

**Staffordshire Sight Loss Association**  
(Registered charity, number 1176919)  
**Financial Statements**  
**for the year ended 31 December 2021**

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**Staffordshire Sight Loss Association  
Trustees' Annual Report  
for the year ended 31 December 2021**

**Full name** Staffordshire Sight Loss Association

**Registered charity number** 1176919

**Principal address**

1 Ketton Close  
Stoke-on-Trent  
ST6 6UE

**Trustees**

Andrea Scott (Chair)  
Linda Dunn (Treasurer)  
Sandra Barlow (Secretary)  
Ian Wiltshaw

**Bankers**

Natwest

**Independent examiner**

Daryl Denson ACMA  
VAST  
The Dudson Centre  
Hope Street  
Hanley  
Stoke on Trent  
ST1 5DD

**Charity Objectives**

For the public benefit to promote the relief of blind and partially sighted people, their friends, families and carers who primarily (but not exclusively) live in Staffordshire, including those who may not be registered as Blind/ Severely Sight Impaired or Partially Sighted/ Sight Impaired, by such means as the trustees think fit including:

- Providing services, advice and information, social activities/opportunities and peer support;
- Increasing public awareness of the needs of blind and partially sighted people

**Governance and management**

The Charity is governed by a Charitable Incorporated Organisation Constitution (Foundation Model), adopted on 31st January 2018.

**The methods adopted for the recruitment and appointment of new trustees**

The trustees of the charity must be appointed by a resolution passed at a properly convened meeting of the charity trustees

**Related Parties**

Staffordshire Sight Loss operates independently and has no related party transactions.

## **Staffordshire Sight Loss Association Trustees' Annual Report (continued) for the year ended 31 December 2021**

### **Summary of the main activities undertaken for the public benefit**

- Advice, information, and support around living independently with sight loss, including welfare rights, concessions, advice about equipment, support with forms, grant applications and housing issues.
- Community Hubs which include a pop-up Resource Centre that provides opportunities for members of the community to come and try a wide range of daily living equipment. Beneficiaries can also attend our Community Hubs for advice and information, support with forms and a coffee and chat. This service became available as a weekly service in Hanley from June 2021 and a monthly service in Biddulph from August 2021 with plans to expand to other areas in 2022.
- Peer support/ social groups, for the first part of 2021 these were delivered as online groups with in-person groups being reintroduced from August in Hanley, Leek and Newcastle. At the end of the year, we offer a blend of online and in-person social groups with plans to expand our in-person groups to other locations in 2022.
- Weekly Hanley braille class which began in August 2021.
- Weekly online yoga class and monthly online book club
- Group excursions: In October we arranged a group visit to the British Ceramics Biennial Festival for plate making and ceramics handling. In December we arranged a group visit to a local Art event presented by local Arts organisation Appetite, held at Staffordshire University called 'Lookout'. We plan to organise further outings in 2022.
- Technology Support Service to support people to use technology for independence, including phones, tablets, computers and smart speakers.
- Telephone peer support/ befriending service: a weekly or fortnightly call from someone with lived experience of sight loss
- Regular newsletter produced in a range of formats to maximise accessibility
- Social media pages including a closed Facebook group for information sharing and peer support and the delivery of Interactive Facebook live videos for sharing information, asking questions and engaging with others.
- Accessible volunteer opportunities

### **Public Benefit**

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have had regard to it in their administration of the Charity.

### **Achievements and Performance**

Staffordshire Sight Loss Association was set up in 2018 to provide in-person support services for blind and partially sighted people living in North Staffordshire. In 2020 like many other charities, we had to adapt the way that we were delivering services due to the COVID19 pandemic. Face to face services were not possible and we adapted by providing a variety of online and telephone-based services.

On the 4<sup>th</sup> January 2021 the country's third national lockdown began and in February 2021 the Prime Minister announced the Government's planned 'Roadmap out of lockdown', a 4-step approach involving the gradual easing of restrictions with the hope that all legal limits on social contact would be removed by the end of June 2021.

From January until June we continued to provide online and telephone-based services including advice and information, support with welfare rights issues, online groups and telephone peer support. Staff and volunteers worked from home and trustee meetings were conducted online.



## **Staffordshire Sight Loss Association Trustees' Annual Report (continued) for the year ended 31 December 2021**

### **Achievements and Performance (continued)**

In April 2021 non-essential shops reopened as well as hospitality venues. After careful consideration, a thorough risk assessment, consultation with our community and taking into account government guidance we decided to open our Hanley Community Hub in a restricted format on the 1<sup>st</sup> June 2021. This would include a Resource Centre and would be a place where the community could come to find out about and try a wide range of equipment that can help with living independently. They could also get specialist advice and information, find out about services, get help with forms and claims. We held a small opening event that was attended by the Lord Mayor of Stoke-on-Trent, Dr Chandra Kanneganti, local MP Jo Gideon and staff and volunteers. We initially delivered this service weekly on an appointment only basis but later in the year we were able to deliver this as a drop-in.

In June we also began to offer advice and support through home visits which made this service more accessible and practical for many people. On the 19<sup>th</sup> July all restrictions on social contact were lifted by the Government. By this point volunteers were able to work from the office, helping with administration tasks. Many people in our community told us that they wanted in-person social groups to become available while others understandably did not feel ready at that point. Community venues were also reopening which would allow us to launch community-based social groups and Community Hub drop-ins.

We continued to provide our online groups and in August we launched in-person social groups in Hanley, Leek and Newcastle, a monthly Community-Hub drop-in at Biddulph Town Hall and a weekly braille class in Hanley. In the Autumn we also planned some group outings including a trip to the British Ceramics Biennial Festival.

At the end of the year, we continue to deliver a blend of in-person and remote services. Feedback shows us that this is meeting current needs. Despite the lifting of restrictions not everyone is ready to mix publicly, the pandemic and staying at home for long periods has affected people's confidence to go out and many people fear the risk of transmission while using public transport.

We are proud that we have been able to adapt quickly to the needs of our community over what has been a very challenging time for all charities. We know that in-person services are valued by our beneficiaries as it is very difficult to know if a piece of daily living equipment will help without trying it out in person or to learn how to use a smartphone without someone physically being there to show you.

We feel that we have been able to re-introduce face to face services in a safe way at the right pace for our community. We have launched services that are new for our charity this year including our Resource Centre, Community Hubs, and braille class. Our remote and in-person services have achieved many positive outcomes for the local people that we have supported, and we have received lots of very positive feedback from the community. We could not have delivered these services without the support of our volunteers, funders, partners, and supporters.

Volunteers have played a huge part in all areas of the charity's work in 2021 including supporting services (for example with administration tasks, technology support, telephone peer support and hosting online social groups), attending Steering Group meetings, helping with social media and fundraising. We would also like to thank our partners who have helped us to spread the word about the services that we offer. This year we have developed existing relationships and forged new ones. Our partners include the Eye Clinic Liaison Officers at the Royal Stoke Hospital, the local Sensory Teams at Stoke-on-Trent and Staffordshire County Council, local Social Prescribers, The Macular Society, East Cheshire Eye Society, Disability Solutions, the RNIB, Guide Dogs, Blind Veterans, Appetite and our local Talking Newspapers.

This year we have also welcomed a new Independent Living Coordinator to our team who is supporting our social groups, drop-ins, and advice service. At the end of the year our team is made up of 4 trustees, 3 staff members and 16 volunteers.



## **Staffordshire Sight Loss Association Trustees' Annual Report (continued) for the year ended 31 December 2021**

### **Financial Review**

Staffordshire Sight Loss Association had an income of £83,702.93 in the financial year 2021. Most of this funding (£54,956) came from a 2-year National Lottery Community Fund grant. The grant was provided to deliver our Independence and Wellbeing Project, and this has made up much of our service delivery for 2021. The total grant is for £140,477.08, and its aim was to re-introduce face to face services for blind and partially sighted people who live in North Staffordshire.

The project began in February 2020 shortly before the first national lockdown which started in March 2020 and as a result, we could not deliver this project in the way that we originally intended. The National Lottery has been very supportive in allowing us to adapt our project through this challenging time to meet the immediate needs of our community and it has supported a range of online and telephone-based services.

We are approaching the end of our Independence and Wellbeing Project, and we feel that we have taken big steps to move the project back towards its intended activities as restrictions have eased over the last 6 months. This has not however left us time to fully execute all of our plans which included community-based services across North Staffordshire.

We are however pleased that at the end of 2021 we are at the final application stage for a new 3-year grant from the National Lottery Community Fund which if successful will allow us to continue and develop the work of our current project.

During 2021 we have also received a final payment of £819 from the Staffordshire Community Foundation; this payment was part of a COVID support grant totalling £2279. We received a grant from the National Lottery's Awards for All funding stream to support us to meet an increased demand for our Independent Living Service. We also received a grant for £5837 from the Bishop Stamer Fund through the Staffordshire Foundation, this grant has enabled us to furnish our Community Room.

The remainder of our income has come from an unrestricted grant from the Edgar Lawley Foundation (£1500), a £2500 donation from the Etruscan Lodge, a grant to enable us to take part in VAST's Community Health Champion Project (£2250 with a remaining £750 to be paid at the end of the project) as well as voluntary donations, fundraising activities, and sale of daily living equipment.

We rent an office space on Albion Street in Hanley and our assets consist of our office furniture and equipment (for example our printer, laptops, phones etc.), daily living equipment and technology purchased for demonstration purposes at our Community Hubs and stock for our resource centre.

At year end the charity has a balance of £25,773. £6,203 of this is unrestricted funds and the remaining £19,569 is restricted.

Our expenditure for the year has been £111,525. Our expenditure is more than our income for the year and this is largely due to restricted grants received in 2020 for capital items (e.g., equipment for demonstration and furniture) that were purchased in 2021. We were unable to use this grant money in the previous year due to lockdowns, working from home and restrictions on services.

We are very grateful to the National Lottery Community Fund for their support this year and to all our other funders and supporters.

**Staffordshire Sight Loss Association  
Trustees' Annual Report (continued)  
for the year ended 31 December 2021**

**Reserves Policy**


The charity has a reserves policy. As a relatively new charity that has been operating for just under 4 years, we have been gradually building our reserves during that time and reserves have increased year on year. Unrestricted reserves are currently £6,203 which equates to just over 1 month's running costs for current activity levels. Building up reserves has been challenging over the last 18 months as fundraising activities have been impacted by the pandemic.

Our Reserves policy identifies that we need to increase our reserves to a level that will cover continuity, restructuring to cover essential activities where necessary to source further income and a Dissolution Fund to provide for dissolution should the charity be unable to continue. At this point we aim to increase our Reserves to £20,000 and we have developed a Sustainability Plan that will help us to achieve this goal over the next 3 years.

Due to the nature of the organisation and the regular review of the budget our Reserves Policy will be reviewed on an annual basis to ensure that it reflects what is needed for continuity, that the restructuring element matches the requirements of our activities, and that the dissolution element matches the requirements of staffing levels.

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_ Date 24/10/22  
Andrea Scott Chair 

Signed \_\_\_\_\_ Date 24/10/22  
Linda Dunn Treasurer 

**Independent examiner's report to the trustees of  
Staffordshire Sight Loss Association  
for the year ended 31 December 2021**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31 March 2021 which are set out on pages 7 to 9.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of Staffordshire Sight Loss Association, you are responsible for the preparation of the accounts in accordance with requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of Staffordshire Sight Loss Association accounts carried out under section 145 of the 2011 Act and 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 Staffordshire Sight Loss Association as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed  Date 25/10/2022  
Daryl Denson ACMA  
VAST



**Staffordshire Sight Loss Association**  
**Receipts & Payments Account**  
**for the year ended 31 December 2021**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Receipts</b>				
Social Groups	78	-	78	43
Grants	6,250	70,731	76,981	93,333
Donation	210	-	210	546
Events	217	-	217	402
Sales	2,797	-	2,797	238
Fundraising	650	-	650	-
Miscellaneous income	2,769	-	2,769	704
<b>Total receipts</b>	<b>12,971</b>	<b>70,731</b>	<b>83,702</b>	<b>95,266</b>
<b>Payments</b>				
Equipment	4,946	23,542	28,488	3,086
Other Purchases	2,349	-	2,349	-
Salaries plus expenses	-	33,031	33,031	19,794
Administrator	-	12,427	12,427	6,534
Social Groups	43	1,776	1,819	425
Volunteer Expenses	88	787	875	493
Rent and Storage	887	12,355	13,242	6,247
Room Hire	-	714	714	-
Office Set Up	-	-	-	3,007
Database	-	-	-	1,900
Staff Training	-	816	816	369
Miscellaneous expenditure	13	449	462	704
Yoga	264	-	264	308
Fundraising	522	-	522	344
Accountancy	-	-	-	95
Phone and Internet	34	1,311	1,345	551
Stationary and Postage	210	737	947	708
Insurance	50	724	774	469
Professional Services	-	-	-	665
Rates	-	160	160	-
Subscriptions & Memberships	133	162	295	-
Monitoring & Evaluation	-	6,000	6,000	-
Project Management Support	-	5,100	5,100	-
Transcripts	189	244	433	-
Repairs & Decorations	241	311	552	-
Marketing	374	535	909	1,322
<b>Total payments</b>	<b>10,343</b>	<b>101,181</b>	<b>111,524</b>	<b>47,021</b>
<b>Net receipts/(payments)</b>	<b>2,628</b>	<b>(30,450)</b>	<b>(27,822)</b>	<b>48,245</b>
Cash funds at start of this period	3,575	50,020	53,595	5,350
Transfers between funds	-	-	-	-
<b>Cash funds at end of this period</b>	<b>6,203</b>	<b>19,570</b>	<b>25,773</b>	<b>53,595</b>



**Staffordshire Sight Loss Association  
Statement of Assets and Liabilities  
at 31 December 2021**

	2021	2020
	£	£
<b>Cash assets</b>		
Bank Current Account	25,773	53,595
	<u>25,773</u>	<u>53,595</u>
 <b>Liabilities due</b>		
Accountancy Fees	600	570
	<u>600</u>	<u>570</u>

These financial statements are accepted on behalf of the charity by:

Signed \_\_\_\_\_

Andrea Scott Chair

Dated \_\_\_\_\_

24/10/22

Signed \_\_\_\_\_

Linda Dunn Treasurer

Dated \_\_\_\_\_

24/10/22

**Staffordshire Sight Loss Association**  
**Notes to the Accounts**  
**for the year ended 31 December 2021**

**1. Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due. For the purposes of understanding a statement of assets and liabilities at the year-end has been included.

**2. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this year.

**3. Funds**

	Opening balance	Receipts	Payments	Closing balance
	£	£	£	£
<b>Restricted Funds</b>				
National Lottery - CF	43,903	54,956	(82,078)	16,781
National Lottery - Awards for All	-	9,119	(9,119)	-
Community Foundation Staffordshire	3	6,656	(4,134)	2,525
Stoke-on-Trent City Council	850	-	(850)	-
Tackling Inequalities Fund	264	-	-	264
One Family Foundation	5,000	-	(5,000)	-
	<u>50,020</u>	<u>70,731</u>	<u>(101,181)</u>	<u>19,570</u>
<b>Unrestricted Funds</b>				
General Funds	3,575	12,971	(10,343)	6,203
	<u>3,575</u>	<u>12,971</u>	<u>(10,343)</u>	<u>6,203</u>
<b>Total</b>	<u><b>53,595</b></u>	<u><b>83,702</b></u>	<u><b>(111,524)</b></u>	<u><b>25,773</b></u>

