR ENDED 31 MARCH 2022

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | Total Funds 2021 £ |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Incoming resources from generating funds: | | | | | |
| Voluntary income | 2 | 5,076 | 288,097 | 293,173 | 194,846 |
| Activities for generating funds | 3 | 26,213 | – | 26,213 | 3,776 |
| Incoming resources from charitable activities | 4 | 4,197 | – | 4,197 | 4,715 |
| **TOTAL INCOMING RESOURCES** | | 35,486 | 288,097 | 323,583 | 203,337 |
| **RESOURCES EXPENDED** | | | | | |
| Costs of generating funds: | | | | | |
| Costs of generating voluntary income | 5 | (12,057) | – | (12,057) | (21,657) |
| Charitable activities | 6/7 | (273,388) | – | (273,388) | (181,747) |
| **TOTAL RESOURCES EXPENDED** | | (285,445) | – | (285,445) | (203,404) |
| **NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR** | 8 | (249,959) | 288,097 | 38,138 | (67) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | 439,835 | – | 439,835 | 439,835 |
| **TOTAL FUNDS CARRIED FORWARD** | | 189,876 | 288,097 | 477,973 | 439,768 |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

## 31 MARCH 2022

| | Note | 2022 £ | £ | 2021 £ |
|---|---|---|---|---|
| **FIXED ASSETS** | | | | |
| Tangible assets | 10 | | 105,489 | 104,409 |
| **CURRENT ASSETS** | | | | |
| Debtors | 11 | 18,076 | | 13,311 |
| Cash at bank | | 420,550 | | 370,376 |
| | | 438,626 | | 383,687 |
| **CREDITORS: Amounts falling due within one year** | 12 | (66,142) | | (48,261) |
| **NET CURRENT ASSETS** | | | 372,484 | 335,426 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | | 477,973 | 439,835 |
| **NET ASSETS** | | | 477,973 | 439,835 |
| **FUNDS** | | | | |
| Restricted income funds | 13 | | 288,097 | – |
| Unrestricted income funds | 14 | | 189,876 | 439,835 |
| **TOTAL FUNDS** | | | 477,973 | 439,835 |

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the 14/12/2022 and are signed on their behalf by:



Dr M Wolffe
Director
Company Registration Number: 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2022

### 1. ACCOUNTING POLICIES

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Standard for Smaller Entities (effective April 2008. The financial statements have been prepared in accordnace with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**Incoming resources**

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

## 1. ACCOUNTING POLICIES *(continued)*

**Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, and have been allocated to activity cost categories on a basis consistent with the usage of resources, apportioning staff costs by the budgeted time spent. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | | |
|---|---|---|
| Fixtures & Fittings | - | 20% reducing balance |

## 2. VOLUNTARY INCOME

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | Total Funds 2021 £ |
|---|---|---|---|---|
| **Donations** | | | | |
| Donations | **4,596** | **288,097** | **292,693** | 194,386 |
| **Other income** | | | | |
| Friends of LOOK | **480** | – | **480** | 460 |
| | **5,076** | **288,097** | **293,173** | 194,846 |

## 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

| | Unrestricted Funds £ | Total Funds 2022 £ | Total Funds 2021 £ |
|---|---|---|---|
| Fundraising from London Marathon & events | **26,213** | **26,213** | 3,776 |

## 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds | Total Funds 2022 | Total Funds 2021 |
|---|---|---|---|
| | £ | £ | £ |
| Holiday Flat | **4,197** | **4,197** | 4,715 |

## 5. COSTS OF GENERATING VOLUNTARY INCOME

| | Unrestricted Funds | Total Funds 2022 | Total Funds 2021 |
|---|---|---|---|
| | £ | £ | £ |
| Advertising | **402** | **402** | – |
| Subscriptions | **563** | **563** | 681 |
| London Marathon and other events | **10,822** | **10,822** | 20,743 |
| Depreciation | **270** | **270** | 233 |
| | **12,057** | **12,057** | 21,657 |

## 6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

| | Unrestricted Funds | Total Funds 2022 | Total Funds 2021 |
|---|---|---|---|
| | £ | £ | £ |
| Helpline | **6,001** | **6,001** | 6,084 |
| Scarborough Flat | **9,352** | **9,352** | 9,195 |
| Youth Projects | **19,506** | **19,506** | 19,401 |
| Mentoring Project | **238,529** | **238,529** | 147,067 |
| | **273,388** | **273,388** | 181,747 |

## 7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

| | Activities undertaken directly | Total Funds 2022 | Total Funds 2021 |
|---|---|---|---|
| | £ | £ | £ |
| Helpline | **6,001** | **6,001** | 6,084 |
| Scarborough Flat | **9,352** | **9,352** | 9,195 |
| Youth Projects | **19,506** | **19,506** | 19,401 |
| Mentoring Project | **238,529** | **238,529** | 147,067 |
| | **273,388** | **273,388** | 181,747 |

## 8. GOVERNANCE COSTS

This is stated after charging:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Independent examination | **600** | 600 |

## 9. STAFF COSTS AND EMOLUMENTS

**Total staff costs were as follows:**

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Wages and salaries | **180,165** | 108,576 |
| Social security costs | **15,857** | 12,209 |
| | **196,022** | 120,785 |

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

| | 2022 | 2021 |
|---|---|---|
| | No. | No. |
| Number of administrative staff | **8** | 7 |

No employee received remuneration of more than £60,000 during the year (2021 - Nil).

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2022

### 10. TANGIBLE FIXED ASSETS

| | Land and buildings | Other plant & machinery etc. | Total |
|---|---|---|---|
| | £ | £ | £ |
| **COST** | | | |
| At 1 April 2021 | **102,625** | **31,126** | **133,751** |
| Additions | **–** | **1,598** | **1,598** |
| **At 31 March 2022** | **102,625** | **32,724** | **135,349** |
| **DEPRECIATION** | | | |
| At 1 April 2021 | **–** | **29,342** | **29,342** |
| Charge for the year | **–** | **518** | **518** |
| **At 31 March 2022** | **–** | **29,860** | **29,860** |
| **NET BOOK VALUE** | | | |
| **At 31 March 2022** | **102,625** | **2,864** | **105,489** |
| At 31 March 2021 | 102,625 | 1,784 | 104,409 |

### 11. DEBTORS

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Other debtors | **18,076** | 13,311 |

### 12. CREDITORS: Amounts falling due within one year

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Other creditors | **66,142** | 48,261 |

### 13. RESTRICTED INCOME FUNDS

| | Incoming resources | Balance at 31 Mar 2022 |
|---|---|---|
| | £ | £ |
| Mentoring Project | **288,097** | **288,097** |

## 13. RESTRICTED INCOME FUNDS *(continued)*

During the year the charity received the following restricted funds:

| | |
|---|---|
| David Cocks Foundation | £ 150,000 |
| Christpoher James | £ 30,250 |
| Leonora Mountbatten Foundation | £ 70,000 |
| Marches Family Network | £ 1,350 |
| Kevin McClough Foundation | £ 1,500 |
| Rayne Trust | £ 20,000 |
| Blatchington Court Trust | £ 4,997 |
| Orbis Investments | £ 5,000 |
| Jack Petchey Foundation | £ 5,000 |
| Total | £ 288,097 |

## 14. UNRESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2021 | Incoming resources | Outgoing resources | Balance at 31 Mar 2022 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| General Funds | 439,835 | 35,486 | (285,445) | 189,876 |

## 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible fixed assets | Net current assets | Other net liabilities | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Restricted Income Funds:** | | | | |
| Youth Projects | – | 288,097 | – | 288,097 |
| **Unrestricted Income Funds** | 105,489 | 150,529 | (66,142) | 189,876 |
| **Total Funds** | 105,489 | 438,626 | (66,142) | 477,973 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## MANAGEMENT INFORMATION

## YEAR ENDED 31 MARCH 2022

**The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 3 to 4.**

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2022

| | 2022 £ | 2021 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| **VOLUNTARY INCOME** | | |
| Donations | **292,693** | 194,386 |
| Friends of LOOK | **480** | 460 |
| | **293,173** | 194,846 |
| **ACTIVITIES FOR GENERATING FUNDS** | | |
| Fundraising from London Marathon & events | **26,213** | 3,776 |
| **INCOMING RESOURCES FROM CHARITABLE ACTIVITIES** | | |
| Holiday Flat | **4,197** | 4,715 |
| **TOTAL INCOMING RESOURCES** | **323,583** | 203,337 |
| **RESOURCES EXPENDED** | | |
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| London marathon, subscriptions and marketing | **11,787** | 21,424 |
| Depreciation | **270** | 233 |
| | **12,057** | 21,657 |
| **CHARITABLE ACTIVITIES** | | |
| Wages & Salaries | **196,022** | 120,785 |
| Brightside Trust | **9,000** | 8,640 |
| General running costs | **62,793** | 50,430 |
| Depreciation | **248** | 215 |
| Training costs | **450** | 479 |
| Due diligence costs | **492** | 260 |
| Workshops and family activities | **205** | 138 |
| Staff and volunteer travel and subsistence | **4,178** | 650 |
| Braille Club | **–** | 150 |
| | **273,388** | 181,747 |
| **TOTAL RESOURCES EXPENDED** | **285,445** | 203,404 |
| **NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR** | **38,138** | (67) |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2022

| | 2022<br>£ | 2021<br>£ |
|---|---|---|
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| **Marketing** | | |
| Marketing | **402** | – |
| **Subscriptions** | | |
| Subscriptions | **563** | 681 |
| **London Marathon and other events** | | |
| London marathon and events | **10,822** | 20,743 |
| **Depreciation** | | |
| Depreciation | **270** | 233 |
| | **12,057** | 21,657 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2022

| | 2022 £ | 2021 £ |
|---|---|---|
| **CHARITABLE ACTIVITIES** | | |
| **Helpline** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **4,297** | 4,107 |
| General running costs | **1,704** | 1,977 |
| | **6,001** | 6,084 |
| **Scarborough Flat** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **2,149** | 2,054 |
| Flat expenses | **6,955** | 6,926 |
| Depreciation | **248** | 215 |
| | **9,352** | 9,195 |
| **Youth Projects** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **10,743** | 10,268 |
| General running costs | **8,763** | 9,133 |
| | **19,506** | 19,401 |
| **Mentoring Project** | | |
| ***Activities undertaken directly*** | | |
| Wages & Salaries | **178,833** | 104,356 |
| Brightside Trust | **9,000** | 8,640 |
| General running costs | **45,371** | 32,394 |
| Training costs | **450** | 479 |
| Due diligence costs | **492** | 260 |
| Workshops and family activities | **205** | 138 |
| Staff and volunteer travel and subsistence | **4,178** | 650 |
| Braille Club | **–** | 150 |
| | **238,529** | 147,067 |
| | **273,388** | 181,747 |

**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN**

England & Wales - Charity number 1140471

# Accounts

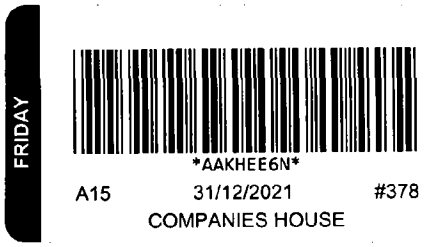
COMPANY REGISTRATION NUMBER 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

## COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

## 31 MARCH 2021




**Charity Number 1140471**

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2021

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# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2021

### EXECUTIVE SUMMARY

**Annual Trustees Report - 2020 - 2021**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2020.

### REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| **Registered charity name** Impaired Children | Look National Federation of Families with Visually |
| **Charity registration number** | 1140471 |
| **Company registration number** | 07406571 |
| **Principal office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |
| **Registered office** | The Fred Bulmer Centre<br>Wall Street<br>Hereford<br>HR4 9HP |

**The trustees**
The trustees who served the company during the period were as follows:

Dr M Wolffe
Ms Jennifer Burgos
Mr N Bowen QC
Mr M Thornton
Mr Simon Morris

**LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

## LOOK END OF YEAR REPORT

LOOK UK supports young blind and visually impaired people and their families to thrive. We do this through peer mentoring, youth forums, support groups, online information sessions , and our programme of transformational events.

The services we offer are designed and delivered in collaboration with the people we serve.

The need is clear. Children with visual and sensory impairments need support to thrive. Social and academic exclusion is a serious issue for young visually impaired people. They are at risk of isolation and the pandemic has exacerbated barriers faced. This year, we have reached more people than ever before. We have risen to the challenge of the changes enforced by Covid 19 and created a stronger, more connected community as a result.

This has been a period of great change, growth and development for Look. We are working hard to help families of VI children cope with the unprecedented challenges of the pandemic and provide holistic support. We have been commended by parents, professionals and young people alike, for the speed, agility and innovation of our response.

**This financial year we have:**

- Delivered 150 online support events
- Boosted Mentoring Support - We now have 70 trained VI Mentors ready to support VI children
- Supported 75 mentoring partnerships in the past 12 months.
- Delivered a programme of 12 informative panel events, on a range of topics
- Launched a free counselling service in partnership with York College, offering support to VI young adults and those who care for a VI child.
- Launched a weekly parent support group.
- Launched national online weekly youth forums for two different age groups.
- Delivered weekly online activities for families and young people, including cookery, quizzes, story-telling and open mic' nights.
- Delivered mindfulness and wellbeing events for parents and young adults.
- Developed and delivered an online level 1 braille course for sighted parents of VI children
- Continued much needed helpline support

*"I really appreciate all the support – we have honestly learned more about how to*

*support our child from Look during lockdown than we ever did from anyone else. It really is amazing to have such a bank of other parents, role models to tap into for advice and to hear about their experiences." (parent)*

*"LOOK has responded so quickly and powerfully to the pandemic, impressive and very much needed. Thank you." (parent and VI sector professional)*

*"I have loved coming to music forum. It gives me something to look forward to as life stuck at home can be pretty boring and I have made new friends there." (age 12 young VI Person)*

*"A lovely example of a charity identifying a need and very quickly putting something together to address it. What a great resource I'm really looking forward to the next sessions. Thanks!" (parent)*

*"Mentoring has really kept me focused and positive in what has been a really tough time. It feels great to know I am helping others and building my skills. It makes my own troubles more manageable. I love the team spirit amongst the mentors. We are all there for each other." (mentor)*

## LOOK Services 2020-2021

### Look Mentoring 2020-2021:

We offer one-to-one support from a trained mentor who is visually impaired themselves. Many blind young people tell us that they do not have the opportunity to talk openly about their impairment and the isolation they are experiencing. Our mentors help, as they understand these issues first-hand in a way that teachers and other professionals can't. Mentoring happens online, one-to-one and in groups at our online youth forums, support groups and events. Lack of accessible opportunities, unemployment and isolation mean that young VI adults are at risk of mental health issues. Three out of four blind young adults are long term unemployed. By providing our VI volunteer mentors with training and ongoing development opportunities, we ensure that both the mentor and their mentee benefit from the LOOK mentoring project.

We have a team of **70** trained VI mentors in total.
We have supported **75** mentoring partnerships this year.
We have trained **20** new mentors this year.
Referrals have doubled since this time last year.

*"My LOOK mentor is so helpful because he just gets it. She has been there and done that and come through it the other side. Just knowing that she has made a great life*

*for herself and is happy, is a great boost for me - and for my Mum as well."* (Mentee, LOOK mentoring project)

*"I love being able to offer help to a younger VIP through the mentoring project. It feels great to provide a service I wish I'd had when I was growing up. It has also really helped me with my own confidence. I used my mentoring experience in a recent job interview and got the job! They were very interested in the experience I had gained through my volunteering with Look and I have no doubt it was this that swung it for me."* (Look mentor)

**Parent Support 2020-2021:**

Look runs a helpline for parents struggling with challenges faced by their VI child. We provide emotional and practical support through listening, signposting and where needed liaise with statutory services to ensure that parents are not left struggling alone. In response to Covid, in April 2020 we established a regular online parents support group, run by a professional facilitator who is also a mother to a VI child. The group is a supportive peer-lead space for listening, sharing information and emotional support. We run alternate free-flow sessions with planned themed discussions with guests speakers.

*"We can't thank you enough. The parent support group has been a life line."*

*"I have learned so much from other parents and it's great to have some time just for me, to relax and share with others in the same boat."*

*"The group has helped me gain confidence in my struggles to get my daughter the educational support she needs."*

**Look Events 2020-2021:**

From March onwards, our schedule of face-to-face events had to be cancelled due to Covid. We adapted quickly and established a full calendar of online events in its place. These included online information expert panel events, support groups, discussion groups, activities and regular youth forums. These are detailed later in this report.

- 150 online events delivered
- 12 panel events delivered, in collaboration with invited partners
- All panel events were recorded and made available on our website

**Panel event topics:**

- VI Students Coronavirus Q&A
- Assistive tech that you don't know you already have (online webinar)
- Supporting your VI child with complex disabilities during lockdown (online)
- Primary to secondary: supporting your vi child through the transition for parents (online)
- Primary to secondary: supporting families through transition for professionals
- Supporting your vi child with reading and literacy at home for parents (online)
- Professionals webinar VI Literacy supporting learning at home
- Back to uni Q&A for VI students
- Find your calm, Mindfulness course, online
- Virtual LOOKFest Open Mic, 2 August 2020
- Professionals' webinar: learning in lockdown.

**Sample responses from attendees:**

*"What a fabulous community. Brilliant work from you all. For such a small charity you really are doing an amazing job, It was so wonderful to log on last night and see so many people listening to the webinar."*

*"Thank you for this event. It has been very helpful and encouraging to hear ideas and practices. We need more of this!"*

*"Thank you for the session, great panellists and interesting discussions" "I gained a lot of information on pre-Braille activities"*

*"This has been very useful amazing, everything's been thought of, a big thank you to the host"*

**Look Counselling:**

This service was set up in partnership with York College, using their graduate counselling students to provide free counselling sessions on the phone or online. The service is available to any VI 18+ and any carer of a VI young person.

*"The Look counselling service has literally changed my life. I was so depressed. I have never had counselling about my VI before. It has changed things around for me and given me confidence for the future."* (client)

**Look helpline:**

We provide a listening, emotional support and signposting service for VI families in need. We pride ourselves on the personal relationships we build with all members of our community. We listen to the needs and respond accordingly. Many parents who call us go on to join our parent support group, attend events or sign their children up for youth forum and mentoring.

**Connections:**

This year we have delivered a number of presentations and workshops to eye health professionals, education services and other charities. New local authority and charity relationships have been built across the UK, and we're recognised by statutory and non-statutory services for our valuable youth service. This is reflected in the increase in referrals from local authorities and teachers.

Our online panel information events got vital information out to parents, professionals and VI young people at this extremely isolating time.

## LOOK Infrastructure 2020-2021

We've worked hard to strengthen our capacity to deliver our much needed service. This has been balanced with the need to conserve funds due to economic uncertainty caused by the pandemic.

### Staffing 2020-2021:

Look operates with a small staff team of 4 x full time and 3 x part time, plus a part-time outsourced communications team.
We also rely hugely on our fabulous volunteers, including parent support facilitator, braille club facilitators and our wonderful team of mentors.

**LOOK Scarborough Holiday Flat:**

The lockdown meant that holiday bookings were limited. We took the opportunity to apply for funds to renovate the property and conduct a review of the works needed.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

Look is a Registered Charity in England and Wales, number 1140471 and a Registered Company Limited by Guarantee, number 07406571. Look is governed by a Memorandum and Articles of Association. The Charity was founded and constituted in 1991, first registered in 1992, with future amendments to its Constitution in 1995 and 1998. The Memorandum and articles of Association were revised and updated in 2011. In October 2010 Look was registered as a Company Limited by Guarantee and as a consequence re-registered with the Charity Commission in February 2011. As a charitable company, Look began its activities as from 1st April, 2011, at which point the unincorporated Look (Registered Charity number 1007282) stopped operating and its assets have been transferred to Look as a Charitable Company (Registered Charity number 1140471).

The Trustees of Look, who are also the Directors for the purpose of Company law, have the overall responsibility for the governance and the strategic direction of the charity. The Chair, Vice Chair and Treasurer are elected annually. They then appoint the other Trustees who are recruited to provide the range of skills and expertise to effectively govern the Charity. The Board of Trustees meets regularly to review strategy and performance and agree budgets

An induction pack has been developed, which is available to all existing and newly recruited Trustees. This includes various Charity Commission publications, a copy of the Memorandum and Articles of Association, published Trustees Annual Report and Accounts, financial procedures, risk assessment documents, the current business plan, working budget, and the roles and responsibilities of a Trustee and the Board.

On a day to day basis the organisation is managed by the Director, Charlotte Carson, who has the overall responsibility for strategic planning, operational management, human and financial resources and service.

## Related Parties

Look has been a loose federation of groups with clusters of activity across the UK. More recently while the central organisation has gone through a period of evaluation these groups have continued and contact with them is being re-established.

## Risk Management

The Board is responsible for the management of the risks faced by the charity. Detailed considerations of the risks are delegated to the Director. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis and risks are reviewed on a rolling cycle. The key controls used by the charity include strategic planning, budgeting, and management accounting, organizational and governance structure and lines of reporting. Formal written policies are reviewed annually, and assessment of risk is a standing item on the agenda at Board meetings. Through these risk management processes the Trustees are satisfied that the major risks have been adequately mitigated.

The main financial risk to the charity is considered to be the unexpected loss of income through charitable funding or funds brought in by the marathon runners and other fundraising activity. In order to mitigate this, we ensure that we abide by our reserves policy ensuring that we have six months core running costs in the bank. We have recruited a volunteer and a LOOK staff member manages our Marathon running team to ensure that core funds are received each year.

# OBJECTIVES AND ACTIVITIES

## Charitable Objects

To facilitate parents' groups and parents in enhancing the education, welfare and leisure opportunities of visually impaired children, to promote the co-ordination of services, both statutory and voluntary, provided by parent groups and organisations relating to visual impairment.

## Vision

Our vision is to be an organisation that is recognised as a key provider of services to families with visually impaired children and young people.

## Purpose

To improve the lives of families with visually impaired children and young people by providing support, information and activities with a view to helping them gain the best outcomes in life. We want to break down the barriers that young VI people and their families face.

## Public Benefit

The Trustees confirm that they have complied with their obligation under Section 4 of the Charities Act 2006 to have due regard to the public benefit guidance used by the Charity Commission for England and Wales. The Trustees further confirm that the activities of the charity are carried out, in line with its objects, for the public benefit, and the charity achieves its objects through the activities described below.

## ACHIEVEMENTS AND PERFORMANCE

**Impacts of our service:**

- Decreased isolation
- Increased confidence
- Increased transferable skills and employability
- Increased well-being
- Social opportunity
- Physical activity
- Increased understanding of available support streams for parents and young people
- Emotional Support
- Increased understanding amongst classmates and teachers of barriers faced by VI children

We achieved these positive impacts and outcomes through our Mentoring Service, helpline, counselling service, support groups and events programme.

**Example of Mentoring themes:**

- Developing self-confidence and friendships
- Coping with school bullying and isolation
- Access to sports
- Dating, relationships and how to access this as a VIP
- Career development
- Independence skills and becoming more autonomous from parents on managing health needs
- Self Advocacy - Speaking up about your VI needs
- Transitions and next steps, leaving school, preparing for further & higher education
- Guidedogs and mobility – becoming more confident and practiced in this area
- Cooking and independent life skills
- How to overcome barriers to socialising and combatting isolation
- What's the best tech to use
- How to access education

We have developed entry, midway and exit questionnaires, built in to the mentoring platform, to evaluate the efficacy of the programme. Results are extremely positive.

**Evaluations:**

- 90% of participants say that Look mentoring is helping to develop their self-belief and consider their strengths

- 95% of participants said that mentoring is supporting their emotional wellbeing

- 100% of participants said that mentoring is supporting their ability to live with a visual impairment, through sharing ideas with others and developing their confidence

- 100% said they would recommend the mentoring service to others.

## FINANCIAL REVIEW

**Reserves Policy**

Free reserves are represented by net current assets within the unrestricted fund. In view of the unpredictable nature of charitable income, it is the Trustees intention to maintain an unrestricted reserve of a minimum of six months' projected running costs.

**Fixed Assets**

Following an agreement with the Lincoln VIPs Group to transfer their holiday flat to Look, the Trustees took ownership of the flat on 21st July 2006. This is an enormous asset valued at approximately £100,000. In 2010 the Trustees had the opportunity to acquire the freehold of the flat for £2,000 and this option was taken up. The flat creates the opportunity for Look member families and groups to enjoy a reasonably priced holiday by the sea.

**Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements so that they give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.
- Observe the methods and principles in the Charities' SORP.
- The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

The financial statements have been prepared on the accounting policies set out in note 1 to the financial statements and comply with the Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN

### YEAR ENDED 31 MARCH 2021

**INDEPENDENT EXAMINER**
Helen Wanless ACCA has been re-appointed as independent examiner for the ensuing year.

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 5 to 14.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**
The trustees (who are also the directors of Look National Federation of Families With Visually Impaired Children for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN (CONT'D)

### YEAR ENDED 31 MARCH 2021

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Helen Wanless ACCA
Independent examiner

29 Park Street
Macclesfield
Cheshire
SK11 6SR

Helen Wanless
22-12-2021

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

## YEAR ENDED 31 MARCH 2021

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2021 £ | Total Funds 2020 £ |
|---|---|---|---|---|---|
| **INCOMING RESOURCES** | | | | | |
| Incoming resources from generating funds: | | | | | |
| Voluntary income | 2 | **194,846** | – | **194,846** | 207,000 |
| Activities for generating funds | 3 | **3,776** | – | **3,776** | 40,414 |
| Incoming resources from charitable activities | 4 | **4,715** | – | **4,715** | 2,135 |
| **TOTAL INCOMING RESOURCES** | | **203,337** | – | **203,337** | 249,549 |
| **RESOURCES EXPENDED** | | | | | |
| Costs of generating funds: | | | | | |
| Costs of generating voluntary income | 5 | **(21,657)** | – | **(21,657)** | (13,233) |
| Charitable activities | 6/7 | **(179,859)** | **(1,288)** | **(181,147)** | (265,078) |
| Governance costs | 8 | **(600)** | – | **(600)** | (1,081) |
| **TOTAL RESOURCES EXPENDED** | | **(202,116)** | **(1,288)** | **(203,404)** | (279,392) |
| **NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR/NET (EXPENDITURE)/INCOME FOR THE YEAR** | 9 | **1,221** | **(1,288)** | **(67)** | (29,843) |
| **RECONCILIATION OF FUNDS** | | | | | |
| Total funds brought forward | | **438,614** | **1,288** | **439,902** | 469,745 |
| **TOTAL FUNDS CARRIED FORWARD** | | **439,835** | – | **439,835** | 439,902 |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

## 31 MARCH 2021

| | Note | 2020 £ | £ | 2020 £ |
|---|---|---|---|---|
| **FIXED ASSETS** | | | | |
| Tangible assets | 11 | | **104,409** | 104,857 |
| **CURRENT ASSETS** | | | | |
| Debtors | 12 | **13,311** | | 11,026 |
| Cash at bank | | **370,376** | | 398,259 |
| | | **383,687** | | 409,285 |
| **CREDITORS: Amounts falling due within one year** | 13 | **(48,261)** | | (74,240) |
| **NET CURRENT ASSETS** | | | **335,426** | 335,045 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | | | **439,835** | 439,902 |
| **CREDITORS: Amounts falling due after more than one year** | 14 | | – | -- |
| **NET ASSETS** | | | **439,835** | 439,902 |
| **FUNDS** | | | | |
| Restricted income funds | 15 | | – | 1,288 |
| Unrestricted income funds | 16 | | **439,835** | 438,614 |
| **TOTAL FUNDS** | | | **439,835** | 439,902 |

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and

- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET (CONT'D)

## 31 MARCH 2021

These financial statements were approved by the Trustees and authorised for issue on the 16 December 2021and are signed on their behalf

Dr M Wolffe
Director

Company Registration Number: 07406571

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2021

### 1. ACCOUNTING POLICIES

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Standard for Smaller Entities (effective April 2008. The financial statements have been prepared in accordnace with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discertion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**Incoming resources**

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

## 1. ACCOUNTING POLICIES (CONT'D)

**Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, and have been allocated to activity cost categories on a basis consistent with the usage of resources, apportioning staff costs by the budgeted time spent. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | | |
|---|---|---|
| Fixtures & Fittings | - | 20% reducing balance |

## 2. VOLUNTARY INCOME

| | Unrestricted Funds | Restricted Funds | Total Funds 2021 | Total Funds 2020 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Donations** | | | | |
| Donations | **194,386** | – | **194,386** | 206,520 |
| **Other income** | | | | |
| Friends of LOOK | **460** | – | **460** | 480 |
| | **194,846** | – | **194,846** | 207,000 |

## 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

| | Unrestricted Funds | Total Funds 2021 | Total Funds 2020 |
|---|---|---|---|
| | £ | £ | £ |
| Fundraising from London Marathon & events | **3,776** | **3,776** | 40,414 |

## 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds | Total Funds 2021 | Total Funds 2020 |
|---|---|---|---|
| | £ | £ | £ |
| Holiday Flat | 4,715 | 4,715 | 2,135 |

## 5. COSTS OF GENERATING VOLUNTARY INCOME

| | Unrestricted Funds | Total Funds 2021 | Total Funds 2020 |
|---|---|---|---|
| | £ | £ | £ |
| Advertising | – | – | 1,543 |
| Subscriptions | 681 | 681 | 935 |
| London Marathon and other events | 20,743 | 20,743 | 10,430 |
| Depreciation | 233 | 233 | 325 |
| | 21,657 | 21,657 | 13,233 |

## 6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

| | Unrestricted Funds | Restricted Funds | Total Funds 2021 | Total Funds 2020 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Helpline | 6,084 | – | 6,084 | 6,396 |
| Scarborough Flat | 9,195 | – | 9,195 | 7,370 |
| Youth Projects | 19,401 | – | 19,401 | 23,066 |
| Mentoring Project | 145,179 | 1,288 | 146,467 | 228,246 |
| | 179,859 | 1,288 | 181,147 | 265,078 |

## 7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

| | Activities undertaken directly | Total Funds 2021 | Total Funds 2020 |
|---|---|---|---|
| | £ | £ | £ |
| Helpline | 6,084 | 6,084 | 6,396 |
| Scarborough Flat | 9,195 | 9,195 | 7,370 |
| Youth Projects | 19,401 | 19,401 | 23,066 |
| Mentoring Project | 145,179 | 145,179 | 228,246 |
| | 179,859 | 179,859 | 265,078 |

## 8. GOVERNANCE COSTS

| | Unrestricted Funds | Total Funds 2021 | Total Funds 2020 |
|---|---|---|---|
| | £ | £ | £ |
| Independent examination | 600 | 600 | 600 |
| Costs of trustees' meetings | – | – | – |
| | 600 | 600 | 600 |

## 9. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Depreciation | 448 | 625 |
| Auditors' fees | 600 | 600 |

## 10. STAFF COSTS AND EMOLUMENTS

**Total staff costs were as follows:**

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 120,785 | 168,931 |
| Social security costs | – | – |
| | 120,785 | 168,931 |

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

| | 2021 | 2020 |
|---|---|---|
| | No. | No. |
| Number of administrative staff | 7 | 9 |

No employee received remuneration of more than £60,000 during the year (2020 - Nil).

## 11. TANGIBLE FIXED ASSETS

| | Land and buildings £ | Other plant & machinery etc. £ | Total £ |
|---|---|---|---|
| **COST** | | | |
| At 1 April 2020 | **102,625** | **31,126** | **133,751** |
| Additions | **-** | **-** | **-** |
| **At 31 March 2021** | **102,625** | **31,126** | **133,751** |
| **DEPRECIATION** | | | |
| At 1 April 2020 | **-** | **28,894** | **28,894** |
| Charge for the year | **-** | **448** | **448** |
| **At 31 March 2021** | **-** | **29,342** | **29,342** |
| **NET BOOK VALUE** | | | |
| **At 31 March 2021** | **102,625** | **1,784** | **104,409** |
| At 31 March 2020 | 102,625 | 2,232 | 104,857 |

## 12. DEBTORS

| | 2021 £ | 2020 £ |
|---|---|---|
| Other debtors | **13,311** | 11,026 |

## 13. CREDITORS: Amounts falling due within one year

| | 2021 £ | 2020 £ |
|---|---|---|
| Other creditors | **48,261** | 74,240 |

Other creditors includes accrued income in relation to the postponed London marathon of 2020 and the delayed 2021 marathon.

## 14. CREDITORS: Amounts falling due after more than one year

| | 2021 £ | 2020 £ |
|---|---|---|
| Trade creditors | **-** | - |

The Partially Sighted Society ("PSS") Loan was made in the financial year 2012. The loan is interest free with no requirement that it should be repaid within any specific period in time. The trustees agreed to repay the loan and it has been fully repaid after the balance sheet date.

## NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2021

### 15. RESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2020 | Incoming resources | Outgoing resources | Balance at 31 Mar 2021 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Mentoring Project | 1,288 | - | (1,288) | - |

### 16. UNRESTRICTED INCOME FUNDS

| | Balance at 1 Apr 2020 | Incoming resources | Outgoing resources | Balance at 31 Mar 2021 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| General Funds | 438,614 | 203,337 | (202,116) | 439,835 |

### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible fixed assets | Net current assets | Other net liabilities | Total |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Unrestricted Income Funds** | 104,409 | 383,687 | (48,261) | 439,835 |
| **Total Funds** | 104,409 | 383,687 | (48,261) | 439,835 |

### 18. RELATED PARTY TRANSACTIONS

During the year the interest free loan of £50,000 received from the Partially Sighted Society in 2012 was repaid. Michael Wolffe was formerly a trustee of the Partially Sighted Society.

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## MANAGEMENT INFORMATION

## YEAR ENDED 31 MARCH 2021

**The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on pages 14 to 15.**

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2021

| | 2021<br>£ | 2020<br>£ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| **VOLUNTARY INCOME** | | |
| Donations | **194,386** | 206,520 |
| Friends of LOOK | **460** | 480 |
| | **194,846** | 207,000 |
| **ACTIVITIES FOR GENERATING FUNDS** | | |
| Fundraising from London Marathon & events | **3,776** | 40,414 |
| **INCOMING RESOURCES FROM CHARITABLE ACTIVITIES** | | |
| Holiday Flat | **4,715** | 2,135 |
| **TOTAL INCOMING RESOURCES** | **203,337** | 249,549 |
| **RESOURCES EXPENDED** | | |
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| London marathon, subscriptions and marketing | **21,424** | 12,908 |
| Depreciation | **233** | 325 |
| | **21,657** | 13,233 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2021

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| **CHARITABLE ACTIVITIES** | | |
| Wages & Salaries | **120,785** | 168,931 |
| Scarborough flat expenses | **6,926** | 3,872 |
| Motor and travel costs | **–** | - |
| General running costs | **42,904** | 40,383 |
| Depreciation | **215** | 300 |
| Training costs | **479** | 2,715 |
| Brightside Trust | **8,640** | - |
| Due diligence costs | **260** | 548 |
| Exhibition and conference costs | **–** | 2,653 |
| Sailing trip | **–** | 672 |
| Workshops and family activities | **138** | 1,876 |
| Staff and volunteer travel and subsistence | **650** | 10,018 |
| Braille Club | **150** | - |
| LookFEST | **–** | 33,110 |
| | **181,147** | 265,078 |
| **GOVERNANCE COSTS** | | |
| Independent examination | **600** | 600 |
| Costs of trustees' meetings | **–** | 481 |
| | **600** | 1,081 |
| **TOTAL RESOURCES EXPENDED** | **203,404** | 279,392 |
| **NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR** | **(67)** | (29,843) |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2021

| | 2021<br>£ | 2020<br>£ |
|---|---|---|
| **COSTS OF GENERATING VOLUNTARY INCOME** | | |
| **Marketing** | | |
| Marketing | – | 1,543 |
| **Subscriptions** | | |
| Subscriptions | **681** | 935 |
| ***London Marathon and other events*** | | |
| London marathon and Lookfest | **20,743** | 10,430 |
| **Depreciation** | | |
| Depreciation | **233** | 325 |
| | **21,657** | 13,233 |

# LOOK NATIONAL FEDERATION OF FAMILIES WITH VISUALLY IMPAIRED CHILDREN COMPANY LIMITED BY GUARANTEE

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

## YEAR ENDED 31 MARCH 2021

| | 2021 £ | 2020 £ |
|---|---|---|
| **CHARITABLE ACTIVITIES** | | |
| **Helpline** | | |
| ***Activities undertaken directly*** | | |
| Wages and salaries | **4,107** | 4,200 |
| General running costs | **1,977** | 2,196 |
| | **6,084** | 6,396 |
| **Scarborough Flat** | | |
| ***Activities undertaken directly*** | | |
| Wages and salaries | **2,054** | 2,100 |
| Flat expenses | **6,926** | 3,872 |
| General running costs | **–** | 1,098 |
| Depreciation | **215** | 300 |
| | **9,195** | 7,370 |
| **Youth Projects** | | |
| ***Activities undertaken directly*** | | |
| Wages and Salaries | **10,268** | 10,499 |
| General running costs | **9,132** | 12,567 |
| | **19,400** | 23,066 |
| **Mentoring Project** | | |
| ***Activities undertaken directly*** | | |
| Wages and salaries | **104,356** | 152,132 |
| Motor and travel costs | **–** | - |
| General running costs | **32,394** | 24,522 |
| Training costs | **479** | 2,715 |
| Brightside Trust | **8,640** | - |
| Due diligence costs | **260** | 548 |
| Exhibition and conference costs | **–** | 2,653 |
| Sailing trip | **–** | 672 |
| Workshops and family activities | **138** | 1,876 |
| Staff and volunteer travel and subsistence | **650** | 10,018 |
| Braille club | **150** | - |
| LookFEST | **-** | 33,110 |
| | **147,067** | 228,246 |
| | **181,746** | 265,078 |