



**2023 TRUSTEES ANNUAL REPORT  
AND RECEIPTS AND PAYMENTS ACCOUNTS  
FOR  
WARRINGTON VISUALLY IMPAIRED PEOPLE**

**For the period**

**1<sup>st</sup> APRIL 2022 TO 31<sup>st</sup> MARCH 2023**

## 1. Reference and Administration

**Charity Name:** Warrington Visually Impaired People

**Registered Charity No:** 1169900

**Address:** Fairfield and Howley Centre  
Fairfield Street  
Warrington WA13AJ

### Trustees

Name	Position	Notes
Mr. Steven Andrews		
Alderman Mr. John Taylor		He is an Alderman
Mr. Geoff Settle		
Cllr Mr. Peter Walker		
Ms. L. Welding		
Mr. Frederick Parkinson		Appointed January 2023

### Senior Staff

Name	Position	Notes
Mrs Fiona Patterson	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 10<sup>th</sup> 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 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 other wise to cases of visually 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 keeping mind the Charity Commission's guidance on public benefit and we welcome all visually impaired people regardless of faith, age, gender and 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 socializing 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 young person 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.

### ***Aims and Objectives***

our aims and objectives remain the same as in the previous year. We would also like to build awareness within Warrington of the charity and work we carry out within the community.

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. We are going to look for another minibus as one off the ones we have is getting old and is need of work.

Due to the selling of Museum St the Charity has the funds and will in its budget allow for the purchase of new minibuses on a rolling program.

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 are also offering our home visitors and some staff training on “Chair Based Exercises” offered by Warrington VA this will allow us to offer this to our members and also for our HV to support members at home.

We would like to focus on reaching out to more of the younger people with sight loss based in Warrington by working with the rehab team the aim would be to encourage a group to attend a session to find out how we can support them and what is needed for younger people within the community. Funding from the sale will be allocated for this service and will be carried forward.

One of our focuses will be to raise funds for the charity by bucket collections, events and social events and hope fully to get some sponsorship from local company.

Organize a Holiday to Llandudno and days out for our members, we will also be taking them to Bucklys Restaurant at Warrington College for the students to cook and serve meals. Trip on the Wizard canal boat for a ride up the ship canal and lunch out. Plus varies speakers to entertain over the year.

Complete the overhaul of our sensory garden that had been let go during the pandemic, we have had some support form Warrington Lions, we just need to wait till the weather is better to complete the work.

## **4. Achievements and Performance**

### ***Trustees***

This year we welcomed one more Trustee Mr Fred Parkinson he brings with him fresh ideas different experiences he also has a passion and interest for helping the Visually Impaired People of Warrington. The Trustees this year will be peruse CIO as it has been in effect for five years. They have employed a new member of staff to help with fundraising and to look after events and the home visitors, to create a more efficient working office

### ***Grants and fundraising***

We continued to receive our grant from WBC towards the cost of running the Home Visitors Service and also our members continued to contribute £5 a month. We are also part of a local lottery to which we receive a percentage and “give as you live” which we also receive a percentage. We have done a bucket collection in IKEA which we raised £500 and will continue to find other avenues.

### ***Centre Activities and Social Events***

We collect our members from home on a Tuesday and Thursday and offer them a three-course lunch. We offer either a weekly quiz or other games. We took our members to Blackpool for a week which they loved and also Bucklys Restaurant which is part of Warrington college. We celebrated our centenary and held a party for all our members and invited the local mayor and other supporters of the charity. We have had a number of days out for lunch and afternoon tea.

### ***Contribution made by volunteers***

The volunteers this year have been amazing, and we held an evening to celebrate them and invited their partners and gave awards, one of our volunteers has been with us for 21 years. 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 organization and all their hard work is very much appreciated by the Staff and Trustees.

### **Home Visiting**

The service level agreement for our Home Visiting service with WBC was renewed for the next two years with extension for two more years. The funds have also increased due to the amount of service users now receiving visits from ourselves. We are very proud of all of our Home Visitors as they always go above and beyond what is expected of them. We now have 5 home visitors in place.

Next year the service will have been in place for 30 years. This a testament that the service is very much needed with being accessed by over 450 people across Warrington

## **5. Financial Review**

The organisation is grateful to its supporters who donate to the charity on a monthly basis giving income of just under £7,300 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.

### ***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:	<u>Geoffrey F. Settle</u>
Name:	<u>GEORGEY - F. SETTLE</u>
Position	<u>CHAIR</u>
Date:	<u>17/1/2024</u>

**INDEPENDENT EXAMINER'S REPORT**

**TO THE MEMBERS/TRUSTEES OF WARRINGTON VISUALLY IMPAIRED PEOPLE**

**CHARITY NUMBER: 1169900**

I report on the accounts for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, which is set out on pages 11-17

**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 view 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: .....

Date: 25<sup>th</sup> January 2024

Address: .....

Barry & Carol  
8 Wilmshigh St  
Warrington WA1 1SW

**ANNUAL ACCOUNTS FOR WARRINGTON VISUALLY IMPAIRED PEOPLE**  
**PERIOD: 1<sup>st</sup> APRIL 2022 TO 31<sup>st</sup> MARCH 2023**

**Receipts and Payments**

**a) Receipts**

	Note	Unrestricted funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Donations & Legacies	3a	64,617	-	-	64,617	7,380
Income from charitable activities	3b	4,924	-	36,471	41,395	39,448
Fundraising	3c	1,552	-	-	1,552	853
Investment Income	3d	2,174	-	-	2,174	1,894
<i>Sub Total</i>		73,267	-	36,471	109,738	49,575
<i>Asset and Investment Sales</i>		-	-	-	-	-
<b>Total Receipts</b>		<b>73,267</b>	<b>-</b>	<b>36,471</b>	<b>109,738</b>	<b>49,575</b>

**b) Payments**

	Note	Unrestricted funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022
Expenditure on raising funds	3e	-	-	-	-	-
Expenditure on charitable activities	3f	102,531	-	27,188	129,719	101,150
<i>Sub Total</i>		102,531	-	27,188	129,719	101,150
<i>Asset and Investment Purchases</i>		-	26,995	-	26,995	-
<b>Total Payments</b>		<b>102,531</b>	<b>26,995</b>	<b>27,188</b>	<b>156,714</b>	<b>101,150</b>
<b>Excess Payments over Receipts</b>		<b>(29,264)</b>	<b>(26,995)</b>	<b>9,283</b>	<b>(46,976)</b>	<b>(51,575)</b>
Transfers between funds		14,788	(12,691)	(2,097)	-	-
		-	-	-	-	-
Cash at bank 1 <sup>st</sup> April		34,056	112,691	23,995	170,742	222,317
Cash at bank 31 <sup>st</sup> March		19,580	73,005	31,181	123,766	170,742

**ANNUAL ACCOUNTS FOR WARRINGTON VISUALLY IMPAIRED PEOPLE**  
**PERIOD: 1<sup>st</sup> APRIL 2022 TO 31<sup>st</sup> MARCH 2023 (cont'd....)**

**STATEMENT OF ASSETS AND LIABILITIES**

**c) Cash Funds**

	<b>Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>
<b>HSBC Current Account</b>	1,130	-	-
<b>HSBC Home Visiting Account</b>	-	-	31,181
<b>HSBC Hospital Desk Account</b>	10,122	-	-
<b>HSBC Fundraising Deposit Account</b>	4,860	56,546	-
<b>HSBC 2<sup>nd</sup> Reserve Account</b>	-	16,459	-
<b>NatWest No1 Account</b>	3,440	-	-
<b>Petty Cash</b>	27	-	-
<b>Total Cash Funds</b>	<b>19,580</b>	<b>73,005</b>	<b>31,181</b>

**d) Other Monetary Assets due**

	<b>Unrestricted £</b>	<b>Restricted £</b>
<b>Gift Aid Recoverable</b>	-	-
<b>Total Monetary Assets</b>	-	-

**e) Investment Assets**

	<b>Fund £</b>	<b>Value £</b>
<b>2,499 units M&amp;G Chari fund</b>	Unrestricted	37,064
<b>54 Royal Bank of Scotland Ordinary Shares</b>	Unrestricted	142
<b>CCLA Ethical Investment Fund</b>	Unrestricted	379,145
<b>CCLA Property Fund</b>	Unrestricted	94,472
<b>Total Investment Assets</b>		<b>510,824</b>

**ANNUAL ACCOUNTS FOR WARRINGTON VISUALLY IMPAIRED PEOPLE  
PERIOD: 1<sup>st</sup> APRIL 2022 TO 31<sup>st</sup> MARCH 2023 (CONT'D....)  
STATEMENT OF ASSETS AND LIABILITIES (CONT'D)**

**f) Assets Retained for charity's own use**

	<b>Fund</b>	<b>Value £</b>
<b>Minibuses</b>	Unrestricted	32,569
<b>IT Equipment</b>	Unrestricted	398
<b>Furniture and Fixtures</b>	Unrestricted	3,822
<b>Stock of Aids and Adaptations</b>	Unrestricted	2,489
<b>Total Assets</b>		<b>39,278</b>

**g) Liabilities**

	<b>Fund</b>	<b>Value £</b>
<b>Pension Liability</b>	Unrestricted	663
<b>Suppliers accounts to be paid</b>	Unrestricted	50
<b>Total Liabilities</b>		<b>713</b>

## ANNUAL ACCOUNTS FOR WARRINGTON VISUALLY IMPAIRED PEOPLE

**PERIOD: 1<sup>st</sup> APRIL 2022 TO 31<sup>st</sup> MARCH 2023 (CONT'D....)**

### 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

<b>Fund</b>	<b>B/Fwd £</b>	<b>Receipts £</b>	<b>Payments £</b>	<b>Transfers £</b>	<b>C/Fwd £</b>
Home Visiting	21,898	36,471	(27,188)	-	<b>31,181</b>
Garden	94	-	-	(94)	-
Minibus Fund	1,203	-	-	(1,203)	-
Assistance Fund	800	-	-	(800)	-
<b>Total Funds</b>	<b>23,995</b>	<b>36,471</b>	<b>(27,188)</b>	<b>(2,097)</b>	<b>31,181</b>

**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 Center which visually impaired people use on a regular basis. The trustees have confirmed the project is now complete and the balance has been transferred to the unrestricted fund.

**Minibus Fund** contains donations and fundraising monies which have been received to be used to purchase replacement minibuses for the charity. The trustees have confirmed the project is now complete and the balance has been transferred to the unrestricted fund.

**Assistance Fund** was a legacy that was left to the society to provide assistance for people to obtain new technology to enable them to stay in their own homes. The trustees have confirmed the project is now complete and the balance has been transferred to the unrestricted fund.

## ANNUAL ACCOUNTS FOR WARRINGTON VISUALLY IMPAIRED PEOPLE

**PERIOD: 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023 (CONT'D....)**

### NOTES TO THE ACCOUNTS (CONT'D)

#### Designated Funds

<b>Fund</b>	<b>B/Fwd £</b>	<b>Receipts £</b>	<b>Payments £</b>	<b>Transfers £</b>	<b>C/Fwd £</b>
Minibus Fund	100,000	-	(26,995)	-	<b>73,005</b>
Hospital Desk	6,086	-	-	(6,086)	-
Assistance Fund (Top Up)	200	-	-	(200)	-
Garden	2,405	-	-	(2,405)	-
Counseling	2,000	-	-	(2,000)	-
Young People	2,000	-	-	(2,000)	-
<b>Total Funds</b>	<b>112,691</b>	<b>-</b>	<b>(26,995)</b>	<b>(12,691)</b>	<b>73,005</b>

**Minibus Fund and Hospital Desk**—The trustees have decided to use a legacy given in 2018/19 to fund a new minibus in the next year or so and to provide a hospital helpdesk 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

	<b>Unrestricted funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
Donations	16,031	-	<b>16,031</b>	<b>7,029</b>
Legacies	48,056	-	<b>48,056</b>	<b>71</b>
In Memory	530	-	<b>530</b>	<b>280</b>
Gift Aid	-	-	-	-
<b>Total</b>	<b>64,617</b>	<b>-</b>	<b>64,617</b>	<b>7,380</b>

## ANNUAL ACCOUNTS FOR WARRINGTON VISUALLY IMPAIRED PEOPLE

**PERIOD: 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023 (CONT'D....)**

### NOTES TO THE ACCOUNTS (CONT'D)

#### 3b) Income from charitable activities

	Unrestricted funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Grants	-	36,471	36,471	35,211
Luncheon club sales	4,320	-	4,320	3,008
Aids and adaptation sales	604	-	604	1,229
<b>Total</b>	<b>4,924</b>	<b>36,471</b>	<b>41,395</b>	<b>39,448</b>

#### 3c) Fundraising

	Unrestricted funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Raffles	1,552	-	1,552	853
<b>Total</b>	<b>1,552</b>	<b>-</b>	<b>1,552</b>	<b>853</b>

#### 3d) Investment Income

	Unrestricted funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Bank interest	401	-	401	16
Investment interest	1,773	-	1,773	1,878
Rental income	-	-	-	-
<b>Total</b>	<b>2,174</b>	<b>-</b>	<b>2,174</b>	<b>1,894</b>

#### 3e) Expenditure on raising funds

	Unrestricted funds £	Designated Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Disability Day	-	-	-	-	-
Property Utilities	-	-	-	-	-
Property repairs	-	-	-	-	-
Legal Fees	-	-	-	-	-
Equip Hire	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ANNUAL ACCOUNTS FOR WARRINGTON VISUALLY IMPAIRED PEOPLE**

**PERIOD: 1<sup>st</sup> APRIL 2022 TO 31<sup>st</sup> MARCH 2023 (CONT'D....)**

**NOTES TO THE ACCOUNTS (CONT'D)**

**3f) Expenditure on charitable activities**

	<b>Unrestricted funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2023 £</b>	<b>Total Funds 2022 £</b>
Staff costs	55,441	-	23,662	79,103	68,124
Staff & Volunteer expenses	1,310	-	2,865	4,175	1,994
Staff & Volunteer training	402	-	661	1,063	998
Rent and Insurance	16,039	-	-	16,039	13,728
Phone, Zoom, broadband & IT Support & Software	1,896	-	-	1,896	1,177
Stationery, postage & office costs	913	-	-	913	375
Minibus costs	10,852	-	-	10,852	6,195
Fees	1,262	-	-	1,262	815
Accountancy fees	900	-	-	900	-
Repairs and refurbishment	1,004	-	-	1,004	394
Activities & Entertainment	580	-	-	580	-
Catering costs	8,980	-	-	8,980	3,697
Cost of aids and adaptations	814	-	-	814	2,216
Bank Charges	152	-	-	152	40
IT Equip	1,054	-	-	1,054	1,095
Small purchases	932	-	-	932	301
<b>Total</b>	<b>102,531</b>	<b>-</b>	<b>27,188</b>	<b>129,719</b>	<b>101,150</b>

Signed on behalf of the charity's trustees

Signed: Geoffrey F Settle  
 Name: GEORGEY F SETTLE  
 Position: CHAIR  
 Date: 17/1/24