

Wakefield District Sight Aid

Charity number 1140483

A company limited by guarantee number 07432897

Annual Report and Financial Statements for the year ended 31 December 2020



West Yorkshire Community Accounting Service

Wakefield District Sight Aid

Annual Report and Financial Statements for the year ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

Wakefield District Sight Aid

Trustees' report for the year ended 31 December 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Bridget Lockyer	Chair	
Patricia Bennett		Deceased 9 December 2020
Sydney James Morris		
Andrew Patterson		
Norman Waddington		
Luke Scholey		
Nicola Stansby		Resigned 18 February 2021
Charity number	1140483	Registered in England and Wales
Company number	07432897	Registered in England and Wales
Registered and principal address	Bankers	Stockbrokers
35 Peterson Road	Barclays Bank Plc	AWD Chase de Vere
Wakefield	Trinity Walk	Leeds
WF1 4DU	Wakefield	

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 8 November 2010. It is governed by a memorandum and articles of association as amended 4 February 2011. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Objectives and activities

The charity's objects

To promote the relief of the blind and partially sighted in any manner which is now, or hereafter may be, deemed by law to be charitable, within the Wakefield Metropolitan District.

The charity's main activities

Wakefield District Sight Aid provides both practical and emotional support to people with sight impairment (partially sighted) and severe sight impairment (blind) living within the Wakefield Metropolitan District Council area. This includes advice and support following diagnosis of an eye condition or deteriorating eyesight, and ongoing needs-based support for people living with low vision. We also provide support to the families and carers of people living with low vision and work closely with eye health practitioners across the district.

Wakefield District Sight Aid

Trustees' report (continued) for the year ended 31 December 2020

Objectives and activities (continued)

The charity's main activities (continued)

Our practical services include:

Providing one-to-one advice, support and help (drop-in at our office and over the telephone).

Conducting home visits to assess for, provide, and advise on the use of certain equipment to help people live more confidently and independently.*

Taking referrals for Talking Newspapers and Talking Books and dealing with queries related to these.*

Administering British Wireless for the Blind Fund equipment.*

Holding regular Equipment Demonstration and Advice Days, at which members can experience and purchase a range of equipment designed to assist with a variety of daily living tasks. Relevant partner organisations are also invited to exhibit at these events, including specialist equipment manufacturers, local support services and other charities.

Facilitating the repair and maintenance of certain equipment (e.g. arranging replacement batteries for talking watches).

Specific advice and support on using assistive technology (e.g. smart and mobile phones, tablets, computers).

Holding information sessions on particular eye conditions (e.g. Charles Bonnet Syndrome).

Hosting clinics held by partner organisations (e.g. OXSIGHT, OrCam).

Offering visual impairment awareness training sessions to local organisations (e.g. GP practices, businesses) to help them better understand the needs and concerns of people living with sight loss and how to make practical adjustments to improve the experience of a person with low vision interacting with their service. This training is also an opportunity for us to generate revenue to reinvest into our charitable activities.

Provision of Living Well With Sight Loss courses, in partnership with our colleagues at RNIB. This is a confidence-building course, designed to give people the opportunity to connect with others in a similar situation and providing information on a range of services and opportunities available locally to help enable and empower people on their sight loss journey.

Our wider, wellbeing-focused services include:

A programme of community outreach work to reduce social isolation (e.g. monthly coffee mornings in three locations, a monthly younger members' social group, day trips, social events).

A befriending service (over the phone and in person, both one-to-one and via our peer-led Friends on the Phone scheme).

Provision of a quarterly newsletter in various accessible formats (including large print, Braille, and audio) for all members and a wide group of stakeholders.

Birthday cards for all our members, used as a touchpoint with members who we may not see at outreach events or at other points during the year.

Negotiating the provision of relevant material in accessible formats (e.g. audio, Braille).

Signposting to other services and sources of assistance at a local, regional and national level.

Raising the profile of the needs of people with visual impairment locally and liaising with relevant stakeholders to improve access to services.

*These services are kindly supported by Wakefield Metropolitan District Council, as a result of a grant funding agreement we have with them which enables these services to keep running and provides certain equipment which we can distribute free of charge on completion of a home assessment. We are very grateful for this support.

Public benefit statement

In setting our objectives and planning our activities, our Board of Trustees has given serious consideration to the Charity Commission's general guidance on public benefit, in particular the most effective ways to support and empower people living with sight loss to reach their potential, achieve their goals, and live safely and confidently within their own homes and communities. At the heart of this is our work to help alleviate social isolation, which can be a huge issue for people, particularly those who lose their sight in later life.

Wakefield District Sight Aid

Trustees' report (continued) for the year ended 31 December 2020

Objectives and activities (continued)

Public benefit statement (continued)

Closely linked to this is the promotion of the wider wellbeing agenda (i.e. helping our members to connect with society around them, be active in body and mind, take notice of what's going on in their communities, keep learning, and to give - through peer support and active participation in local life) and with this in mind we strive to nurture partnerships with other local organisations working within the wellbeing space. Awareness-raising and the promotion of the importance of good eye health and care are also key to our activities, particularly bearing in mind that 50% of sight loss is preventable, and to that end we work closely with local stakeholders including public health for the advancement of the preventable sight loss agenda.

Achievements and performance

2020 has presented the charity with significant challenges, as we have sought to find the best ways to support our service users within the restrictions imposed by the Coronavirus pandemic.

The charity has supported around 1,000 people living with low vision across the Wakefield District during the last year. This has been done through a combination of:

In-home needs-based assessment visits and the provision of appropriate equipment to help people live more independently and confidently at home and when out and about. Due to Coronavirus lockdown restrictions, we were not able to conduct as many home visits as we would have liked and, in some cases, we had to complete a telephone assessment instead and provide equipment by post. During 2020, we completed 280 referrals in total, through a combination of home visits and remote assessments. The equipment is kindly supplied free of charge by Wakefield Council in line with the grant funding agreement we have with them which supports the running of this service. We are very proud to work in partnership with our colleagues at Wakefield Council's Sensory Impairment Team and value their continued support of our service.

One-to-one advice on a variety of sight loss and related matters, predominantly through our telephone helpline, which has continued to be operational during our advertised opening hours throughout the Coronavirus pandemic. We took the decision to close our office doors to visitors from 16th March 2020 and as yet have not resumed our drop-in service.'

Proactive telephone outreach to every person on our database when lockdown was announced in March 2020. We segmented our database into priority groups and started with the people who are known to us as the most vulnerable and/or isolated. We then moved onto all over 75s, then 65-74, then everyone else. Our primary aim was to reassure people that we were still there to support them, and to make sure people were able to access the information and services they needed (e.g. Public Health messages around Coronavirus in an accessible format, groceries, medication etc). This was a huge effort, which involved enlisting the help of many volunteers and took place over a number of weeks. Many of our service users were anxious and afraid, and many reported that we were the only organisation who had been in touch with them since the pandemic started. The exercise also revealed that some of the contact information we held was out of date, so where we were not able to reach people by phone, we sent a letter. We also worked with colleagues at the Council to update our records where appropriate consent was in place.

In a normal year, we would hold four Equipment Demonstration and Advice Days, providing the opportunity for people with sight loss, their families and carers to experience, get advice on, and purchase a range of specialist equipment to help with daily living, and speak to specially invited partners from within the healthcare sector, relevant charities, and equipment manufacturers. These events typically attract between 30 and 60 visitors. Due to the Coronavirus restrictions, we were only able to hold one event during 2020, on 3rd February.

A volunteer-led befriending service, where our service users can be paired with a specially trained member of our volunteer team who will call or visit them regularly. We are currently supporting 28 members through this service. Over the past year, we have seen a huge increase in demand for our befriending service and are currently supporting 28 people with regular telephone befriending (an increase of 65% on the previous year).

Wakefield District Sight Aid

Trustees' report (continued) for the year ended 31 December 2020

Objectives and activities (continued)

Achievements and performance (continued)

Our peer-led befriending service, Friends on the Phone, launched in 2018 and continued to be popular. Small groups of like-minded people are matched into friendship groups and share contact details so they can contact each other regularly. This is not limited to telephone contact and some of our Friends on the Phone groups arrange to meet up for lunch and coffee, although have not been able to do so for much of 2020 due to lockdown restrictions. There are currently 7 members linked in with Friends on the Phone groups.

Our community outreach activities (including three monthly coffee mornings, our younger members' social group and our trips and events) have sadly not been able to take place as planned during 2020, and have been suspended since 16th March 2020.

Quarterly newsletters which keeps members and stakeholders up to date with the charity's activities and include relevant sight loss related news, information about relevant groups and events happening across the District, and a quiz. Again, due to enforced office closures and the fact that we have been unable to get volunteers together in the same room, we have not been able to send newsletters with the same regularity as normal.

In the Autumn of 2020, we sent out our annual customer care survey, as normal, although the focus of the survey was slightly different from normal and asked questions relating to levels of anxiety around Coronavirus restrictions and levels of comfort around a return to face-to-face service delivery.

The results of our annual customer care survey revealed the following:

102 surveys returned (10% response rate)

88 people answered the question, "How would you rate our service out of 10" with 75% of those rating us as 8 or higher out of 10 (10 = 50%, 9 = 13%, 8 = 12%).

Amongst the biggest concerns reported by people regarding a return to face-to-face services were issues with public transport and social distancing, having to wear a face covering and not feeling safe until they had been vaccinated.

We did quite an extensive piece of follow-up work with survey respondents. As a result of this work, we identified that a number of people had been confused about the rating system (thinking 1 was the best rather than the worst rating) and, by the time the survey was issued in September, had forgotten we had called them early on during the first lockdown.

The staff team currently consists of 4 part-time staff: a Chief Executive Officer (20 hours a week), an Operations Manager (20 hours a week), a Sight Loss Advisor with 20 years' experience as a Dispensing Optician (16 hours per week), and a Service Support worker (13 hours per week).

We continued to work closely with local stakeholders, and to share knowledge and best practice with other sight loss organisations across the Yorkshire and the Humber region through our involvement with Visionary, the membership organisation for local sight loss charities. We were pleased to be invited to work with the One to One Development Trust on a podcast project designed to share the experiences of people with a visual impairment during the Covid-19 pandemic.

Pensions

In accordance with the Pensions Regulations 2015, the charity operates a workplace pension scheme which has been established through the National Employment Savings Trust (NEST). All eligible employees were automatically enrolled in the scheme on the 1st February 2016 and staff who subsequently opted to leave the scheme will be re-enrolled after three years.

Risk Management policy

The charity maintains a risk register adopting the 'Charities and Risk Management' framework; issued by the Charity Commission dated June 2010. The risk register is presented to the Board every 6 months for review, should any risks materially change in the intervening period then it is the responsibility of the CEO to update the Board accordingly.

Wakefield District Sight Aid

Trustees' report (continued) for the year ended 31 December 2020

Financial review

The net income for the year was £2,518, including net expenditure of £1,566 on unrestricted funds and net income of £4,084 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets but including investments, at the year end were £81,418. The value of the investments held, £64,149 at the balance sheet date, has been included as free reserves, however, it is the intention of the charity that these should be maintained rather than liquidated.

Wakefield District Sight Aid maintains a policy of holding a minimum of £23,000 in unrestricted reserves, but not more than 9 months' operating costs.

The sum of £23,000 is the figure determined by the charity as being sufficient to cover redundancy costs and three months operating expenses, in the unlikely event that a managed closure of the charity should be necessary. This figure is reassessed annually.

The maintenance of unrestricted reserves up to 9 months' operating costs is deemed reasonable in order to give the charity sufficient time to seek alternative sources of funding should other income streams be withdrawn. It also reflects the historic unpredictable cash flow of the organisation and necessity to depend on infrequent legacy donations.

In 2016 the Board committed to funding additional costs out of reserves in order to maintain service provision for service users. This strategy was extended to 2020.

Covid 19 impact review

Having reviewed the financial impact of the Covid19 pandemic, the most material issues we face are that a significant portion of our unrestricted reserves are held in an investment portfolio linked to the stock exchange, and that our ability to fundraise via our normal channels has been adversely affected.

Whilst the funds we invest in are low risk, the volatility of the stock market due to the global pandemic and related issues such as oil demands and the US elections meant that the value of our funds saw a significant drop during the early part of the pandemic. The markets are starting to stabilise but there is no way of predicting the longer-term effect on the economy.

We anticipate that sources of emergency Covid funding will begin to dry up, but again there is no way of knowing when Trusts and Foundations will restart their usual funding programmes. Our strategy is therefore to protect the assets of the charity as best we can by attempting to leave the funds in our investment portfolio in place for as long as we can in order to provide a safety net in the event that we have problems accessing funds. Our priority is therefore to ensure we have enough liquid cash to continue to operate in order to avoid having to liquidate our investments which would potentially cause us to crystallise losses straight away.

Given the security of our most significant regular funding stream (secure until April 2022), the additional short-term funding we have secured to help ensure our resilience through the Covid19 crisis, and our current levels of liquidity, we do not currently have significant doubts about our ability to continue to operate for the next 12 months. We review our financial position on at least a monthly basis and remain vigilant to the need to protect service delivery and support for people with visual impairments in our community, both through the current crisis and beyond.

At the time of signing these accounts the charity has been impacted by the global Covid19 virus. The Trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Wakefield District Sight Aid

Trustees' report (continued) for the year ended 31 December 2020

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed: Bridget Lockyer (Trustee)

Name: BRIDGET LOCKYER

Date: 19/05/2021

Wakefield District Sight Aid

Independent examiner's report to the trustees of Wakefield District Sight Aid

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, which are set out on pages 9 to 16.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: E J Beverley Name: E J Beverley

Relevant professional qualification or body: FCCA

Date: 25/05/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Wakefield District Sight Aid
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	34,214	36,590	70,804	43,609
Sales and Fees		1,345	-	1,345	2,618
Fundraising		389	-	389	10,454
Investment income		5	-	5	32
Other income		169	-	169	30
Total income		36,122	36,590	72,712	56,743
Expenditure on:					
Salaries, NIC and pensions	(3)	30,148	23,358	53,506	59,482
Payroll charges		590	-	590	565
Rent		1,710	4,106	5,816	6,000
Equipment purchases		1,733	-	1,733	2,137
Travelling		112	625	737	2,436
Stationery		287	6	293	884
Postage		33	-	33	66
Telephone and Internet		337	594	931	1,209
Insurance		725	-	725	645
Newsletter		703	-	703	705
Room hire		50	152	202	1,383
Photocopier costs		60	-	60	169
Publicity		70	-	70	-
Computer costs		52	174	226	45
Birthday cards		-	-	-	175
Independent examination		750	-	750	750
Fundraising		-	-	-	260
Sundry		186	60	246	954
Affiliation fees		136	-	136	136
Depreciation on office equipment		1,021	-	1,021	920
Training		-	-	-	491
Investment management charges		757	-	757	971
Activities		311	860	1,171	2,009
Website costs		931	89	1,020	519
Office relocation		354	50	404	-
Total expenditure		41,056	30,074	71,130	82,911
Net gains/(losses) on investments		936	-	936	7,256
Net income / (expenditure)		(3,998)	6,516	2,518	(18,912)
Transfers between funds		2,432	(2,432)	-	-
Net movement in funds		(1,566)	4,084	2,518	(18,912)
Fund balances brought forward		84,605	14,541	99,146	118,058
Fund balances carried forward	(4)	83,039	18,625	101,664	99,146

All incoming resources and resources expended derive from continuing activities.

Wakefield District Sight Aid

Balance sheet

as at 31 December 2020

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(5)	1,621	-	1,621	210
Investments	(10)	64,149	-	64,149	63,969
Total fixed assets		<u>65,770</u>	<u>-</u>	<u>65,770</u>	<u>64,179</u>
Current assets					
Debtors and prepayments	(6)	1,213	-	1,213	5,803
Stock		520	-	520	1,961
Cash at bank and in hand	(7)	21,521	18,625	40,146	32,817
Total current assets		<u>23,254</u>	<u>18,625</u>	<u>41,879</u>	<u>40,581</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(8)	5,985	-	5,985	5,614
Total current liabilities		<u>5,985</u>	<u>-</u>	<u>5,985</u>	<u>5,614</u>
Net current assets / (liabilities)		<u>17,269</u>	<u>18,625</u>	<u>35,894</u>	<u>34,967</u>
Total assets less current liabilities		<u>83,039</u>	<u>18,625</u>	<u>101,664</u>	<u>99,146</u>
Net assets		<u>83,039</u>	<u>18,625</u>	<u>101,664</u>	<u>99,146</u>
Funds					
Unrestricted funds		83,039	-	83,039	84,605
Restricted funds		-	18,625	18,625	14,541
Total funds		<u>83,039</u>	<u>18,625</u>	<u>101,664</u>	<u>99,146</u>

For the year ending 31 December 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: 19/05/2021

Signed: Bridget Lockyer

(Trustee)

Name: BRIDGET LOCKYER

Wakefield District Sight Aid

Notes to the accounts

for the year ended 31 December 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Project and office equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Wakefield District Sight Aid

Notes to the accounts continued

for the year ended 31 December 2020

1 Accounting policies continued

Stock

Stock is valued at the lower of cost and net realisable value.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Wakefield Metropolitan District Council (WMDC)	-	20,940	20,940	15,041
Nova Wakefield	-	8,100	8,100	-
The National Lottery	-	7,500	7,500	-
Charities Aid Foundation	4,200	-	4,200	-
Leeds Community Foundation	10,000	-	10,000	-
Aviva Crowdfunder	3,553	-	3,553	-
Groundwork	750	-	750	-
Donation towards Techmate Project	-	-	-	1,000
Donation towards Social Trip fund	-	-	-	500
Rooks Nest	-	-	-	106
Awards 4 All	-	-	-	10,000
Zurich Community Trust	-	-	-	1,000
Woodroffe Benton Foundation	-	-	-	1,000
Donations	15,711	50	15,761	14,962
	<u>34,214</u>	<u>36,590</u>	<u>70,804</u>	<u>43,609</u>

3 Staff costs and numbers

	2020	2019
	£	£
Gross salaries	52,940	58,944
Social security costs	2,634	2,497
Employment allowance	(2,634)	(2,497)
Pensions	566	538
	<u>53,506</u>	<u>59,482</u>

The average number employees during the year was 4, being an average of 2 full time equivalent (2019: 5.5, 2.5 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2020	2019
	£	£
Costs of the scheme to the charity for the year	566	538
Amount of any contributions outstanding at the year end	111	107
Amount of any contributions prepaid at the year end	-	-

Wakefield District Sight Aid
Notes to the accounts continued
for the year ended 31 December 2020

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Will Charitable Trust	2,695	-	263	(2,432)	-
Donation to Techmate project	2,000	-	-	-	2,000
Rooks Nest	86	-	-	-	86
Awards 4 All	7,531	-	7,531	-	-
Young persons group	229	-	-	-	229
Zurich Community Trust	1,000	-	1,000	-	-
Woodroffe Benton Foundation	1,000	-	1,000	-	-
WMDC	-	20,440	14,354	-	6,086
Nova Wakefield -Covid	-	3,600	3,600	-	-
Nova Wakefield - Winter	-	4,500	166	-	4,334
The National Lottery	-	7,500	2,080	-	5,420
WMDC - CDF	-	500	80	-	420
Refreshments donation	-	50	-	-	50
	<u>14,541</u>	<u>36,590</u>	<u>30,074</u>	<u>(2,432)</u>	<u>18,625</u>

Fund name	Purpose of restriction
Will Charitable Trust	Towards the Tech-mate digital inclusion project. The transfer is for fixed assets transferred to unrestricted use.
Donation to Techmate project	Towards the Tech-mate digital inclusion project.
Rooks Nest	Partnership activities between WDSA and the school to help the children understand about life with sight loss.
Awards 4 All	Towards the cost of running the Community outreach programme.
Young persons group	Towards activities for the Younger Members Social Group.
Zurich Community Trust	Towards the shortfall in the delivery of the home visiting service.
Woodroffe Benton Foundation	Towards the shortfall in the delivery of the home visiting service.
WMDC	Towards the delivery of the home visiting service.
Nova Wakefield -Covid	Coronavirus resilience fund towards service support workers salary and telephone costs.
Nova Wakefield - Winter	Winter resilience fund towards service support officer salary and a contribution to overheads.
The National Lottery	To go toward rent, service support workers salary, postage and volunteer expenses.
WMDC - CDF	Towards room hire for events.
Refreshments donation	To provide refreshments for events.

Wakefield District Sight Aid
Notes to the accounts continued
for the year ended 31 December 2020

5 Tangible assets

	Office equipment £	Total £
<u>Cost</u>		
At 1 January 2020	14,142	14,142
Additions	2,432	2,432
At 31 December 2020	<u>16,574</u>	<u>16,574</u>
<u>Depreciation</u>		
At 1 January 2020	13,932	13,932
Charge for year	1,021	1,021
At 31 December 2020	<u>14,953</u>	<u>14,953</u>
<u>Net book value</u>		
At 31 December 2020	<u>1,621</u>	<u>1,621</u>
At 31 December 2019	<u>210</u>	<u>210</u>

6 Debtors and prepayments

	2020 £	2019 £
Debtors	785	5,404
Prepayments	428	399
	<u>1,213</u>	<u>5,803</u>

7 Cash at bank and in hand

	2020 £	2019 £
Cash at Bank	40,052	32,723
Cash in hand	94	94
	<u>40,146</u>	<u>32,817</u>

8 Creditors and accruals

	2020 £	2019 £
Creditors	5,090	4,750
Accruals	895	864
	<u>5,985</u>	<u>5,614</u>

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £21,264 (previous year: £21,737).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Wakefield District Sight Aid
Notes to the accounts continued
for the year ended 31 December 2020

10 Fixed assets investments

£

Carrying (market) value at beginning of year	63,969
Add: additions to investments at cost	-
Less: disposals at carrying value	(757)
Add / (deduct): net gain / (loss) on revaluation	936
Carrying (market) value at end of year	<u>64,149</u>

Breakdown of investments agreeing with SOFA and Balance sheet

Analysis of investments	Market value at year end £	Income in the year £
Investments listed on a recognised stock exchange, funds or trusts	<u>64,149</u>	<u>-</u>
Total	<u>64,149</u>	<u>-</u>

Material investment holdings (5% of total investments)

	Holding	Market value
BlackRock Continental European Income D Fund Inc.	2800.93	7,280
Invesco Perpetual Corporate Bond Y Fund Inc.	3548.93	9,527
Invesco Perpetual Monthly Income Plus Y Fund Inc.	3060.51	8,378
Kames Sterling Corporate Bond B Fund Inc.	11111.50	10,823
Legal & General UK Property Feeder I Fund Inc.	11474.41	10,135
M&G strategic Corporate Bond Fund	448.17	6,716
Schroder Income Maximiser Z Fund Inc.	14729.81	<u>11,290</u>
		<u>64,149</u>

Wakefield District Sight Aid

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	34,214	14,962	36,590	28,647	70,804	43,609
Sales and Fees	1,345	2,618	-	-	1,345	2,618
Fundraising	389	10,225	-	229	389	10,454
Investment income	5	32	-	-	5	32
Other income	169	30	-	-	169	30
Total income	36,122	27,867	36,590	28,876	72,712	56,743
Expenditure						
Salaries, NIC and pensions	30,148	34,831	23,358	24,651	53,506	59,482
Payroll charges	590	565	-	-	590	565
Rent	1,710	6,000	4,106	-	5,816	6,000
Equipment purchases	1,733	1,070	-	1,067	1,733	2,137
Travelling	112	307	625	2,129	737	2,436
Stationery	287	791	6	93	293	884
Postage	33	65	-	1	33	66
Telephone and Internet	337	711	594	498	931	1,209
Insurance	725	645	-	-	725	645
Newsletter	703	470	-	235	703	705
Room hire	50	585	152	798	202	1,383
Photocopier costs	60	169	-	-	60	169
Publicity	70	-	-	-	70	-
Computer costs	52	45	174	-	226	45
Birthday cards	-	175	-	-	-	175
Independent examination	750	750	-	-	750	750
Fundraising	-	260	-	-	-	260
Sundry	186	296	60	658	246	954
Affiliation fees	136	136	-	-	136	136
Depreciation on office equipment	1,021	920	-	-	1,021	920
Training	-	491	-	-	-	491
Investment management charges	757	971	-	-	757	971
Activities	311	-	860	2,009	1,171	2,009
Website costs	931	519	89	-	1,020	519
Office relocation	354	-	50	-	404	-
Total expenditure	41,056	50,772	30,074	32,139	71,130	82,911
Net gains/(losses) on investments	936	7,256	-	-	936	7,256
Net income / (expenditure)	(3,998)	(15,649)	6,516	(3,263)	2,518	(18,912)
Transfers between funds	2,432	426	(2,432)	(426)	-	-
Net movement in funds	(1,566)	(15,223)	4,084	(3,689)	2,518	(18,912)
Fund balances brought forward	84,605	99,828	14,541	18,230	99,146	118,058
Fund balances carried forward	83,039	84,605	18,625	14,541	101,664	99,146