

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Support 4 Sight

John D Froggett FAIA
The Accountancy Practice
41 High Street
Royston
Hertfordshire
SG8 9AW

Support 4 Sight

Report of the Trustees for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charities objectives are the relief of persons with a visual impairment in Essex and surrounding areas and in particular:

- (i) To give information, advice, guidance, and support to blind, partially sighted and deafblind people and those with acquired sight loss, their families and carers;
- (ii) To support people with sight loss with information about technology and equipment that enables them to meet their needs and to offer advice and assistance with the implementation of the new technology.
- (iii) To allow people with sight loss to visit our centres to gain information and support to meet their needs; and to visit people at home who are unable to travel to visit us.
- (iv) To offer services which enhance the quality of life and social involvement of people with sight loss.

Further details of activities undertaken by the organisation during the year in carrying out its objective are provided in the following sections.

Message from the new Chair of Trustees - Janine Collier

During 2020-2021, the Charity, like the rest of the world was significantly impacted by the Covid-19 pandemic. Our staff and volunteers have done a tremendous job in the most difficult of circumstances. I would like to thank them and my fellow Trustees for doing their best to adapt to having to work remotely and holding digital meetings when necessary and to supporting our beneficiaries in every way they can.

Whilst regulations and restrictions rendered the Charity unable to deliver some of its core services (for example, hospital desks were closed), other activities continued such as befriending, Talking News, equipment loans and employment services. During less restricted times, some coffee mornings and other social activities, such as picnics, were able to take place.

Although community fundraising activities were significantly hampered by the Pandemic, the Charity finished the year financially secure, having engaged all available government support, including the furlough scheme and various Covid recovery grants.

Nevertheless, funding remains a constant worry. We work tirelessly to secure funding to ensure the Charity and its work are sustainable in the future.

The need for the service is only increasing - there are approximately 21,790 living with sight loss in the Essex districts, we provide services to, with a further 10,360 living in South Cambs and East Herts. This means that we have the potential to reach over 32,000 people who could benefit from our services. During the COVID-19 pandemic people with sight loss were particularly affected. One in four fear their sight has deteriorated and two in five found it difficult to social distance. It is estimated by 2025 36,300 in our region will be living with sight loss and by 2030 this would have increased further to 41,160.

It is ever more difficult to raise the funds to meet these needs. We are grateful for the financial support we do receive, no matter how large or small.

The Board of Trustees would like to thank:

Our CEO Gary Hyams and his staff team who are able to offer a wealth of advice, experience and perhaps most importantly enthusiasm and empathy.

The Staff and volunteers who continue to support the Charity, giving of their time and energy to assisting individuals and groups with coffee mornings, hospital work, befriending, fundraising, admin and other tasks and enable it to deliver the ongoing support to our beneficiaries that is so valuable across the entire region. Without their help the breadth of opportunities we offer would be depleted. We know and appreciate the contribution volunteers make to the organisation.

Support 4 Sight

Report of the Trustees
for the Year Ended 31 March 2021

Looking forwards to 2021/2022 the Board will refresh the Charity's 5 year strategy. At its core will be balancing the desire and commitment both to meet and exceed our beneficiaries' needs, with funding and finance for this.

I look forward to serving as the Chair and to be involved in the many activities that Support 4 Sight delivers to its beneficiaries.

OBJECTIVES AND ACTIVITIES

Significant activities

To say that 2020-21 was an unprecedented and challenging year must be the most overused phrase of the pandemic. Support 4 Sight, like most organisations, went into almost complete shutdown in the space of a week and spent the initial part of the year ensuring Covid safety policies, 'working from home' protocols, Covid risk assessments, etc, were in place whilst the majority of staff were furloughed during Lockdown 1. Whilst we were relieved to be able to open up some services over the summer, these were few compared to our usual activity, and the rapidly changing Covid landscape meant that these were unable to remain open.

In all, however, despite the confines of the pandemic, we were able to engage with 1499 people via 1697 calls and visits.

The pandemic did prove positive in enabling us to review our working practice and adapt to new ways of delivery. In order to support our beneficiaries as best we could a number of new telephone and online services were initiated:

Covid Wellbeing Calls:

In the autumn, as we faced Lockdown 2, the entire clientele were contacted by phone to ascertain levels of need and wellbeing. Regular calls were established to those who needed them.

Digital Groups

In order to combat the isolation of lockdowns and the lack of face-to-face activities, digital groups were set up to allow people to maintain social engagement while still being safe at home. 16 groups were run throughout the year with a total of 115 attendees. These groups have helped us to identify the need for additional services to help bring people into this age of technology and provide the facility to remain connected whatever the pandemic may bring. Our thanks are extended to our Employment Manager, Zsuzsi Hybel for setting these up. These digital groups will form a vital part of our blended, online and face-to-face, approach to future service delivery.

Chelmsford Centre

We had planned for the Chelmsford Centre to be open an extra day a week, however due to the pandemic and lockdowns the Centre remained closed for the majority of 2020-2021. The Centre, owned by Age Concern, also began extensive renovations towards the end of 2020, which meant that even when COVID restrictions lifted we were unable to resume activities on site. During the times we were able to welcome visitors we operated under COVID safety measures including the use of PPE, social distancing and limiting numbers by appointment only. Due to the lockdowns our footfall traffic was drastically reduced with just 202 people visiting the Centre in 2021-22.

However, the number of telephone calls made during this period increased, with 773 between April 2020 and March 2021. This became our main means of monitoring our beneficiaries' wellbeing during this unprecedented time of isolation and need.

Community Hospital Eye Clinic and Low Vision Support

The Hospital desks in the eye clinics at all 5 hospitals - Saffron Walden, Princess Alexandra Hospital (Harlow), Braintree, Broomfield Hospital (Chelmsford), and Addenbrooke's Hospital (Cambridge) - were on hold for the entirety of the year. When the eye clinics reopened Hospitals were admitting patients only (no carers) and striving to keep numbers down. Due to this we were unable to restart this service. We are looking to resume this service, providing the much needed advice and guidance to newly diagnosed patients, as soon as possible, but are dependent on Hospital permission to do so.

The low vision clinic in Princess Alexandra Hospital reopened as soon as lockdown lifted (July 2020) and our ECLO, Sue King, who runs the clinic, did a remarkable job in managing to clear the backlog and see 188 people throughout the year despite the difficulties presented by COVID.

Support 4 Sight

Report of the Trustees for the Year Ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Coffee mornings

Our coffee mornings remained closed throughout 2020-21. We were unable to resume them in between lockdowns as relevant staff, volunteers and many beneficiaries were shielding.

Social Trips

We had to stop our social trips due to COVID. We were, however, able to hold a couple of in person social groups locally once the lockdown restrictions lifted over the summer. These were held outside and operated under suggested safety measures.

We were also able to run our annual weekend away, under strict COVID safety measures. We had 66 people join us in the year on our social trip activities. Thanks are due to Graham Hawkes, our Services Coordinator, for his creativity and tenacity in ensuring these went ahead. We hope to get this service back to previous levels as soon as possible.

Home Visits and Equipment Loans

Throughout 2020-21 any home visits that we managed to undertake with our staff and/or volunteers included the wearing of PPE and the observance of Covid protocols to ensure both their own and beneficiaries' health and safety. All equipment was thoroughly cleaned and sanitized before and after use and we introduced a COVID Safety policy to make all of our staff and volunteers aware of their duty of care in this regard.

Despite the lockdowns we were able to carry out 59 home visits during the year. We are gradually building up home visits as the restrictions due to COVID are relaxed and the number of cases come down.

Pop-Up Resource Centre

The Pop-Up Resource Centre in Saffron Walden was launched for people to receive information, advice and demonstrations of low vision aids without the need to visit the Saffron Walden Office, which is inaccessible to those with mobility issues. The response from people who have visited the Pop-Up has been extremely positive, however, it was only able to operate for a few months of the year due to multiple lockdowns. Thanks are due to Michael Lovell for establishing the pop-up despite the adverse circumstances. We aim to restart the Pop-Up as soon as possible once lockdowns are lifted.

Support 4 Employment

Despite the pandemic this project continued to thrive, owed largely to the fact that the majority of it was able to be delivered online/remotely, enabling clients to develop their IT skills as part of their employability.

We had 583 direct contacts with clients in our employment project, we also made a series of 10 videos about employment jointly with the Macular Society and they have been viewed 541 times so far since we uploaded them in August 2020.

8 people found new employment and a further 17 retained their existing jobs as a result of our intervention, retaining positions has been a key element due to employers tending to lay off staff during the lockdown.

A further 2 people attended volunteering sessions which were held 121 to learn how volunteering can help on the pathway to employment and both of those have subsequently obtained volunteering roles as a result of our work.

We intervened 23 times to assist with Access to work (ATW) claims and this included helping 8 people to claim ATW from scratch who were not aware of their rights to claim.

We trained 17 people on writing CV and helped 7 to submit CVs for actual job applications

We trained 8 people on how to write covering letters and helped 2 of these to actually submit them.

We trained 35 people on completing application forms and assisted 23 to actually submit applications.

We held 18 mock job interviews.

Helped 8 people to learn how to job search

Discussed with 13 people whether it is best to disclose their visual impairment when applying or not.

Thank you Zsuzsanna Hybel for adapting and maximizing online opportunities to successfully deliver this service remotely.

OBJECTIVES AND ACTIVITIES

Exhibitions and Events

Due to the pandemic no exhibitions were carried out.

Awareness Talks in the community

Due to the pandemic no talks have been carried out due to restrictions on groups and gatherings.

Fundraising and Reserves

During the 2020-21 financial year all face-to-face fundraising events had to cease. We are looking to resume such activity as soon as possible and appoint a Fundraising & Development Manager to coordinate all activity.

We were able to continue with our online platforms and have benefitted from our supporters raising money for us via Smile at Amazon UK and Give as you Live, both of whom donate to us a percentage of the purchase value of the giver without the giver actually being charged for the donations.

Some of our supporters are now giving monthly to us through standing orders and we are looking to increase this activity further in the forthcoming year.

We particularly wish to thank both the staff and directors of Contamac Ltd who have continued to help us by giving us money on a regular basis throughout this challenging year.

A considerable amount of our income has come from applying for grants from both statutory organisations as well as from trusts and foundations and we wish to thank them all for their support financially. A number of dedicated COVID Support funds have helped see us through this year.

Our Board of Trustees discussed and agreed at a Board meeting towards the end of 2019 to allow us to work with a minimum of 3 months reserves going forward, this has allowed us to continue our operation and we are pleased to say that Reserves have now been built back up to 6 months.

Other activities and overall

We have continued to produce and deliver the Uttlesford Talking News to several beneficiaries who enjoy keeping up to date with local news and events and who would otherwise be isolated from it.

Our telephone befriending service ensures that people are not socially isolated or lonely. Our volunteers who operate this along with our staff continue to do amazing work in supporting those who benefit from a regular call. Feedback has shown it really does make a difference to people's lives.

We continued our collaboration and membership of the group "Essex Vision" which is a partnership with other local sight loss charities who operate in Essex. This has led to a sharing of good ideas and best practices, as well as joint funding applications where appropriate, between us which offers potential benefits to all of the people in Essex who are living with sight loss, as well a much-needed forum in which to share the challenges and best practices of the Covid Year.

OBJECTIVES AND ACTIVITIES

Public benefit

In accordance with their duties under the Charities Act 2011, it is incumbent on the trustees to conduct a Public Benefit Test to assess whether the charity has complied with its duties in due regard to the public benefit guidance published by the Charity Commission. The trustees are satisfied that Support 4 Sight has complied with its duty in regards to the Public Benefit Test over the past year based on the four principles of the Commissions Guidance.

1. There must be an identifiable benefit:

Support 4 Sights purpose is to provide support and relief to any member of the public who has concerns about sight loss, blindness or partial vision. Its services benefit a large number of the public in the geographical areas it covers in Uttlesford, Harlow, Epping, Braintree and Chelmsford in Essex.

2. Benefit must be to the public or a section of the public:

All the charities services are open to members of the public at large and access to our services is not restrictive.

3. People on low incomes must be able to benefit:

The Board of trustees recognises that many visually impaired people are on low incomes, as people with impaired vision are more likely to be unemployed in comparison to fully sighted people. In addition many do not avail themselves of their benefit entitlements. Support 4 Sight does not make a charge for its services of support and advice and offers its services to the public at large free of charge.

4. Any private benefit must be incidental:

The Trustees do not consider that any individual or organisation receives 'private benefit' from the work of Support 4 Sight.

Volunteers

Staff and Volunteers

After necessary redundancies that we have had to make, we now operate with 7 staff members, 2 of whom are registered blind and 101 volunteers. Our expectations are that post-COVID the number of our volunteers will decrease, so we will review the activities that they deliver for us and ascertain the need for further recruitment and training.

Queen's Award for Voluntary Service

2020 was not all bad news, we were very proud to be recipients of the Queen's Award for Voluntary Service, the highest honour given to charities who are deemed to have delivered exceptional service to their community. This prestigious award in 2020 was delivered on behalf of the Queen by the Lord-Lieutenant of Essex. It is a tribute to our staff and volunteers that they have been recognised in this way. Unfortunately we were unable to hold any celebratory event to recognize this achievement and to thank our volunteers due to COVID restrictions but still want to say a huge thank you to everyone who contributes to our service delivery.

FINANCIAL REVIEW

Financial position

The tangible fixed assets net book value of £3,602 (2020 £6,002) remains comparable with the prior year, representing the charity's consistent level of investment in resources to carry out its objectives.

The balance sheet position shows net current assets of £202,901 (2020 £147,269) resulting from a increase in cash held to £207,464 (2020 £129,127) .

At the financial reporting date the charity held freely available current reserves (being unrestricted net current assets) of £154,551 (2020 £147,269) which excludes tangible fixed assets of £3,602 (2020 £6,002).

As at the financial reporting date the charity had unrestricted funds totalling £154,551 (2020 £153,271) and restricted funds totalling £51,952 (2020 £47,272) as detailed further in the notes to the financial statements. The total funds of the charity have increased to £206,503 (2020 £153,271).

During the year with the continuing support from our grant providers and the generous donations we have received, we have been able to maintain our activities in this challenging economic climate. Despite the income generated by the staff and volunteers through their tireless fundraising activities, the charity generated a profit of £60,593 (2020 (£23,509)) which we intend to reduce in the forthcoming financial year to ensure our continued activities.

Reserves policy

The trustees regularly review the finances, budgets and cash flows to aid effective stewardship of the charity.

The trustees recognise the restrictions placed, where applicable, on donations, grants, and other income combined with relevant expenditure in the financial year in order to accurately assess the restricted fund levels as at the reporting date. As at the reporting date a total of £51,952 (2020 £47,272) restricted funds were held by the charity. Restricted funds are held until they can be appropriately utilised by the charity for their specified purpose.

Further details of the restricted funds held can be found in the notes to the financial statements.

A residual unrestricted general fund of £154,551 (2020 £105,999) was held by the charity as at the reporting date for the general use of the charity in future periods.

Going Concern

The trustees are required to provide reasonable consideration to satisfy themselves that the charity has the ability to continue as a going concern. After due attention and review, the trustees consider the going concern status of the charity to be appropriate and have therefore adopted the going concern basis for the preparation of the charity's accounts.

Funds in Deficit

The charity held no funds in deficit as at the financial reporting date or the comparative financial reporting date.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is controlled by its governing document, a deed of trust, and constitutes a charitable incorporated organisation (CIO)

Charity Constitution

The charity is governed in accordance with its Constitution registered on 23 September 2016.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Recruitment and appointment of new trustees Recruitment of charity trustees:

The board of trustees requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new trustees, the important attribute is a passion for the work of the charity and an understanding of its activities. When necessary new trustees are recruited in accordance with the charity's procedures. Potential candidates are briefed on the work of the charity and its board. They are then invited to attend a board meeting as an observer and put themselves forward for election in accordance with the Constitution.

Eligibility for trusteeship:

Every charity trustee must be a natural person. No one may be appointed a charity trustee if;

he or she is under the age of 16 years; or

he or she would automatically cease to hold office under on the basis of being disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision)

Number of charity trustees;

There must be at least three charity trustees. If the number falls below this minimum the remaining trustees 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 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

Appointment of charity trustees

At every Annual General Meeting the members of the CIO one third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three then the number nearest to one third shall retire from office, but if there is only one charity trustee he or she shall retire.

Reappointment of charity trustees:

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were appointed or reappointed on the same day those to retire shall (unless they otherwise agree amongst themselves) be determined by lot;

The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the Annual General Meeting may be filled as provided in sub clause (5) of this clause;

The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause (15) (retirement and removal of charity trustee), or as an additional charity trustee, provided that the limit specified in clause (12(3)) on the number of charity trustees would not as a result be exceeded.

A Person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next Annual General Meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment of trustees should reflect the outcomes of a skills audit to acquire or replace skills needed for the effective governance of the charity as agreed by the board. Consideration will be given by the board to ensure diversity amongst its trustees and how to appropriately advertise the vacancies. Applicants who appear suitable will be invited to interview the charity's Chair of trustees and its leadership team and to attend two trustee meetings as an observer. In the event of there being a large number of applicants, those most closely matching the skills required will be approached initially. Following two trustee meetings as an observer the applicant will be asked whether they wish to be appointed. The observations and recommendations of the Chair will then be put to the following meeting of trustees and a vote taken for appointing the trustee.

Organisational structure

The organisation is managed by an Executive Committee which shall consist of not less than six members or more than ten members. Members of the Executive Committee will include a Chair, Vice-Chair, Treasurer, Secretary and any other such Honorary Officers as the Executive Committee may decide from time to time. All Honorary Officers are elected at the Annual General Meeting together with not less than three and not more than seven members elected at the Annual General Meeting, who shall hold office from the conclusion of that meeting. In addition, the Executive Committee may appoint not more than one co-opted member.

All members of the Executive Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed.

The Executive Committee meet regularly in order to manage and administer the charity's affairs. The Executive Committee have appointed a Director and Centre Manager in order to manage the organisation on a day to day basis and deliver its services.

Decision Making

The charity trustee may delegate any of their powers or functions to a committee or committees and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke the delegation.

This power is in addition to the power of delegation in the Charitable Incorporated Organisations (General) Regulations 2012 and any other power of delegation available to the charity trustees, but is subject to the following requirements:

- i) A committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
- ii) The acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
- iii) The charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

Induction and training of new trustees

The charity trustees will make available to each new charity trustee on or before his or her first appointment:

- i) A copy of this constitution and any amendments made to it; and
- ii) A copy of the CIO's latest trustees' annual report and statement of accounts.

Key management remuneration

The total remuneration paid in the financial period to key management personnel for employment services rendered amounted to £36,000 (2020 £36,536). The transactions took place under the conditions of relevant employment contract held between the charity and the key management personnel.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
CE007916 (England and Wales)

Support 4 Sight

Report of the Trustees
for the Year Ended 31 March 2021

Registered Charity number
1169324

Registered office
8 Hill Street
Saffron Walden
Essex
CB10 1JD

Trustees
Andrew Streeter Deputy Chair
Graham Routledge
Pat Arnold
Iris Evans Chair (resigned 15.9.20)
Melvin Caton
John Thompson
Sharon Schaffer Deputy Chair
Michael Fernandes
D Moore
S Bonnington (resigned 1.7.20)
G Jackson (resigned 7.5.20)
J Collier (appointed 15.9.20)

Company Secretary

Independent Examiner
John D Froggett FAIA
The Accountancy Practice
41 High Street
Royston
Hertfordshire
SG8 9AW

Approved by order of the board of trustees on and signed on its behalf by:

.....
Trustee

Independent Examiner's Report to the Trustees of
Support 4 Sight

Independent examiner's report to the trustees of Support 4 Sight ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

John D Froggett FAIA
The Accountancy Practice
41 High Street
Royston
Hertfordshire
SG8 9AW

Date:

Support 4 Sight

Statement of Financial Activities
for the Year Ended 31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.21 Total funds £ | 31.3.20 Total funds £ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | | 78,809 | 146,141 | 224,950 | 280,422 |
| Charitable activities | | | | | |
| Charitable activities | | 6,799 | 5 | 6,804 | 24,556 |
| Other trading activities | 2 | 8,029 | - | 8,029 | 45,608 |
| Investment income | 3 | - | - | - | 188 |
| Total | | <u>93,637</u> | <u>146,146</u> | <u>239,783</u> | <u>350,774</u> |
| EXPENDITURE ON | | | | | |
| Raising funds | 4 | (44,189) | - | (44,189) | 37,787 |
| Charitable activities | | | | | |
| Charitable activities | | 223,379 | - | 223,379 | 336,496 |
| Total | | <u>179,190</u> | <u>-</u> | <u>179,190</u> | <u>374,283</u> |
| NET INCOME/(EXPENDITURE) | | <u>(85,553)</u> | <u>146,146</u> | <u>60,593</u> | <u>(23,509)</u> |
| Transfers between funds | 14 | <u>94,194</u> | <u>94,194</u> | <u>-</u> | <u>7,912</u> |
| Net movement in funds | | <u>8,641</u> | <u>51,952</u> | <u>60,593</u> | <u>(15,597)</u> |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | <u>145,910</u> | <u>-</u> | <u>145,910</u> | <u>168,868</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>154,551</u></u> | <u><u>51,952</u></u> | <u><u>206,503</u></u> | <u><u>153,271</u></u> |

The notes form part of these financial statements

Support 4 Sight

Balance Sheet
31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.21 Total funds £ | 31.3.20 Total funds £ |
|--|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 9 | 3,602 | - | 3,602 | 6,002 |
| CURRENT ASSETS | | | | | |
| Stocks | 10 | - | - | - | 7,210 |
| Debtors | 11 | 150 | - | 150 | 18,945 |
| Prepayments and accrued income | | 39 | - | 39 | 5,395 |
| Cash at bank and in hand | | 155,512 | 51,952 | 207,464 | 129,127 |
| | | <u>159,303</u> | <u>51,952</u> | <u>211,255</u> | <u>166,679</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 12 | (4,752) | - | (4,752) | (13,408) |
| NET CURRENT ASSETS | | <u>154,551</u> | <u>51,952</u> | <u>206,503</u> | <u>153,271</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>154,551</u> | <u>51,952</u> | <u>206,503</u> | <u>153,271</u> |
| NET ASSETS | | <u>154,551</u> | <u>51,952</u> | <u>206,503</u> | <u>153,271</u> |
| FUNDS | 14 | | | | |
| Unrestricted funds | | | | 154,551 | 105,999 |
| Restricted funds | | | | <u>51,952</u> | <u>47,272</u> |
| TOTAL FUNDS | | | | <u>206,503</u> | <u>153,271</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Support 4 Sight

Balance Sheet - continued

31 March 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

2. OTHER TRADING ACTIVITIES

| | 31.3.21 | 31.3.20 |
|-------------------------------------|--------------|---------------|
| | £ | £ |
| Fundraising events | 7,815 | 43,654 |
| Shop and other craft sales | 40 | 848 |
| Collection tins | 174 | - |
| Street,store and static collections | - | 155 |
| Christmas raffles and cards | - | 301 |
| Sponsored events | - | 650 |
| | <u>8,029</u> | <u>45,608</u> |

3. INVESTMENT INCOME

| | 31.3.21 | 31.3.20 |
|--------------------------|----------|------------|
| | £ | £ |
| Deposit account interest | - | 188 |
| | <u>-</u> | <u>188</u> |

4. RAISING FUNDS**Raising donations and legacies**

| | 31.3.21 | 31.3.20 |
|------------------------------|-----------------|---------------|
| | £ | £ |
| Fundraising events and costs | 2,080 | 17,284 |
| Job retention scheme | (51,414) | - |
| Support costs | - | 1,997 |
| | <u>(49,334)</u> | <u>19,281</u> |

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.21 | 31.3.20 |
|-----------------------------|--------------|---------------|
| | £ | £ |
| Depreciation - owned assets | 2,400 | 2,325 |
| Other operating leases | 6,724 | 27,166 |
| | <u>9,124</u> | <u>29,491</u> |

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

| | 31.3.21 | 31.3.20 |
|--------------------|----------|------------|
| | £ | £ |
| Trustees' expenses | - | 244 |
| | <u>-</u> | <u>244</u> |

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

7. TANGIBLE FIXED ASSETS

| | Short leasehold £ | Plant and machinery £ | Motor vehicles £ | Computer equipment £ | Totals £ |
|--------------------------------------|-------------------------|-----------------------------|------------------------|----------------------------|-------------|
| COST | | | | | |
| At 1 April 2020 and 31 March 2021 | 46,600 | 17,823 | 19,325 | 18,591 | 102,339 |
| DEPRECIATION | | | | | |
| At 1 April 2020 | 46,600 | 17,823 | 13,323 | 18,591 | 96,337 |
| Charge for year | - | - | 2,400 | - | 2,400 |
| At 31 March 2021 | 46,600 | 17,823 | 15,723 | 18,591 | 98,737 |
| NET BOOK VALUE | | | | | |
| At 31 March 2021 | - | - | 3,602 | - | 3,602 |
| At 31 March 2020 | - | - | 6,002 | - | 6,002 |

8. STOCKS

| | 31.3.21 £ | 31.3.20 £ |
|--------|--------------|--------------|
| Stocks | - | 7,210 |

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.21 £ | 31.3.20 £ |
|---------------|--------------|--------------|
| Trade debtors | - | 18,795 |
| Other debtors | 150 | 150 |
| | 150 | 18,945 |

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.21 £ | 31.3.20 £ |
|---|--------------|--------------|
| Bank loans and overdrafts (see note 13) | 92 | - |
| Trade creditors | 919 | 2,457 |
| Nest | 175 | 392 |
| Net wages | (6,050) | - |
| Social security and other taxes | 4,343 | 439 |
| Other creditors | (737) | 4,110 |
| Accruals and deferred income | 6,010 | 6,010 |
| | 4,752 | 13,408 |

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

11. LOANS

An analysis of the maturity of loans is given below:

| | 31.3.21 | 31.3.20 |
|--|---------|---------|
| | £ | £ |
| Amounts falling due within one year on demand: | | |
| Bank overdrafts | 92 | - |

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

Support 4 Sight

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

31.3.21
£

31.3.20
£

INCOME AND ENDOWMENTS

Donations and legacies

| | | |
|-----------------------------|---------|---------|
| Donations | 57,373 | 44,847 |
| Gift aid | 6,323 | 10,366 |
| Legacies | 4,040 | 57,333 |
| Grants | 156,907 | 163,309 |
| Membership income | 307 | 1,240 |
| Friends of Support 4 Sight | - | 200 |
| Essex Lottery tickets sales | - | 159 |
| Street,store and static | - | 2,968 |
| | <hr/> | <hr/> |
| | 224,950 | 280,422 |

Other trading activities

| | | |
|-------------------------------------|-------|--------|
| Fundraising events | 7,815 | 43,654 |
| Shop and other craft sales | 40 | 848 |
| Collection tins | 174 | - |
| Street,store and static collections | - | 155 |
| Christmas raffles and cards | - | 301 |
| Sponsored events | - | 650 |
| | <hr/> | <hr/> |
| | 8,029 | 45,608 |

Investment income

| | | |
|--------------------------|---|-----|
| Deposit account interest | - | 188 |
|--------------------------|---|-----|

Charitable activities

| | | |
|-----------------------------|-------|--------|
| Equipment re-sale | 3,895 | 19,170 |
| Exhibitions | 2,904 | 1,406 |
| Coffee mornings and support | 5 | 3,980 |
| | <hr/> | <hr/> |
| | 6,804 | 24,556 |

Total incoming resources

239,783 350,774

EXPENDITURE

Raising donations and legacies

| | | |
|------------------------------|----------|--------|
| Fundraising events and costs | 2,080 | 17,284 |
| Job retention scheme | (51,414) | - |
| | <hr/> | <hr/> |
| | (49,334) | 17,284 |

Other trading activities

| | | |
|--------------------|-------|--------|
| Purchases | 2,745 | 15,937 |
| Trustees' expenses | - | 244 |
| Motor vehicles | 2,400 | 2,325 |
| | <hr/> | <hr/> |
| | 5,145 | 18,506 |

This page does not form part of the statutory financial statements

Support 4 Sight

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

| | 31.3.21 | 31.3.20 |
|---------------------------------|---------|----------|
| | £ | £ |
| Other trading activities | | |
| Charitable activities | | |
| Wages | 156,046 | 209,240 |
| Social security | 10,532 | 13,609 |
| Pensions | 1,500 | 8,277 |
| Rental costs | 6,724 | 27,166 |
| Rates and water | 65 | 253 |
| Insurance | 2,061 | 1,028 |
| Light and heat | 1,081 | 2,063 |
| Telephone | 10,336 | 11,441 |
| Printing, postage, stationery | 2,681 | 5,713 |
| Advertising | 1,084 | 1,564 |
| Sundries | 2,657 | 892 |
| Travel expenses | - | 7,687 |
| Motor expenses | 813 | 1,102 |
| Conferences and seminars | 150 | 857 |
| Computer expenses | - | 2,896 |
| Staff subsistence | - | 82 |
| Volunteer costs | 1,858 | 1,551 |
| | <hr/> | <hr/> |
| | 197,588 | 295,421 |
| Support costs | | |
| Finance | | |
| Bank charges | 576 | 849 |
| Information technology | | |
| Repairs and renewals | 5,436 | 26,945 |
| IT costs | 1,562 | - |
| Professional fees | 3,220 | - |
| | <hr/> | <hr/> |
| | 10,218 | 26,945 |
| Human resources | | |
| Staff training and recruitment | 617 | 844 |
| Other | | |
| Cleaning costs | 634 | 1,353 |
| Governance costs | | |
| Bookkeeping fees | 12,746 | 10,084 |
| Accountancy fees | 1,000 | 1,000 |
| Legal fees | - | 1,997 |
| | <hr/> | <hr/> |
| | 13,746 | 13,081 |
| Total resources expended | <hr/> | <hr/> |
| | 179,190 | 374,283 |
| Net income/(expenditure) | <hr/> | <hr/> |
| | 60,593 | (23,509) |

This page does not form part of the statutory financial statements

Contents of the Financial Statements
for the Year Ended 31 March 2021

| | Page |
|--|----------|
| Report of the Trustees | 1 to 11 |
| Independent Examiner's Report | 12 |
| Statement of Financial Activities | 13 |
| Balance Sheet | 14 to 15 |
| Notes to the Financial Statements | 16 to 19 |
| Detailed Statement of Financial Activities | 20 to 21 |