

**BLIND AND SIGHT IMPAIRED SOCIETY
(BASIS)**

Charity number 1188583

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2023**



BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

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BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

LEGAL AND ADMINISTRATION INFORMATION FOR THE YEAR ENDED 31 AUGUST 2023

Registration Number: 1188583

Trustees

J Maylin Chair
T Whitt (Resigned)
S Leftwich
A Howell
S Foggo
C Eaton
L Pratt
A Rogers

Charity Offices:

Bradbury House
Witchards
Basildon
Essex
SS16 5BP

Bankers:

Lloyds Bank
10-20 Town Square
Basildon
Essex, SS14 1DU

Independent Examiners:

Community360
Winsley's House
High Street
Colchester
CO1 1UG

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2023

Governance

The charity is governed in accordance with its constitution registered on 17th March 2020.

Summary of the purpose of the charity

To promote the welfare of, and to improve the independence and the quality of life, for all those who have a visual impairment, and their families and carers.

Activities carried out this year

- **Eye Clinic Liaison:** BASIS has, since August 2022, reinstated our ECLO, Sarah-Jane Piper to Orsett hospital. She is attending once a week to support the Low Vision clinic and is currently seeing an average of 15 patients each week there. This means we are delivering the support needed at the earliest possible point in someone's sight loss journey particularly at a time when wait times for rehabilitation services are long.
- **Befriending:** There are currently 300 people benefitting from our befriending scheme. We have 35 volunteers who have been fully trained and are dedicated to offering a multitude of activities including companionship, sighted guiding on everyday tasks, telephone befriending and shopping trips. Telephone befriending has continued on a larger scale this year due to a growing need and increased levels of loneliness and isolation since the pandemic. Over 150 calls are made each week.
- **Home Visits for Information, advice and guidance and emotional support:** We visited over 200 people in their homes to provide information on assistive equipment, available benefits, support groups, social activities and low visual aids. We supported over 900 people with information and guidance, covering all aspects of living with sight loss.
- **Awareness raising talks:** Staff and Volunteers of BASIS have delivered talks, to a range of local community groups and attended events such as Anti Hate Speech conferences as well as representing visually impaired people at Disability and Inclusivity forums and local council meetings to raise awareness of what it is like to live with sight loss and how they might develop a better understanding in order to bring them closer to the visually impaired community.
- **Social groups:** We have continued the running of crafts, guide dog social, keep fit, Canvey social group and audio book group at our resource centre and locations across South Essex this year. Our Rayleigh group has continued to be a great success and very well attended. We held 50 craft groups, 40 social meet ups in Canvey, 50 groups for guide dog users and puppy raisers and 40 Keep fit sessions in Billericay. These groups have been attended by 127 people, so well attended this year and special thanks go to our volunteers without whom we

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2023

would not be able to offer these sessions. Keep fit has been able to continue via Zoom since its success during the pandemic. New for this year has been the addition of a social group in the Thurrock area of South Ockendon which meets monthly and has been regularly attended by 25 new members.

- **Website and Social Media:** Details of BASIS' services can be found on our website www.basissouthessex.org.uk which is fully accessible with the most up to date information. Our Facebook and X channels regularly feature posts with information on upcoming activities and articles of interest to the visually impaired.
- **Essex Vision:** Essex Vision is the strategic partnership formed of BASIS, Essex Sight, Support 4 Sight and Southend In sight. It was created to champion the implementation of a Vision Strategy in Essex and has evolved to work as a formal partnership from which to collaborate on funding bids and joint working.
- **Children's Services:** Thanks to an element of the National Lottery Community Funding, we have continued working to develop our reach to supporting children and young people in South Essex. We have connected with the teachers of visually impaired children locally and met with the families of visually impaired children through various community outreach events.

Public benefit

The Trustees confirm that they have understood the guidance from the Charities Commission regarding public benefit and that all decisions taken this year relating to who can benefit from the charity's purposes and how, were made in accordance.

Contributions by volunteers

We have largely been very fortunate to have retained our volunteer base with notable contributions from the small team that have made over 3,500 telephone calls to those most isolated visually impaired people. Also, mention must go to Steve Moxley and Stephen Foggo who have continued to run our keep fit group in person and via Zoom, providing a vital lifeline to the members, enabling them to stay active and healthy.

Thanks to Kee Cheung for his ongoing support with promoting our activities, to Joyce Taylor for running our Canvey Group so successfully, to Kayleigh Rogers, Kyla Skingle, Sarah Clark, Rose Brooks, Jason Reeves, Natasha Lawrence, Terry Murley, Maureen Cadge, Christine Brady for their support with social groups and to all those providing face to face befriending.

Fundraising

We raised money this year largely through successful bids to grant givers including Essex Community Foundation, The National Lottery, Local Town Councils. We also received donations from Roundtable organisations, pub fundraisers, local supermarket schemes and individual giving.

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2023

Chair's Report

It has been a very exciting time for BASIS and I am delighted to report on a very successful year.

The board of Trustees has been strengthened by the addition of two new Trustees Alastair Rogers and Lisa Pratt who have brought with them their knowledge and experience from their professional lives in IT and the NHS.

July 2023 saw the 25th Anniversary of BASIS which was a wonderful opportunity to celebrate all the great work we have done in supporting visually impaired people across South Essex for a quarter of a century!

We celebrated with all of our social groups and featured in the local newspaper, where our staff and volunteers were recognised for their dedication.

Much of this year was spent developing our work in partnership with Essex County Council, working towards BASIS being awarded the contract to provide sensory services to the visually impaired, which I am proud to say was agreed this year to commence in November. BASIS will be delivering non-specialist home visit assessments as well as information, advice and guidance under the contract. As a charity we have never before been commissioned by the local authority, all of our work has been funded by donations and grants. To now have this service fully funded by Essex County Council provides some valuable financial stability for the charity and ensures we can continue to deliver our services for the next 3 to 5 years.

Our National Lottery funded befriending project has continued throughout this year and has sustained supporting over 300 people through telephone and active befriending. The need for this kind of support continues to grow and we therefore hope to reapply to the Lottery in 2024 for further funding.

I would like to thank our staff, trustees and volunteers for their hard work and resilience this year. Also thanks go to all that have donated to the charity at a time when your money has meant we have been able to continue providing services throughout a cost of living crisis. Myself and my team pledge to work hard in the coming year to ensure that the visually impaired people in South Essex feel supported.

June Maylin
Chair

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2023

General Manager's Report

Our staff and volunteers have worked hard this year to grow the services available including the launch of a new social group in South Ockendon Thurrock which has been an enormous success as well as reinstating our ECLO provision at Orsett Hospital. The Thurrock group was met with a warm welcome with 25 people attending the first ever session, demonstrating the gap there had been for a V.I group in the area. We hope that having our ECLO, Sarah-Jane back in the eye clinic will be a great in-road to improving the sensory pathway and ensuring the delivery of early intervention support.

BASIS welcomed a new staff member who joined us in June, Joanne Willis is our new Centre Coordinator. She has slotted in wonderfully with the team and already made such a difference to the smooth and professional running of the centre.

Our priorities for the coming year will include

- Delivering a first rate service to visually impaired people via our new local authority contract.
- Funding applications for future multi year funding to start as the National Lottery funding concludes in January 2024.
- Development of our children's services
- Development of the ECLO role in an NHS setting at Orsett hospital and continued campaigning for this role to be funded by health.

Our fundraising efforts this year have been challenging with fewer successful applications to Trusts and Foundations. This experience is reflected across the charity sector and demonstrates how so many charities are facing increased demands due to the cost of living crisis.

Our two largest projects, befriending and home visiting continue to thrive with an ever growing demand for our support. This is largely set to a backdrop of long wait times post-Covid in other areas such as rehabilitation and low vision combined with the cost of living crisis.

Our largest source of funding, the National Lottery Community Fund, is about to come to an end in January, so we are now making plans to ensure our sustainability beyond this.

I am delighted that our proposal to work with Essex County Council to improve the sensory pathway for visually impaired people has been recognised and that we will now be funded by them for our home visiting and information and guidance services. We believe that this will tackle long wait times and promote less complicated routes to receiving support quickly.

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2023

We have been very reliant this year on the hard work of our staff and volunteers who I would like to thank for their care, dedication and ability to go the extra mile for people to try and make a positive difference to our visually impaired clients lives. Our services are also made possible by the support from other organisations and special thanks go to: Essex Sight, Support 4 Sight, Southend In Sight, Essex Cares Ltd, Visionary, BBWCVS, Essex Community Foundation, Basildon, Billericay and Wickford Talking Newspaper, The National Lottery Community Fund, Rayleigh Town Council, Essex County Council, The Reading Rooms, Rayleigh Baptist church, RAVS, CAVS, Community Agents, Canvey Royal British Legion and to all those individuals that have donated or supported us in other ways.

Thank you.

Michelle Thomson
General Manager

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 AUGUST 2023

I report on the accounts of Blind and Sight Impaired Society (BASIS) for the year ended 31st August 2023 which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To 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 Commissioners. 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 considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the 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 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.

David Courtier FMAAT AATQB for and on behalf of:
Community360 

Winsley's House, High Street, Colchester, Essex

Date 17/01/24

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2023

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Incoming resources					
Donations and legacies	2	17,965	-	17,965	6,246
Income from charitable activities	3	5,653	103,846	109,500	113,683
Fundraising income	4	91	-	91	1,806
Investment income		400	-	400	27
Total incoming resources		24,109	103,846	127,956	121,762
Resources expended					
Charitable activities	5	19,534	111,674	131,208	123,860
Cost of generating funds	6	106	3,690	3,796	850
Total resources expended		19,640	115,364	135,004	124,710
Net income/(expense)		4,469	(11,517)	(7,048)	(2,948)
Gain from disposal of assets		-	-	-	-
As at 1 September 2022		101,152	48,221	149,373	152,321
As at 31 August 2023		105,621	36,704	142,325	149,373

The notes on page 10 - 14 form part of these financial statements.

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

BALANCE SHEET AS AT 31 AUGUST 2023

	Note	2023 £	2022 £
Tangible fixed assets	9	14,242	18,347
Current assets			
Cash at bank and in hand		160,578	162,359
Prepayments	7	996	927
		161,574	163,286
Current Liabilities			
Creditors: Due within one year	8	33,491	32,260
Total current liabilities		33,491	32,260
Net current assets		128,083	131,026
Net assets		142,325	149,373
Unrestricted funds	13	105,621	101,152
Restricted funds	13	36,704	48,221
Total funds		142,325	149,373

These accounts have been approved by the Trustees on and signed on their behalf:

Signed: June Maylin
J Maylin, Chair

Date: 12/01/2024

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

1. Accounting Policies

Basis of the preparation of the accounts

These accounts have been prepared under the historical cost convention with items being recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

Value added tax

Value added tax is not recoverable by the charity, and as such is included in the Statement of Financial Activities.

Tangible fixed assets for use by the Association and depreciation

Tangible fixed assets for use by the Association are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

- Office & Kitchen Equipment
- Special Equipment

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no critical accounting estimates or judgements in the financial statements.

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2023

2. Donations and legacies	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Donations	16,465	-	16,465	5,246
Coronavirus Retention Scheme	-	-	-	-
Sundry Grants	1,500	-	1,500	1,000
	17,965	-	17,965	6,246
3. Income from charitable activities	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Grants Received:				
Social Service Fund	-	8,885	8,885	17,764
Big Lottery Fund	-	64,831	64,831	69,372
CVS WW	-	750	750	-
ASF	-	3,411	3,411	-
RTCG	-	850	850	-
NHS HI	-	1,500	1,500	-
MLG	-	500	500	-
Essex Community Foundation	-	10,119	10,119	7,500
EVCT	-	4,000	4,000	5,875
AFA	-	9,000	9,000	8,228
Localgiving	-	-	-	500
Goods and services	5,653	-	5,653	4,444
	5,653	103,846	109,500	113,683
4. Income from Fundraising Activities	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Fundraising Income	91	-	91	1,806
	91	-	91	1,806

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2023

5. Direct Charitable Expenditure	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Wages and salaries	9,087	71,801	80,888	80,328
Pensions	842	3,667	4,509	3,660
Tutors	-	-	-	-
Coach hire	-	6,408	6,408	4,946
Training expenses	288	312	600	558
Travel expenses	143	57	200	202
Telephone	-	1,822	1,822	1,629
Printing, postage and stationery	-	967	967	986
Refreshments	140	52	192	146
Miscellaneous	4,485	7,701	12,186	7,609
Vehicle costs	-	3,368	3,368	-
Miscellaneous Equipment	3,506	131	3,637	227
Rent	-	10,451	10,451	9,217
Insurance	-	927	927	743
Accountancy	40	558	598	554
Project costs	-	350	350	7,790
Depreciation	1,003	3,102	4,105	5,265
	19,534	111,674	131,208	123,860
6. Cost of generating funds	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Fundraising costs	106	3,690	3,796	850
	106	3,690	3,796	850
7. Debtors			2023 £	2022 £
Prepayments			996	927
			996	927
8. Creditors			2023 £	2022 £
Accruals			460	460
Deferred Income			33,031	31,800
			33,491	32,260

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2023

9. Tangible fixed assets

	Restricted Vehicles £	Restricted Equipment £	Special Equipment £	Office & Kitchen Equipment £	Total £
Cost					
At 1 September 2022	10,495	10,335	32,325	29,860	83,015
Additions	-	-	-	-	-
Disposal	-	-	-	-	-
At 31 August 2023	10,495	10,335	32,325	29,860	83,015
Depreciation					
At 1 September 2022	2,624	4,616	28,902	28,526	64,668
Charge for the year	1,968	1,134	670	333	4,105
At 31 August 2023	4,592	5,750	29,572	28,859	68,773
Net book values					
At 31 August 2023	5,903	4,585	2,753	1,001	14,242
At 31 August 2022	7,871	5,719	3,423	1,334	18,348

10. Staff costs

Staff costs were as follows:

	2023 £	2022 £
Wages and national insurance	80,888	80,328
Pensions	4,509	3,660
	85,397	83,988

The average weekly number of employees during the year was:

5 5

Key management personnel

For 2023, one member of staff was paid as key management personnel. They received less than £60,000 per annum.

11. Trustees remuneration

The trustees received remuneration for travel expenses only, incurred while undertaking their role of trustees.

12. Related party transactions

No person connected with the trustees has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.

BLIND AND SIGHT IMPAIRED SOCIETY (BASIS)

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31 AUGUST 2023

13. Movement in funds	As at 1st 01/09/2022	Incoming resources	Expended resources	As at 31/08/2023
	£	£	£	£
Restricted funds:				
Social Service Fund	4,220	8,885	(11,594)	1,512
People's Health Trust	875	-	(219)	656
Big Lottery Fund	15,982	64,831	(78,049)	2,764
Visionary Grant	746	-	(187)	559
EVCT	-	4,000	(4,000)	-
AFA	1,526	9,000	(2,826)	7,700
Independent Age	338	-	(212)	126
CAFRF	808	-	(202)	606
Clothworker Foundation	4,352	-	(1,490)	2,862
Essex Community Foundation	6,883	10,119	(7,710)	9,292
ECL Covid Fund	1,839	-	(462)	1,377
Vinci Foundation UK	10,653	-	(1,968)	8,685
CVS WW	-	750	(750)	-
ASF	-	3,411	(3,411)	-
RTCG	-	850	(451)	399
NHS HI	-	1,500	(1,500)	-
MLG	-	500	(334)	166
	48,221	103,846	(115,364)	36,704
Unrestricted Funds	101,152	24,109	(19,640)	105,621
Total Funds	149,373	127,956	(135,004)	142,326

£33,031.00 from the Big Lottery Fund this has been included as deferred income therefore does not show in this year's analysis.

14. Analysis of net assets between funds	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
Tangible fixed assets	3,754	10,488	14,242	18,347
Current assets	124,871	36,704	161,574	163,286
Current liabilities	(33,491)	-	(33,491)	(32,260)
	95,133	47,192	142,325	149,373