



**2021 Trustees Annual Report
And Receipts and Payments Accounts
For
Warrington Visually Impaired People**

Charity Number 1169900

For the period

1st April 2020 to 31st March 2021

Trustees Annual Report

For the period 1st April 2020 to 31st March 2021

1. Reference and Administration

Charity Name: Warrington Visually Impaired People

Registered Charity No: 1169900

Address: Fairfield and Howley Centre
Fairfield Street
Warrington
WA1 3AJ

Trustees

Name	Position	Notes
Mrs. Melissa Critchley		
Mr. Richard Cobbett		
Mr. Steven Andrews		Voted on In April 2020
Mrs. Dorothy Carter		Voted on in October 2020
Alderman Mr. John Taylor		
Mr. Geoff Settle		
Cllr Mr. Peter Walker		

Senior Staff

Name	Position	Notes
Mrs Gail Bretherton	Centre Manager	

2. Structure, Governance and Management

Governing Document

Warrington Visually Impaired People was founded in 2016 and is registered as a Charitable Incorporated Organisation with the Charity Commission and is governed by a constitution dated 10th July 2016.

Previously it was known as Warrington, Widnes and District Society for the Blind which was founded in 1923 and was registered as a charity with the Charity Commission.

Appointment of trustees

Trustees were appointed for a term of one year at the launch of the new Charitable Incorporated Organisation, by resolution passed at a properly convened meeting of the charity trustees.

There must be at least five charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

The maximum number of charity trustees is seven. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

Trustee induction and training

New trustees undergo an orientation day to brief them on: their legal obligations under charity law, the Charity Commission guidance on public benefit, and inform them of the content of the Constitution, the committee and decision-making processes, and recent financial performance of the charity. They all have a copy of the constitution and latest trustees' report and accounts. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Society is governed by an Executive Committee comprised of a minimum of five trustees and a maximum of seven. The Executive Committee meets regularly during the year and appoints sub-committees as and when operationally necessary.

A Centre Manager has been appointed by the Executive Committee to manage the day-to-day operations of the charity. The Centre Manager has delegated authority, within terms of delegation approved by the Executive Committee, for operational matters including finance, employment and centre activities.

The Trustees in planning activities for the visually impaired in Warrington keep in mind the Charity Commission's guidance on public benefit and we welcome all visually impaired people regardless of faith, age, gender, or personal circumstances.

3. Objectives and Activities

Objects of the charity

The relief of Blind and Visually Impaired people, their families and carers in Warrington in particular but not exclusively by:

- Giving assistance financial, and otherwise to cases of Visual Impaired persons who, by reason of age, sickness, hardship or distress have need of such help with the object of improving their quality of life;
- Arranging suitable activities for Visually Impaired, with the object of improving their quality of life.
- Co-operating in and supporting the work of the official visitors of the Visually Impaired.
- Providing a suitable Resource Centre, offering equipment, advice, and information.
- Offering a listening, caring, supportive, service for all Visually Impaired in the Warrington and District area.

Main Activities

The Trustees in planning activities for the Visually Impaired in Warrington keep in mind the Charity Commission's guidance on public benefit and we welcome all visually impaired people regardless of faith, age, gender or personal circumstances.

Home Visiting Service

To provide practical and emotional support to visually impaired adult residents in Warrington.

To provide assistance with simple daily living tasks, such as reading correspondence, making phone calls, and escorting to appointments, to enable visually impaired to live a more fulfilling and independent life.

To provide appropriate support in the immediate period following diagnosis of a visually impairment if required.

Each Visitor does maintain written records in respect of the individual subject to conform to the Data Protection Act 2018.

If the service is not suitable for the needs of the individual, the person is referred to the appropriate service.

Centre Activities and Social Events

We have a centre which is open three days per week, providing a comfortable relaxed friendly atmosphere where all Visually Impaired People can come and enjoy a day out. Encouraging the Visually Impaired to join in activities they thought they could not achieve because of their lack of sight.

Some of the activities the centre offers consists of a lunch club, bingo, quizzes, bowling, games, themed days, sing-a-longs, outside entertainment, speakers who give information both relevant and historical, fundraising, and generally socialising with each other.

Outings and holidays are arranged several times throughout the year thus preventing and reducing isolation and loneliness enabling individuals to engage in experiences they thought impossible due to their Visual Impairment.

Chair Based Exercise Group

Many older people attend the centre, fall prevention is currently one of our main aims in reducing, and a chair based exercise group runs each week with other activities based around the aim.

Younger Persons Group

As isolation and loneliness affects all age groups, a younger persons group meet bi-monthly in the town centre. They exchange experiences and knowledge offering support to each other, often encouraging each other to put things in place they would not do by themselves.

Transport

We have three minibuses which can provide transport for all the Visually Impaired involved with the centre. This enables the Charity to reduce the fact that Visually Impaired People find themselves isolated and lonely. Our minibuses also help the younger groups attend places they would never be able to attend, due to the lack of public transport and the cost of private transport. The minibuses are an extremely essential part of our Charity. We are mindful that they need to be replaced on a regular basis.

Hospital Desk

The Charity provides a hospital desk service within the ophthalmic department at Warrington Hospital. The service has identified areas where patients who need extra non medical help when dealing with life changing circumstances, such as counseling, home visitors, equipment, liaising with community services, isolation prevention, and general advise on living with sight loss. Patients have received the help needed within an acceptable time frame in some cases referrals to other services being made on the same day and results within a week. This has enabled more referrals to the home visiting service along with more referrals

to the sensory team at Warrington Borough Council. During the pandemic the Desk has not been operational, any referrals from the eye clinic have been sent via the nursing staff this has helped with the continuity regarding patients after care.

Counseling Service

Funding was available from a donation from a former member for a year. Also from the sale of Museum St. funds will be allocated in the budget towards a further three years. The service once a week enables privacy to a VIP to talk to a qualified counselor about any worries, concerns, regarding their own or a family member /friend sight loss. At this present time the service has been suspended within the centre but phone support can be offered if and when is needed.

Statement

This is a statement on behalf of Warrington Visually Impaired People regarding the impact of how the pandemic has had an effect on the charity.

From the beginning of the pandemic to the end of the current financial year March 2021, some services of the Warrington Visually Impaired have been suspended; this includes the Hospital Desk, the Counselling service, all the centre activities (no persons on the premises) and face to face visits from our Home visiting team.

During the current situation it has been difficult to hold face-to-face meetings. Our CIO has a clause in the document which allows us to meet virtually, by telephone or by e-mail these have been used to facilitate changes and to hold meetings as required. Recordings and minutes have been taken and duly archived to comply with good governance of the charity.

Due to selling property earlier in the year the charity was able to put contingency plans in place for such times as needed. These funds have been identified to be used during the current situation to help cope with the unexpected events like those at the present time. Using reserves and restricted funds is not something the Trustees are particular planning to use at this time.

The home visiting service has been able to continue since the beginning of the pandemic albeit by phone calls. This has been praised by the local authority as one of the few services in the third sector that is still providing a service. Although the local centre is closed to normal activities volunteers have been producing activities via recordings on pen drives and taking them out to all the members who would normally attend the centre. Food parcels are taken out once a week, prescriptions and shopping for the most vulnerable has been collected and delivered, on line meetings for those who can take part arranged, and a general caring supportive service for all has been put in place, meeting all the government guide lines with regard to safety for all.

At the current moment four staff have been furloughed, leaving one member of staff working. Following current government guidelines three are being introduced back to the work place on reduced hours. We will be taking the government's option on the staff support scheme after October to help both the staff and the charity.

Volunteers are home working on the pen drives with volunteers delivering, they have also been putting together food parcels once a week.

Even though we are not sure when we will be ready to open again as the guide lines are continuing to change, all the correct signage and correct PPE equipment is ready.

Aims and Objectives

Due to the pandemic, the closure and upheaval of the Charity, our aims and objectives remain the same as in the previous year.

Trustees have agreed that some budget items will be carried forward into the next year; this will help best manage the new finances gained from the selling of Museum St to provide a future for the Visually Impaired People.

Due to the selling of Museum St the Charity has now the funds and will in its budget allow for the purchase of new mini buses on a rolling programme. We aim to replace a minibus this year enabling us to continue with our service, this has been made possible with a legacy from a former member.

Also we aim to continue with the counselling service that was set up at the beginning of the year, extra funds from the sale of the building will be allocated to keep this service as it is much needed in the community. This will be carried forward.

Over the next year we aim to put in place a number of sight loss courses aimed at helping newly registered people obtain as much information as possible to help maintain independence and come to terms with living with a sight loss.

We would like to focus on reaching out to more of the younger people with sight loss by working with the rehab team the aim would be to encourage some self help groups with the support from ourselves. Funding from the sale will be allocated for this service and will be carried forward.

The pandemic did provide us with space to decorate the centre also we were able to have all the chairs recovered in washable fabric; we were also able to increase some kitchen space which has helped with more storage.

The web page is constantly being updated, an Amazon smile account and eBay has been set up in the Charities name to help boost funds.

4. Achievements and Performance

Trustees

This year we welcomed two more Trustees Mr Steven Andrews and Mrs Dorothy Carter. They both bring with them fresh ideas different experiences they also have a passion and interest for helping the Visually Impaired People of Warrington. The Trustees this year will be peruse the CIO as it is has been in effect for five years. They will also be looking to add to the staff in order to create a more efficient working office.

Grants and fundraising

Due to the pandemic we have be able to accept the Governments help of Furlough Grants as part of the office staff were not able to continue with their contracted work. Government guide lines were followed regarding all percentage declarations including decreases and increases. This has helped the Charity put back into the budget funds for the Hospital Desk.

Hospital Help Desk

This is currently on hold until the hospital is ready to put it back in place.

Counselling Services

This is currently on hold within the centre as a face to face service it is still available via phone consultation when required.

Centre, Activities and Social Events

Our web page is continuously being improved, with more information being updated when possible especially with updates on covid-19.

The centre is currently not open to any members attending at the moment; we are currently following the Government guide lines on when it is possible to open again. All social events including holidays were canceled.

In the mean time volunteers have been producing a fortnightly pen drive which contains various games, quizzes, puzzles, tunes, with a special one at Christmas containing a Carol Service and small adaptations of pantomimes. Many users left recorded messages for their friends.

A pen drive recording was also produced of the regular Chair based routine and sent to all those who required one.

Food parcels and cooked meals were also sent out to those who were in need.

Prescriptions and shopping for those in need were collected and delivered.

We were able to achieve a social distancing outside meet for two people celebrating their 100th and 102nd birthdays respectively they and their families who helped were especially grateful.

Contribution made by volunteers

The volunteers this year have been amazing, they have help so many by driving around to people's homes delivering food parcels, prescriptions, pen drives, Easter eggs, Christmas stockings, producing pen drives being part of online activities, phoning around keeping up moral listening to problems etc.

It is difficult to calculate the amount of time and effort each volunteer has donated to the charity this past year, the members have said they have been priceless, they all are very a valuable asset to the organisation and all their hard work is very much appreciated by the Staff and Trustees.

Home Visiting

Although the pandemic has ceased people from visiting people in their own homes, our service has never ceased. All visits have been via phone calls, listening to problems keeping up moral and general being mindful of people's well-being helping and supporting the best way they could.

Our Home Visiting is only one of a few third sector Charities that have continued to provide a service throughout the pandemic, it has been acknowledge by the local authority for being pro active during the pandemic to Visually Impaired People in Warrington.

5. Financial Review

As part of the Government help package during the pandemic the organisation as able to receive a furlough grant for all staff unable to work at this time. This grant enabled the Charity to continue to retain staff on their payroll.

The IT provision in the office that was updated last year has been added to this year in order to provide a better working environment for both staff and volunteers. It has also enabled some staff to work from home during the pandemic.

Income has been not as predicted this year due to the pandemic, due to the funds from Museum St. the organisation was able to use part of the proceeds for the finances this year.

The organisation is grateful to its supporters who donate to the charity on a monthly basis giving income of just under £5,000 per year.

Although the income has remained constant over the last few years the trustees are aware that this has been due to receiving legacies and large donations rather than through fundraising activities. Over the next financial year more emphasis will need to be put on different methods of generating funds and the trustees and staff will discuss how to ensure a more even income stream.

As the Hospital Desk is on hold at the present time the trustees will continue to monitor the effectiveness of this project until after the end of 2021/22. Furlough money paid from Government grant will be put back into the fund; this will extend the review date to 2022.

Reserves Policy

It is the Trustees' policy to try to maintain a balance on unrestricted cash which equates to at least one year unrestricted payments. It is held to smooth out fluctuations in cash flow and to meet emergencies.

6. Declaration

The Trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees

Signed:

Name:

Position:

Date:

Independent Examiner's Report

To the members/trustees of Warrington Visually Impaired People

Charity Number: 1169900

I report on the accounts for the period 1st April 2020 to 31st March 2021, which is set out on pages 10-17

Respective responsibilities of the Trustees and Independent Examiner

The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

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

Basis of Independent Examiner's Statement

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

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
 - To keep accounting records in accordance with section 130 of the Charities Act; or
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have, not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Name:

Address:

Date:

Annual Accounts for Warrington Visually Impaired People

Period: 1st April 2020 to 31st March 2021

Receipts and Payments

a) Receipts

	Note	Unrestricted funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations & Legacies	3a	4,353	-	8	8	109,066
Income from charitable activities	3b	23,787	-	39,299	39,299	35,414
Fundraising	3c	-	-	-	-	4,146
Investment Income	3d	1,831	-	-	1,831	16,348
Sub Total		0	-	0	39,307	1,831
<i>Asset and Investment Sales</i>		-	-	-	-	310,814
Total Receipts		0	-	0	39,307	370,131

b) Payments

	Note	Unrestricted funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020
Expenditure on raising funds	3e	-	-	-	-	11,628
Expenditure on charitable activities	3f	62,054	7,580	22,997	92,631	113,950
Sub Total		0	62,054	7,580	22,997	92,631
<i>Asset and Investment Purchases</i>		200,000	-	-	200,000	-
Total Payments		200,000	33,168	10,211	34,620	40,825
Excess Payments over Receipts		(232,083)	(7,580)	16,310	16,310	350,210
Transfers between funds		(99,738)	99,738	-	-	-
		68,179	99,738	116,521	825,241	350,210
Cash at bank 1st November		413,996	25,257	6,417	445,670	95,460
Cash at bank 31st March		413,996	224,733	122,938	761,667	445,670

Annual Accounts for Warrington Visually Impaired People

Period: 1st April 2020 to 31st March 2021 (cont)

Statement of Assets and Liabilities

c) Cash Funds

	Unrestricted £	Designated £	Restricted £
HSBC Current Account	5,653	-	-
HSBC Home Visiting Account	-	-	20,630
HSBC Hospital Desk Account	-	10,800	-
HSBC Fundraising Deposit Account	-	9,011	-
HSBC 2 nd Reserve Account	64,914	86,103	2,097
Nat West No1 Account	11,444	11,501	-
Petty Cash	164	-	-
Total Cash Funds	76522	117415	2097

d) Other Monetary Assets due

	Unrestricted £	Restricted £
Gift Aid Recoverable	-	-
Total Monetary Assets	-	-

e) Investment Assets

	Fund £	Value £
2,499 units M & G Charifund	Unrestricted	38,053
54 Royal Bank of Scotland Ordinary Shares	Unrestricted	60
CCLA Ethical Investment Fund	Unrestricted	347,236
CCLA Property Fund	Unrestricted	80,403
Total Investment Assets		465752

Annual Accounts for Warrington Visually Impaired People

Period: 1st April 2020 to 31st March 2021 (cont)

Statement of Assets and Liabilities (cont)

f) Assets Retained for charity's own use

	Fund	Value £
Minibuses	Unrestricted	12,224
IT Equipment	Unrestricted	1,193
Furniture and Fixtures	Unrestricted	5,114
Stock of Aids and Adaptations	Unrestricted	2,489
Total Assets		21020

g) Liabilities

	Fund	Value £
Taxes	Unrestricted	174.49
Suppliers accounts to be paid	Unrestricted	-
Total Liabilities		174.49

Annual Accounts for Warrington Visually Impaired People

Period: 1st April 2020 to 31st March 2021 (cont)

Notes to the accounts

1. Accounting Policies

The trustees have agreed that as the charity is not a company, and has an annual gross income of less than £250,000 then it can prepare Receipts and Payments accounts.

2. Restricted Funds

Fund	B/Fwd £	Receipts £	Payments £	Transfers £	C/Fwd £
Home Visiting	4,328	39,299	22,997	-	20,630
Garden	94	-	-	-	94
Minibus Fund	1,195	8	-	-	1,203
Assistance Fund	800	-	-	-	800
Total Funds	6417	8	-	-	22727

Home Visiting fund is a service agreement from Warrington Borough Council which supports visually impaired people who have just been diagnosed with a sight loss. This includes visiting clients in their homes and providing help and assistance where necessary.

Garden this fund provides for ongoing maintenance of the sensory garden at the Fairfield Centre which visually impaired people use on a regular basis.

Minibus Fund contains donations and fundraising monies which have been received to be used to purchase replacement mini buses for the charity.

Assistance Fund was a legacy that was left to the society to provide assistance for people to obtain items of new technology to enable them to stay in their own homes.

Annual Accounts for Warrington Visually Impaired People

Period: 1st April 2020 to 31st March 2021 (cont)

Notes to the accounts (cont)

Designated Funds

Fund	B/Fwd £	Receipts £	Payments £	Transfers £	C/Fwd £
Mini Bus Fund	14,969	-	-	85,031	100,000
Hospital Desk	10,288	-	4,240	4,752	10,800
Assistance Fund (Top Up)	-	-	-	200	200
Garden	-	-	-	2,405	2,405
Counselling	-	-	-	2,000	2,000
Young People	-	-	-	2,000	2,000
Fairfield Upgrades	-	-	3,340	3,350	10
Total Funds	25257	-	3340	99738	117415

Mini Bus Fund and Hospital Desk –The trustees have decided to use a legacy given in 2018/19 to fund a new mini bus in the next year or so and to provide a hospital help desk at Warrington Hospital to provide people who have been diagnosed with a sight problem with help and support.

3. Notes to the accounts

3a) Donations & Legacies

	Unrestricted funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations	3,254	8	3262	19,578
Legacies	837	-	837	86,036
In Memory	262	-	262	-
Gift Aid	-	-	-	3,452
Total	4353	8	4361	3452

Annual Accounts for Warrington Visually Impaired People

Period: 1st April 2020 to 31st March 2021 (cont)

Notes to the accounts (cont)

3b) Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Grants	22,095	39,299	61394	23,579
Luncheon club sales	1,574	-	1574	10,132
Aids and adaptation sales	118	-	118	1,703
Total	23787	39299	63086	35414

3c) Fundraising

	Unrestricted funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Raffles	-	-	-	4,146
Total	-	-	-	4146

3d) Investment Income

	Unrestricted funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank interest	219	-	219	229
Investment interest	1,612	-	1612	2,100
Rental income	-	-	-	14,019
Total	1831	-	1831	16348

3e) Expenditure on raising funds

	Unrestricted funds £	Designated Funds £	Restrict ed Funds £	Total Funds 2021 £	Total Funds 2020 £
Disability Day	-	-	-	-	54
Property Utilities	-	-	-	-	4,341
Property repairs	-	-	-	-	1,478
Legal Fees	-	-	-	-	5,291
Equip Hire	-	-	-	-	464
Total	-	-	-	-	11628

Annual Accounts for Warrington Visually Impaired People

Period: 1st April 2020 to 31st March 2021 (cont)

Notes to the accounts (cont)

3f) Expenditure on charitable activities

	Unrestricted funds £	Designated Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Staff costs	38,665	4,240	22,598	65,503	71,604
Staff & Volunteer expenses	837	-	339	339	3,560
Staff & Volunteer training	-	-	-	-	43
Rent and Insurance	11,867	-	-	11,867	14,760
Phone, Zoom, broadband & IT Support & Software	1,107	-	-	1,107	1,126
Stationery, postage & office costs	730	-	-	730	1,041
Minibus costs	4,278	-	-	4,278	10,602
Fees	35	-	60	60	94
Repairs and refurbishment	-	3,340	-	3,340	-
Activities & Entertainment	-	-	-	-	195
Catering costs	2,533	-	-	2,533	5,785
Cost of aids and adaptations	1,405	-	-	1,405	2,968
Bank Charges	-	-	-	-	20
IT Equip	498	-	-	498	2,036
Small purchases	99	-	-	99	116
Total	597	3,340	60	597	11,120

Signed on behalf of the charity's trustees

Signed:

Name:

Position

:

Date: