

Kirklees Visual Impairment Network

Charity number 1160580

Annual Report and Financial Statements for the year ended 31 March 2021



Kirklees Visual Impairment Network

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by West Yorkshire Community Accounting Service

Kirklees Visual Impairment Network

Trustees' report for the year ended 31 March 2021

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
David Quarmby	Chair
Moin Valli	
Fayyaz Musa	
Julie Howard	Treasurer
Adeel Mohammed	
Aisha Saiyad	
Vivs Long-Ferguson	

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1160580, on 23 February 2015.

Principal address

LG12 Brian Jackson House
New North Parade
Huddersfield
HD1 5JP

Bankers

Yorkshire Bank
40 New Street
Huddersfield
HD1 2BT

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 Charitable Incorporated Organisation (CIO) formed on 23 February 2015 and is governed by a constitution as amended on 22 October 2018.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Objectives and activities

The charity's objects

The object of the CIO is to relieve the needs of blind and partially sighted (visually impaired) people who live, work or study in Kirklees and the surrounding area.

Particularly but not exclusively by:

- a) providing equipment, services and advice which will enable them to live more independently;
- b) providing social and recreational activities designed to improve their quality of life.

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Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities (continued)

The charity's main activities

Kirklees Visual Impairment Network (KVIN) is a disabled user led charity run by and for VIs (blind and visually impaired people). With support from sighted volunteers our VI volunteers provide training and support in the use of various technologies to improve the lives of other VIs.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular disabled led peer support and training in technologies which can help VIs remain independent and reduce social isolation.

Achievements and performance

So, another difficult year in terms of fundraising with projects being put back again and again. In terms of service delivery however we have made huge progress with our mobile sight loss unit or the Van as its fondly called. So far, we have used the unit to get out into the community to help the council to promote vaccinations and talking to people with disabilities as this group have been identified as a group that have been hesitant. We have been overwhelmed at the response which has had over 30 people a session coming forward to talk to our volunteers who have had some extra training around Covid awareness to allow them to pass their knowledge on to members of the public.

Covid has thrown up some real difficulties for people with sight loss and the team as usual have been creative in developing resources for people to use. Members of the team have put together videos talking people through things like how to undertake a Covid lateral flow test if you have very little or no sight.

In terms of branding, we have been working with a marketing company Born and Raised who offered to help us rebrand as part of their corporate social responsibility. Their team have been great, and we are now close to launching our new name which will be Outlookers ... The local sight loss charity. The branding is bright and fresh, and we are keen to complete all the legal processes to complete this.

We were fortunate enough to get a development award from the national organisation Visionary which we were delighted to get and cheered us all up at a very difficult time. Some of our staff and volunteers have been working closely with Visionary to support other groups nationally to have confidence to offer their clients the sort of technology support that KVIN member receive.

Throughout the last year KVIN has been consulting members about a proposed merger with the charity Society for the Blind of Dewsbury Batley and District (the Society) and the Whitfield centre, the property owned by the charity, now that KVIN have taken on the responsibility for both organisations.

The consultation findings regarding the future of the Society have gone to the our solicitors (Wrigleys) and they have been busy working with The Charity Commission to work out the best way of merging us into one organisation. These things take an inordinate amount of time, with letters going back and forth between The Charity Commission and Wrigleys solicitors, but we have a target date of April 2022.

Kirklees Visual Impairment Network

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities (continued)

Financial review

The net receipts for the year were £18,691, including net receipts of £21,292 on unrestricted funds and net payments of £2,601 on restricted funds.

Funding has been difficult to secure as its tricky to work out what the needs of people will be coming out of lockdown. What is becoming apparent to all community groups is lots of people will have issues with confidence. Getting back out to meet socially and shopping are a real worry for many people and blind people even more so. We look to national organisations for direction and of course our own volunteers and members to see what they identify as needs for the future.

Next year is the last year of our lottery grant and the trustees are on board already thinking about the future and what income streams are available to us. They are undertaking planning exercises to decide what is really important to the organisation and what things are now sustainable and what can be managed with different or reduced funding.

At the time of signing these accounts the charity has been impacted by the global Covid-19 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 meet its liabilities as they fall due.'

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £36,895.

It is the policy of the charity to hold 3 to 6 months running costs in reserve. These reserves would provide security and enable KVIN to continue providing our core service in the event of an unexpected drop in income or gap in between core funding. The policy will be reviewed annually in April and updated as appropriate.

Signed on behalf of the board of trustees on 28/10/2021

David Quarmby (Trustee)

Kirklees Visual Impairment Network

Independent examiner's report to the trustees of Kirklees Visual Impairment Network Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 10.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

E J Beverley FCCA

03/12/2021

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Kirklees Visual Impairment Network
Receipts and payments account
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Grants and donations	(2)	19,237	72,293	91,530	60,172
Contract income		10,000	-	10,000	-
Activity income		100	-	100	2,320
Recharges to associated charity		27,451	-	27,451	-
Total receipts		56,788	72,293	129,081	62,492
Payments					
Salaries, NI and pension	(3)	31,890	53,102	84,992	53,329
Payroll costs		-	575	575	372
Volunteer expenses		353	681	1,034	4,327
Staff expenses and travel		345	340	685	859
Room hire		-	-	-	372
Building capabilities		-	-	-	1,349
Fundraising costs		300	-	300	-
Printing, postage and stationery		11	510	521	514
Accountancy		-	792	792	801
Equipment and software		1,812	6,315	8,127	4,640
Insurance		-	-	-	817
Subscriptions and membership		379	321	700	1,346
Repairs and maintenance		-	11	11	-
Expenses paid for associated charity		406	-	406	-
External consultancy		-	-	-	662
Office rent and running costs		-	10,651	10,651	10,507
Marketing and publicity		-	-	-	83
Training		-	1,596	1,596	2,215
Total payments		35,496	74,894	110,390	82,193
Net receipts / (payments)		21,292	(2,601)	18,691	(19,701)
Fund balances brought forward		15,603	24,226	39,829	59,530
Fund balances carried forward	(4)	36,895	21,625	58,520	39,829

Kirklees Visual Impairment Network

Statement of assets and liabilities

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	36,858	21,625	58,483	39,445
Cash in hand	37	-	37	384
Total cash funds	<u>36,895</u>	<u>21,625</u>	<u>58,520</u>	<u>39,829</u>

Other monetary assets

Expenses to be re-imbursed by associated charity

£
<u>406</u>
<u>406</u>

Assets retained for the charity's own use

Computer equipment including laptops, software and printers

Braille equipment including a pen and display

Stereo digitizer

Smartview magnifier

Various other items of electronic and office equipment

The association also holds equipment on loan from several suppliers for demonstration purposes.

Liabilities

Insurance

Independent examination

£
70
<u>540</u>
<u>610</u>

Approval of the accounts

The financial statements were approved by the board of trustees on 28/10/2021

David Quarmby (Trustee)

Kirklees Visual Impairment Network

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

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

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

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.

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.

Kirklees Visual Impairment Network

Notes to the accounts continued

for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Big Lottery Reaching Communities	-	60,906	60,906	36,018
KMC Community Plus	-	-	-	4,950
KMC Dewsbury Ukulele	-	-	-	1,000
Groundwork Tesco Batley project	-	1,000	1,000	3,000
Groundwork Tesco Training Titans	-	-	-	5,718
KMC Jumping Frogs Keep fit VI	-	-	-	875
One Community	3,361	1,000	4,361	-
Judith and Neil Charlesworth Fund	-	987	987	-
Thomas Pocklington Trust	-	8,400	8,400	-
Thornton Lodge Masons	2,000	-	2,000	-
Donations	13,876	-	13,876	8,611
	<u>19,237</u>	<u>72,293</u>	<u>91,530</u>	<u>60,172</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	82,639	51,851
Social security costs	4,719	3,006
Employment allowance	(4,000)	(3,000)
Pensions	1,634	1,472
	<u>84,992</u>	<u>53,329</u>

The average number employees during the year was 6.1, being an average of 3.9 full time equivalent (2020: 3.8, 2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	1,634	1,472
Amount of any contributions outstanding at the year end	539	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
BL - Reaching Communities	12,772	60,906	63,274	-	10,404
BL - Building capabilities	7,260	-	-	-	7,260
KMC Community Plus	40	-	-	-	40
Groundwork Tesco Batley project	1,865	1,000	200	-	2,665
Groundwork Training Titans	1,414	-	1,414	-	-
KMC Keep fit	875	-	262	-	613
One Community Covid 19 fund	-	1,000	475	-	525
Judith and Neil Charlesworth Fund	-	987	869	-	118
Thomas Pocklington Trust	-	8,400	8,400	-	-
	<u>24,226</u>	<u>72,293</u>	<u>74,894</u>	<u>-</u>	<u>21,625</u>

Kirklees Visual Impairment Network

Notes to the accounts continued

for the year ended 31 March 2021

4 Restricted funds (continued)

Fund name	Purpose of restriction
BL - Reaching Communities	Towards the Smart VIs project for 5 years.
BL - Building capabilities	To build the sustainability of the organisation.
KMC Community Plus	Towards work in Batley.
Groundwork Tesco Batley project	Towards volunteer sighted guide training costs including travel, publicity and equipment.
Groundwork Training Titans	ESF funding towards the Training Titans project.
KMC Keep fit	Towards a Keep Fit programme for VIs.
One Community Covid 19 fund	Covid emergency fund.
Judith and Neil Charlesworth Fund	To buy and trial the accessibility of equipment.
Thomas Pocklington Trust	Support through financial concerns due to cashflow difficulties as a direct result of the Covid19 crisis.

5 Related party transactions

Trustee expenses

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

Trustee remuneration and benefits

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

Other related party transactions

Other related party transactions			2021 £
Name of trustee or related party	Relationship to charity	Description of transaction	
Society for the Blind of Dewsbury Batley and District	Trustees in common	Recharge of wages	27,451
		Recharge of expenses (cost in KVIN reduced)	1,158
			28,609