



TRUSTEES' ANNUAL REPORT

AND ACCOUNTS

YEAR ENDING 31 MARCH 2021

**OXFORDSHIRE ASSOCIATION FOR THE BLIND
TRUSTEES' ANNUAL REPORT AND ACCOUNTS
YEAR ENDING 31 MARCH 2021**

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OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Full Name of Charity: Oxfordshire Association for the Blind

Governing Document: Memorandum and Articles of Association

Registered Company Number: 07465300

Charity Registration Number: 1140556

Director: Helen Roseblade

Trustees/Company Directors:

Prof Adrian Hill (President) (trustee from 2 March 2020)
Mr Guy Lawfull (Chair)
Mrs Margaret Simpson
Mr Edward Pilling (Vice-chair)
Mr Simon Cruden
Mrs Yvonne Rainey
Mr Robin Birch (Hon Treasurer)
Mr Gurjeet Jutley
Mr Julian Bagwell (from 1 March 2021)
Mrs Janet Johnson (from 1 March 2021)

Please see page 2 for further details of our governance arrangements and trustees.

Registered Office: Oxfordshire Association for the Blind
Bradbury Lodge
Gordon Woodward Way
Oxford
OX1 4XL
Internet: www.oxeyes.org.uk
e-mail: director@oxeyes.org.uk

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors: Horsey Lightly Fynn, Solicitors
2 West Mills
Newbury
Berkshire
RG14 5HG

**OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

Independent Examiner	Nicola Cadwallader FCCA Independent Examiner David Cadwallader & Co Limited Unit 3 Bignell Park Barns Chesterton Near Bicester Oxfordshire OX26 1TD
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STRUCTURE, GOVERNANCE AND MANAGEMENT

1. Organisation of the Charity

Oxfordshire Association for the Blind (OAB) was established in 1877, since which time it has a proud record of service and support for blind and partially sighted people throughout the county of Oxfordshire and this continues to be its aim. The charity also became a company in April 2011. Its patrons are the Right Honourable the Countess of Macclesfield and The Lord Lieutenant of Oxfordshire T E P Stevenson. The President is Professor Adrian Hill.

The company limited by guarantee was set up in 2011 in the name of Oxfordshire Association for the Blind (company number 07465300) and registered with the Charity Commission as a charity (charity registration number 1140556). After that year end, on 1 April 2011, the funds of the existing charity were transferred to the charitable company. This had been agreed at an extra-ordinary general meeting on 23 March 2011.

The old, unincorporated charity, Oxfordshire Association for the Blind, is still in existence as a shell shown in the Register of Charities and linked to the new charitable company by way of a Uniting Direction.

2. Governance

The Board of Trustees governs the charity and delegates day-to-day management of the charity to the Charity Director. The Board of Trustees meet with the Charity Director four times per year and as necessary.

Election and Recruitment of Trustees

The Articles of Association allow for a minimum of three trustees and a maximum of ten.

One-third of the trustees retire at each Annual General Meeting but are eligible to be re-elected.

Trustees are elected at the Annual General Meeting.

During the year the Board of Trustees may co-opt other trustees, but the total number of trustees must not exceed ten.

Trustees are co-opted as required when the Board identifies a skills gap, someone with special expertise or experience of the needs of visually impaired people, or to fill a casual vacancy.

Induction and training of Trustees

The Charity Director inducts new trustees as appropriate. This includes reference to the Charity Commission guidance for new trustees.

When necessary, the trustees seek advice and support from the charity's professional advisers, including property consultants, investments managers, solicitors and accountants.

Trustees during 2020/21

Professor Adrian Hill (President)

Adrian is a longstanding Trustee, former Chair and Vice-Chair and, since September 2016, President of OAB.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

A Professor of Optometry and former Head of Optometry at the Oxford Eye Hospital, Adrian's experience of working with people with Sight Impairment and his clinical knowledge has been invaluable in the development of the Association.

Guy Lawfull (Chair)

Guy became a Trustee of OAB in November 2015. He was elected as Chair of Trustees in September 2019, having served as Vice-Chair for 3 years.

He has wide experience of commercial environments, primarily within IT and marketing research, resulting in an extensive understanding of the business issues faced by the charity sector today. As a long-time volunteer for OAB he also has a deep working knowledge of the organisation at all levels.

Guy is Severely Sight Impaired and as such brings to the Board a personal understanding of the issues confronted by someone with a Visual Impairment.

Edward Pilling (Vice-Chair)

Edward was elected to the OAB Board in September 2011.

He has been a Solicitor in Oxford since 1972, opening his own practice in 1992. Edward and his family have been heavily affected by Visual Impairment. His father had Macular Degeneration and his mother had diphtheria in her youth which left her Visually Impaired; the help given to her by OAB provided Edward's initial contact with the charity. In addition, Edward, his wife and his sister have all received treatment from Oxford Eye Hospital.

Edward provides the Board with assistance on legal issues and forms a valuable link to other legal expertise.

Robin Birch (Treasurer)

A Co-Patron of the OAB since 2011, Robin was invited by the Board to become a Trustee and the Treasurer in December 2018.

After a career in Whitehall (administration and financial management of health, social services and social security) he has had extensive experience in the management of voluntary services in Oxfordshire since 1995. He was a Deputy Lieutenant of Oxfordshire from 1996 until retiring in 2014.

When Chair of Age Concern England he was invited by the RNIB to chair a Low Vision Services Implementation Group to carry forward their work of securing practical integration of such services at a local level. The result was the creation of many local 'Low Vision Groups', of which OAB forms a part in Oxfordshire.

Yvonne Rainey

Yvonne became a Trustee in 2014.

Her interest in becoming a Trustee was primarily due to her eldest daughter being Severely Sight Impaired. OAB provided a wealth of information and support for her family.

Yvonne is an experienced major gifts fundraiser, having worked as a Director of Development at the University of Oxford for nearly twenty years. Yvonne brings to the Board both fundraising expertise and a clear understanding of the issues faced by Sight Impaired children and their families.

Margaret Simpson

Margaret was elected to the OAB Board in September 2010.

At that time she was a Non-Executive Director with Oxford Primary Care Trust as well as maintaining her work in

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

the local voluntary sector. Margaret's career was person-centred, managing the provision of various services through Education, Social Care, Supported Housing and the voluntary sector.

She continues to be involved locally through her support for OAB and other local service providers, as well as being Chair of Oxtalk (Oxford & District Talking Newspaper for the Blind).

Simon Cruden

Simon was elected as a Trustee at OAB in September 2012.

He has been Severely Sight Impaired since the age of 22 as a result of a brain tumour and therefore has a very personal understanding of adjusting and adapting to life with Sight Loss.

Simon has a particular interest and empathy in supporting children who have a Visual Impairment. He volunteers at the Oxford Children's Hospital regularly where he entertains and supports the young people with his magic shows and balloon modelling. He is also an active member of a number of the support groups run n OAB.

Gurjeet Jutley

Gurjeet joined the OAB Board of Trustees in September 2019.

He is a Consultant Ophthalmic Surgeon based at Oxford Eye Hospital. Gurjeet has a sub-specialty interest in complex cataract surgery and glaucoma. As the glaucoma expert within Oxford University Hospitals, he provides treatments including conventional glaucoma surgery (including trabeculectomy and tube surgeries), Minimally Invasive Glaucoma Surgery (MIGS) and endoscopic cyclophotocoagulation (CFC) laser treatments.

With a strong interest in teaching and volunteering, Gurjeet gives educational talks at OAB, organises departmental training sessions for trainee and qualified optometrists at Oxford Eye Hospital and is an internationally and nationally renowned speaker.

Gurjeet has been a keen supporter of OAB since his appointment in Oxford, completing a number of fundraising challenges for the charity, including the Three-Peaks Challenge and an abseil from the roof of the John Radcliffe Hospital.

Janet Johnson

Janet joined the OAB Board in March 2021.

Having a career in education and services supporting children and young people with special educational needs and disabilities across Oxfordshire, Janet offers a wealth of knowledge, expertise and management skills to OAB.

Following her retirement in 2018 and inspired by people with visual impairment on a walking holiday in Bulgaria, she became involved with OAB as a volunteer. She has been involved in social and activity groups and the befriending service as well as organising fundraising events.

Janet has a lifelong commitment to supporting individuals with disabilities, through active, social and public service.

Julian Bagwell

Julian became a Trustee at OAB in March 2021.

Julian has a son who is Slight Impaired, has been a member of OAB for some years and has taken a keen interest in the fortunes of OAB.

He has had a long business career, focusing on strategy and its implementation, in both large and small enterprises. He was formerly a partner in a major accounting and consulting firm and more recently has been running his own consultancy business.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Trustees' Responsibilities

The trustees (who are also directors of Oxfordshire Association for the Blind for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. The trustees have elected to prepare the financial statements in accordance with the Charities Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 effective from 1 January 2015, with Update Bulletin 1. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2015.
- make judgments and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

OBJECTIVES AND STRATEGY

The charitable objective of the Association, as set out in the governing document, and its main aim, is to support and promote the independence of blind and partially sighted people within the area of benefit in any manner which now is, or hereafter may be deemed by law to be, charitable. The area of operation of the Association is Oxfordshire. The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

The board and their staff have long recognised the need for a comprehensive and coherent strategy in a changing community. Currently, the areas of focus are:

- Creating a stable long-term platform of funding sufficient to enable OAB to support the baseline set of services and to reach a satisfactory level of reserves.
- Extending OAB's geographical reach within Oxfordshire in order to reach a broader base of clients.
- Moving to a position of being recognised as a key provider of services to those with visual impairment in Oxfordshire.
- Expanding the range of services offered to people in Oxfordshire with visual impairment.

**OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

Due to the COVID-19 pandemic, Bradbury Lodge was closed to staff, volunteers and visitors during the year under report.

However, within the Charity's main aim, it has provided the following services during the year:

Helpline

Our helpline was rerouted to mobile telephones, so support could continue to be offered. Staff were able to answer questions, provide support and encouragement and problem solve from their homes.

Telephone Contact

Staff and volunteers contacted many of our clients over the telephone. Firstly to ensure they were safe, hand provisions and connected with their community. Secondly to offer a regular telephone call from a befriender.

Telephone Befriending

A service introduced in March 2020 as a response to the COVID-19 pandemic. Partnerships were set up with volunteers and visually impaired people to provide regular contact over the telephone. This has now become a core service and will continue past the pandemic and lockdown restrictions. Our telephone befriending helps combat social isolation and loneliness for many people.

Information and advice

People may make contact by telephone or email. The Association will assist by providing information on any issue concerned with visual impairment, by helping people identify equipment that may contribute to independence, or by signposting to another service.

Home Visiting

In some parts of the county, volunteers usually visit people at home, offering social contact and assistance with a range of tasks. This was suspended, with relationships between home visitors and their clients being maintained via telephone.

Equipment Provision

Staff were able to provide a small number of daily living aids during this time. Equipment included talking watches and clocks, lighting, electronic magnifiers and other daily living aids.

Technology Training

Training on smartphones, tablets and computers is normally provided face-to-face for people whether they are beginners, need to change the way they access technology due to deteriorating vision, or have more specific or advanced aims. Many hours of training has been provided via telephone or utilising virtual meeting technology solutions. This training included how to make video calls, shop online and set up devices.

Social Activities

Under normal circumstances the Association runs or supports groups across the county where people meet socially to talk, share experiences, hear a variety of speakers and get information about new equipment. Our Active Eyes group offers activities such as tennis, cycling and sailing. All face-to-face activities were suspended during the year under report, although some social groups were able to continue via telephone or using virtual meeting technology (Zoom).

Children and Young People

Although usual activities could not be provided, bespoke support for young people and their families continued. Connections were maintained through online meetings.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Counselling

Specialist counselling is provided for people with emotional difficulties caused by their visual impairment, and for carers. Our volunteer counsellor has been providing one-to-one telephone counselling sessions through this time from home. We have provided roughly seven sessions a week.

Sight Advice Desk

The Sight Desk at the Oxford Eye Hospital remained closed for the duration of the year under report.

The future

This has been and will continue to be substantially impacted by COVID-19 in ways not necessarily easy to foresee at present, e.g. in the organisation and delivery of services and in raising sufficient funds to finance necessary developments. A major part of the Director's efforts is concentrated on these matters.

We believe that there is substantial unmet need for services throughout the County and it is planned to maintain and continue to develop the services outlined above. To finance this, we depend on the generosity of the communities we serve, including local authorities, individuals, companies, trusts and foundations, and we plan a major new fundraising effort to increase public and community awareness of what is required.

Volunteers

The Association relies on the help of over 90 volunteers who make home visits, contribute to technology training, send out the newsletter, help in the office, pick up and count collection boxes and run social groups. Their contribution is invaluable and hugely appreciated.

Staff

The staff team brings a wide range of valued expertise and experience to supporting people with visual impairments and their carers, as well as other professionals and agencies, with a wide variety of concerns and queries. The team works closely with our partners in the health, education, social care and charity sectors to pursue an improved quality of life for people living with sight loss in Oxfordshire, and for their carers.

Investment policy

The Association held investments valued at 31 March 2021 at £56,189 (2020: £43,597). These have been chosen primarily for financial growth, whilst adhering to our ethical investment policy. The increase in value over the last 12 months is due to an additional investment of £5,000 and an increase in the value of our holding.

Reserves policy

The Association plans to hold free reserves to cover 6 months of expenditure, excluding depreciation, to ensure that it is able to meet its objectives in the medium term. At 31 March 2021 the value of freely available unrestricted reserves was £176,124 (2019: £71,604) (see p.19), which meets this policy.

Risk Management

The Trustees regularly review the major risks which the charity faces, and systems are in place to mitigate these risks while ensuring that the needs of the Association continue to be met. Risk assessments are carried out as required and a register is maintained to monitor these risks.

The major risk identified in the year under report relates to the Association's finances and this is explained further in the Financial Review below (see 'Unrestricted Funds'). A major part of risk management from now on arises from the consequences, general and financial, of the Covid 19 pandemic.

FINANCIAL REVIEW

Financial Statements

The financial statements comply with current statutory requirements, being the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Standard 102, effective 1 January 2015, with Update Bulletin 2, and the Association's governing documents.

Unrestricted Funds

The net surplus (after transfers and revaluation of investments) on unrestricted funds for the year was £102,907 (2020: net surplus of £5,439). These figures represent a vast improvement over the previous twelve months, mainly due to the receipt of a large legacy. Increased emphasis on fundraising led to a number of successful grant applications, some as a reaction to the difficulties suffered by charities due to the pandemic. The intention is to diversify and increase the Association's sources of income to reduce the risk of damage when individual sources fail. Unrestricted funding pays for basics like overheads and staff and tends, though essential, to be unattractive to donors. Raising such funds is therefore a particularly difficult task.

Restricted Funds

The net surplus (after transfers) on restricted funds for the year was £2,551 (2020: net deficit of £18,971).

Summary

The total surplus in the year, taking restricted and unrestricted funds together, was £105,459 (2020: deficit of £13,532). Together with balances brought-forward of £627,132 the total of the Association's funds at 31 March 2021 was £732,591 of which £493,709 was held in tangible fixed assets (principally Bradbury Lodge).

The Association has sufficient unrestricted reserves to meet its reserves policy.

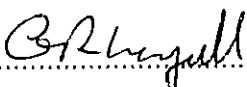
The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard 102 (effective 1 January 2015) with Update Bulletin 1.

Signed for and on behalf of the Trustees

..... 

Guy Lawfull
Chair

Date:..... 16/09/2021

**OXFORDSHIRE ASSOCIATION FOR THE BLIND
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE OXFORDSHIRE
ASSOCIATION FOR THE BLIND**

Independent Examiner's Report to the Trustees of Oxfordshire Association for the Blind

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021 which are set out on pages 8 to 19.

Responsibilities and basis of the report

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

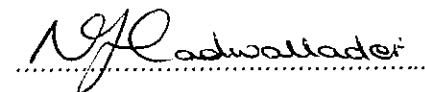
Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011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

Independent Examiner's statements

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



Nicola Cadwallader FCCA
Independent Examiner
David Cadwallader & Co Limited
Chartered Certified Accountants
Suite 3 Bignell Park Barns
Chesterton
OX26 1TD

21 September 2021

OXFORDSHIRE ASSOCIATION FOR THE BLIND
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

		2020/21			2019/20		
	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2019/20	Unrestricted Funds	Restricted Funds	Total Funds 2018/19
		£	£	£			£
Income from:							
Donations	2.1	147,144	41,020	188,164	112,693	64,423	177,116
Legacies	2.2	129,571	-	129,571	33,277	-	33,277
Charitable activities	2.3	1,730	-	1,730	9,527	1,116	10,643
Other trading activities	2.4	114	-	114	2,829	-	2,829
Investments	2.5	2,070	-	2,070	2,474	-	2,474
Total income		280,629	41,020	321,649	160,800	65,539	226,339
Expenditure on:							
Raising funds	3.1	52,608	-	52,608	29,725	-	29,725
Charitable activities	3.2	43,822	127,353	171,175	39,686	161,649	201,335
Total expenditure		96,430	127,353	223,783	69,411	161,649	231,060
Net gains / (losses) on investments		7,593	-	7,593	(8,811)	-	(8,811)
Net income/(expenditure)		191,792	(86,333)	105,459	82,578	(96,110)	(13,532)
Transfers between funds		(88,884)	88,884	-	(77,139)	77,139	-
Net Movement in Funds		102,908	2,551	105,459	5,439	(18,971)	(13,532)
Reconciliation of funds:							
Funds brought-forward							
Unrestricted funds		221,298	-	221,298	215,859	-	215,859
Restricted funds		-	405,834	405,834	-	424,805	424,805
Total funds carried forward		324,206	408,385	732,591	221,298	405,834	627,132

All of the above amounts relate to continuing activities.
All recognised gains and losses are disclosed in the Statement of Financial Activities. The notes on pages 10 to 19 form part of these financial statements.

OXFORDSHIRE ASSOCIATION FOR THE BLIND

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	Total Funds at 31 March 2021 £	Total Funds at 31 March 2020 £
FIXED ASSETS			
Tangible Assets	6	493,709	504,836
Investments	8	<u>56,189</u>	<u>43,597</u>
TOTAL FIXED ASSETS		<u>549,898</u>	<u>548,433</u>
CURRENT ASSETS			
Stock		3,146	3,147
Debtors	9	3,439	692
Cash at Bank and In Hand		<u>185,664</u>	<u>79,905</u>
TOTAL CURRENT ASSETS		<u>192,249</u>	<u>83,744</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	10	9,556	5,045
TOTAL CURRENT LIABILITIES		<u>9,556</u>	<u>5,045</u>
NET CURRENT ASSETS		<u>182,693</u>	<u>78,699</u>
NET ASSETS		<u>732,591</u>	<u>627,132</u>
REPRESENTED BY:			
General Reserves:			
Unrestricted funds	11/12	324,206	221,298
Restricted funds	11/12	<u>408,385</u>	<u>405,834</u>
TOTAL FUNDS		<u>732,591</u>	<u>627,132</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard 102 (effective January 2015) with Update Bulletin 2.

The financial statements were approved by the Management Committee on02/09/..... 2021 and signed on its behalf by:

..........
G Lawfull, Chair

Notes on pages 10 to 19 form part of these financial statements.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. PRINCIPAL ACCOUNTING POLICIES

1.1 Accounting Convention

1.1.1 The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets, and are in accordance with applicable accounting standards. In preparing the financial statements, the Charity follows best practice as set out in the Charities SORP (FRS 102) 2015 with Update Bulletin 2.

1.1.2 The principal accounting policies adopted in the preparation of the Financial Statements are detailed in the paragraphs below.

1.2 Judgments and key sources of estimation uncertainty

1.3.1 These are either included in the notes below, or are of an immaterial level.

1.3 Funds Accounting

1.3.1 In accordance with the SORP the funds have been analysed under the following specific headings:

1.4.1.1 Unrestricted Funds, which are available for any purpose within the aims and objectives specified in the Memorandum and Articles of Association. Funds can be designated for specific purposes.

1.4.1.2 Restricted Funds, which are subject to specific conditions set out by the donors.

1.5 Income

1.5.1 Income is recognised in accordance with the SORP. In general, it is recognised in the period in which the Association is entitled to receipt, there is sufficient certainty of receipt and the amount can be measured with reasonable certainty.

1.5.2 Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

1.5.3 Legacies are accounted for as they are received or if, before receipt, it becomes probable that it will be received and the value can be estimated with sufficient accuracy.

1.6 Expenditure and Basis of Allocation of Costs

1.6.1 Expenditure is accounted on an accruals basis.

1.6.2 The Association is not registered for Value Added Tax and any VAT charged to the Association is included in the cost of the expense to which it relates.

1.6.3 The majority of costs are directly attributable to specific charitable activities. Where such costs relate to more than one activity, they have been apportioned on a reasonable, justifiable and consistent basis.

1.6.4 Pay and support costs have been allocated in relation to time spent on specific activities.

1.7 Charitable Activity Costs

1.7.1 Charitable Activity Costs include the cost of goods and services required to meet the charitable objectives plus support costs attributable to those activities.

1.6 Capitalisation and Depreciation of Tangible Fixed Assets.

1.6.1 All assets costing more than £500 are capitalised, unless funded directly by grant.

1.6.2 Depreciation is provided using the following rates and bases to reduce by annual instalments the cost of the tangible assets over their estimated useful lives:

Freehold Property	2%	Straight-line
Furniture	10%	Straight-line
Office Equipment	20%	Straight-line

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1.7 Investments

1.8.1 Investments are included on the following basis:

1.8.1.1 Listed investments at market value at the balance sheet date.

1.8.1.2 Realised and unrealised gains and losses on investments are shown in the SOFA in the year in which they arise.

1.8 Stocks

1.9.1 Stocks are stated at the lower of cost and net realisable value.

1.9 Tax Status

1.10.1 The Association is a registered charity and is exempt from any taxation on its charitable activities, with the exception of Value Added Tax.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

2.	Income	2020/21	2020/21	2020/21
		£	£	£
		Unrestricted	Restricted	Total
2.1	Donations and Legacies			
	Membership	3,639	-	3,639
	Donations	30,911	240	31,151
	Grants	<u>112,594</u>	<u>40,780</u>	<u>153,374</u>
	Total	<u>147,144</u>	<u>41,020</u>	<u>188,164</u>
2.2	Legacies	<u>129,571</u>	-	<u>129,571</u>
2.3	Charitable Activities			
	Charges,sales,etc	<u>1,730</u>	-	<u>1,730</u>
	Total	<u>1,730</u>	-	<u>1,730</u>
2.4	Other Trading Activities			
	Lettings, etc	<u>114</u>	-	<u>114</u>
	Total	<u>114</u>	-	<u>114</u>
2.5	Investments			
	Dividends	2,070	-	2,070
	Interest	-	-	-
	<u>Total</u>	<u>2,070</u>	-	<u>2,070</u>
		2019/20	2019/20	2019/20
		£	£	£
		Unrestricted	Restricted	Total
2.1	Donations and Legacies			
	Membership	3,706	118	3,824
	Donations	51,748	-	51,748
	Grants	<u>57,239</u>	<u>64,305</u>	<u>121,544</u>
	Total	<u>112,693</u>	<u>64,423</u>	<u>177,116</u>
2.2	Legacies	<u>33,277</u>	-	<u>33,277</u>
2.3	Charitable Activities			
	Charges,sales,etc	<u>9,527</u>	<u>1,116</u>	<u>10,643</u>
	Total	<u>9,527</u>	<u>1,116</u>	<u>10,643</u>
2.4	Other Trading Activities			
	Lettings, etc	<u>2,829</u>	-	<u>2,829</u>
	Total	<u>2,829</u>	-	<u>2,829</u>
2.5	Investments			
	Dividends	2,473	-	2,473
	Interest	<u>1</u>	-	<u>1</u>
	<u>Total</u>	<u>2,474</u>	-	<u>2,474</u>

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

3. Expenditure

	2020/21	2020/21	2020/21
	£	£	£
	Unrestricted	Restricted	Total
3.1 Raising funds			
Employees	41,653	-	41,653
Professional fees	-	-	-
Support costs	10,955	-	10,955
Total	<u>52,608</u>	<u>-</u>	<u>52,608</u>
3.2 Charitable Activities			
Staff and consultants	840	88,364	89,204
Volunteers, inc trustees	76	575	651
Depreciation	5,698	9,515	15,213
Building related	4,334	-	4,334
Utilities	4,055	-	4,055
IT and phones	16,238	72	16,310
Cleaning, etc	2,297	-	2,297
Insurance	3,301	-	3,301
Client services	6,672	150	6,822
Marketing	1,161	-	1,161
Office expenses, etc	2,133	-	2,133
Banking costs	251	-	251
Governance-salaries	33,398	-	33,398
Governance-other	10,237	-	10,237
Allocations*	(46,869)	28,677	(18,192)
Total	<u>43,822</u>	<u>127,353</u>	<u>171,175</u>
	2019/20	2019/20	2019/20
	£	£	£
	Unrestricted	Restricted	Total
3.1 Raising funds			
Employee costs	18,742	-	18,742
Professional fees	4,825	-	4,825
Support costs	6,158	-	6,158
Total	<u>29,725</u>	<u>-</u>	<u>29,725</u>
3.2 Charitable Activities			
Staff and consultants	7,300	111,273	118,573
Volunteers, inc trustees	604	1,193	1,797
Depreciation	7,315	9,515	16,830
Building related	4,837	-	4,837
Utilities	4,098	-	4,098
IT costs	6,073	-	6,073
Cleaning, etc	3,092	-	3,092
Phones	4,638	350	4,988
Insurance	2,969	-	2,969
Client services	9,813	3,538	13,351
Marketing	375	-	375
Office expenses, etc	4,700	-	4,700
Banking costs	560	-	560
Governance-salaries	22,313	-	22,313
Governance-other	7,763	-	7,763
Allocations*	(46,764)	35,780	(10,984)
Total	<u>39,686</u>	<u>161,649</u>	<u>201,335</u>

*The net allocations equate to the support costs allocated to fundraising and governance.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

4. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging

	2021	2020
	£	£
Independent Examiner's Fees	<u>1,900</u>	<u>1,948</u>

5. EMPLOYEE COSTS

	2020	2020
	£	£
Staff costs:		
Salaries	147,622	130,893
National insurance costs (net of Employment Allowance)	8,595	7,422
Pension costs	<u>7,071</u>	<u>5,613</u>
	<u>163,288</u>	<u>143,928</u>

No employee received more than £60,000 per annum

The average number of employees during the year, calculated on a full-time equivalent basis:

	2021	2020
Fundraising	1.0	0.5
Charitable Activities	3.0	3.5
Governance	<u>0.9</u>	<u>0.5</u>
	<u>4.9</u>	<u>4.5</u>

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

6. TANGIBLE ASSETS

Cost/Valuation	Start of year	Additions	Disposals	End of year
	£	£	£	£
Freehold property	620,034	-	-	620,034
Office equipment	18,117	4,086	14,866	7,338
Furniture, etc	11,738	-	-	11,738
Total	649,889	4,086	14,866	639,110
Depreciation	Start of year	Depn on disposed assets	Charge for year	End of year
	£	£	£	£
Freehold property	123,098	-	12,401	135,499
Office equipment	13,876	14,865	1,639	650
Furniture, etc	8,079	-	1,173	9,252
Total	145,053	14,865	15,213	145,401
Net Book Value	Start of year	Additions / Net effect of disposals	Charge for year	End of year
	£	£	£	£
Net Book Value	504,836	4,086	15,213	493,709

7. INSURANCE VALUE OF FREEHOLD LAND AND BUILDINGS

7.1 The Bradbury Lodge premises are insured for a total of £632,827 based on a professional valuation (note that the value for insurance purposes is different to the sale value of the property).

8. FIXED ASSET INVESTMENTS

Fixed asset investments consist of UK listed securities and comprise:	2021	2020
	£	£
M & G Charifund Equities Investment Fund for Charities (Income)	40,835	28,909
CAF Bond Income Fund	<u>15,354</u>	<u>14,688</u>
	<u>56,189</u>	<u>43,597</u>

The historic cost of the investments is £35,860 (2020: £30,860) – an additional £5,000 was invested in the M & G Charifund during the financial year.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

9. DEBTORS

	2021	2020
	£	£
Debtors	868	642
Pre-payments	<u>2,571</u>	<u>50</u>
	<u>3,439</u>	<u>692</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Operating creditors	5,598	2,348
HM Revenue and Customs	3,826	2,565
Pension contributions	132	132
Receipts in advance	<u>-</u>	<u>-</u>
	<u>9,556</u>	<u>5,045</u>

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

11. FUNDS

The following is a summary of the transactions in the year on the various funds:

	Balance b/fwd	Net incoming/ (outgoing) resources, before transfers	Transfers	Gains / losses on Investments	Balance c/fwd
	£	£	£	£	£
Unrestricted Funds					
General	200,719	194,749	(99,434)	7,593	303,627
Building Repair and Maintenance	20,000	-	-	-	20,000
Other	<u>579</u>	<u>(10,550)</u>	<u>10,550</u>	<u>-</u>	<u>579</u>
Total Unrestricted Funds	<u>221,298</u>	<u>184,199</u>	<u>(88,884)</u>	<u>7,593</u>	<u>324,206</u>
Restricted Funds					
Premises	351,482	(8,341)	-	-	343,141
Advice, Support, Information	-	(43,309)	43,309	-	-
Counselling	4,474	1,578	-	-	6,052
Befriending / Home visiting	-	(13,407)	17,197	-	3,790
Eye Hospital	63	-	-	-	63
Children & Families	1,316	(24,116)	22,800	-	-
Social Investment Business Grant	675	-	-	-	675
Coffee Clubs	6,452	-	-	-	6,452
IT Training	23,110	7,999	-	-	31,109
Other	<u>18,262</u>	<u>(6,737)</u>	<u>5,578</u>	<u>-</u>	<u>17,103</u>
Total Restricted Funds	<u>405,834</u>	<u>(86,333)</u>	<u>88,884</u>	<u>-</u>	<u>408,385</u>
TOTAL FUNDS	<u>627,132</u>	<u>97,866</u>	<u>-</u>	<u>7,593</u>	<u>732,591</u>

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

12.1 NET ASSETS

The Trustees consider that the Association's net assets are available and adequate, for all funds, to enable it to fulfil its obligations.

12.2 General Fund

This fund covers all income and expenditure not covered by the other specific funds.

12.3 Building Repair and Maintenance

To provide for the repair and maintenance of Bradbury Lodge and the Campoli Centre.

12.4 Premises Fund

This fund was used to record transactions relating to the renovation and building costs of Bradbury Lodge and the Campoli Centre.

12.5 Advice, Support and Information

All transactions relating to the advice, support and information provided to the visually impaired and their carers.

12.6 Counselling

This fund specifically covers the counselling service.

12.7 Befriending / Home Visiting

During the pandemic, the Befriending scheme was introduced to keep in regular contact with clients. This will continue beyond the pandemic. It incorporates the Home Visiting Scheme as clients were unable to be visited during the pandemic.

12.8 Eye Hospital

This covers the services provided at the Oxford Eye Hospital which have been unable to continue during the pandemic.

12.9 Children and Families

The provision of services and activities for children and young people affected by visual impairment, and their families.

12.10 Social Investment Business Grant

Grant received from Reach Fund to finance assistance in preparing business plan.

12.11 Coffee Clubs

Facilitating social meetings for visually impaired within local communities. These have not been able to be held during the pandemic.

12.12 IT Training

Provision of tuition in use of IT devices enabling visually impaired clients to access technology that is now part of everyday life. This training has been very much curtailed during the pandemic.

OXFORDSHIRE ASSOCIATION FOR THE BLIND
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Investments	Net Current Assets	Long Term Liabilities	Total
	£	£	£	£	£
Unrestricted Funds	148,082	56,189	119,935	-	324,206
Restricted Funds	<u>345,627</u>	<u>-</u>	<u>62,758</u>	<u>-</u>	<u>408,385</u>
TOTAL	<u>493,709</u>	<u>56,189</u>	<u>182,693</u>	<u>-</u>	<u>732,591</u>

14. TRUSTEES' EXPENSES AND EMOLUMENTS

14.1 No payments have been made during the year to trustees (2020: £Nil).

15. CAPITAL COMMITMENTS

15.1 The Association had a Capital Commitment of £3,865 at 31 March 2021 for the provision of security equipment at Bradbury Lodge (2020: Nil).

16. RELATED PARTY TRANSACTIONS

16.1 There are no related party transactions that are required to be disclosed under the Financial Reporting Standard.