

Registered number: 03740647
Charity number: 1075447

4Sight Vision Support
(A Company Limited by Guarantee)

Unaudited

Trustees' Report and Financial Statements

For the Year Ended 31 March 2019

4Sight Vision Support
(A Company Limited by Guarantee)

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Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 March 2019

Trustees	Dr Norman Boyland DL FRSC, Chairman Mr David Whyberd, Elected Member (resigned 22 November 2018) Arthur Mayson ACIB TEP, Hon. Treasurer Sheilagh Baker DBO (D), Elected Member Robert Hayes, Vice Chairman Jan Penn, Elected Member Derek Drake, Crawley Area Chair Veila Hall RGN, Midhurst Area Chair (resigned 15 June 2018) Maureen Jenkins RN BSc (Hons) ANP, Arun & Chichester Area Chair Phil Revis, Mid Sussex Area Chair (resigned 12 September 2018)
Company registered number	03740647
Charity registered number	1075447
Registered office	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
Chief Executive Officer and Company Secretary	N Demetriades
Independent examiner	Kreston Reeves LLP Chartered Accountants Springfield House Springfield Road Horsham West Sussex RH12 2RG
Bankers	The Royal Bank of Scotland Customer Service Centre Drummond House 1 Redheughs Avenue Edinburgh EH12 9JN
Patron	In absentia
Vice Patrons	Major-General Tony Boam CB CBE David Bowerman CBE JP DL Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL The Right Hon. Sir Peter Hordern PC DL Major Mark Scrase-Dickens CMG DL Masoud Teimory MD DO FRCOphth The Right Hon. Lord Young of Graffham FRPS DL

4Sight Vision Support
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Trustees' Report
For the Year Ended 31 March 2019

The Board of Trustees have pleasure in presenting their Annual Directors' Report with the Financial Statements of the Charity for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued (January 2015), including Update Bulletin 1.

CHARITABLE OBJECTS AND PUBLIC BENEFIT

When planning activities for the year the trustees have complied with guidance issued by the Charity Commission and with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

In particular the trustees have considered the specific guidance on charities for the advancement of health, and the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or another disadvantage and living in West Sussex.

The objects of the Charity are:

To promote the welfare of the blind and partially sighted people living in the area of benefit.

ABOUT 4SIGHT VISION SUPPORT

For nearly 100 years, 4Sight Vision Support have been the leading sight loss charity supporting the visually impaired community of West Sussex.

At the heart of our holistic & person-centred services is a commitment to ensuring that a diagnosis of sight loss is not a one-way road to loss of independence and isolation. Our work helps people to maintain and transform their own lives into positive and fulfilling ones after sight loss.

With our ongoing work, forward strategy and partnership working, we aim to make 4Sight Vision Support the charity that is there for the people of West Sussex at the time when it matters most.

Our VISION is 'being there when it matters for everyone living with sight loss in West Sussex'

Our MISSION is 'to make a positive difference in the lives of people living with sight loss by providing support, advice, advocacy and training to improve their quality of life.'

We assist people living with sight loss through five primary aims, which are to:

- Understand their sight condition
- Retain their independence
- Maintain and improve their quality of life
- Participate fully in their community
- Have a voice

Our VALUES are embedded as our Staff, Trustees and Volunteers are part of the same team, believing that diversity should always be valued and promoted and share a commitment to work together to support the development of everyone's potential. Our values are;

- **Person-centred** - ensuring someone with sight loss is at the centre of decisions which relate to their life. A person centred process involves listening, thinking together, coaching, sharing ideas, and seeking feedback.
- **Professional** – being seen by our members and the voluntary, public and private sector organisations through a positive reputation for tact and confidentiality.

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- **Transparent** – by being accountable to the public and other stakeholders in a way which is clear and understandable.
- **Inclusive** – so that all people, regardless of their abilities, disabilities, or health care needs, have the right to be respected and appreciated as valuable members of their communities.
- **Collaborative** – in working with our members as individuals or as a group of people to create or produce something.
- **Reassuring** – by serving or intending to remove someone's doubts or fears when living with sight loss.
- **Supportive** - enabling people living with sight loss to access new and existing medical, clinical, social, leisure and advocacy related services.
- **Respectful** – by behaving in a way that shows regard for our members and the people we serve.
- **Responsive** – by effectively dealing with requests for information, advice & guidance in an accurate and timely manner.

Structure, Governance and Management

4Sight Vision Support has the charity registration number 1075447 and is a Company Limited by Guarantee, number 03740647. It is constituted under its amended Articles of Association dated 26th October 2018. The Charity was founded in 1921 and incorporated on 24th March 1999. The management of the affairs of the charity is vested in the Trustees. The Trustees are the directors of the company together with not more than nine members elected by the Annual General Meeting or co-opted by the Trustees.

Our staff

The charity's operational affairs, including service delivery, were managed and delivered by 17 staff consisting of the Chief Executive and the following staff teams:

- Finance, Administration, IT, HR & Facilities
- Sight Care Services
- Outreach Services
- Income Generation, Marketing & Communications
- Quality Assurance and Strategic Support

Volunteers

The Trustees would like to record their heartfelt thanks and appreciation for the enormous contribution made by all of the volunteers that are currently registered with 4Sight Vision Support as at 31st March 2019. Volunteers provided year-round support in our Vision Support Centres, our Charity Shop, in reception & administration roles, by offering home visiting and befriending, transport for members and other volunteers, leading or supporting at 4Sight Vision Support Club activities, attending Committees or Board Meetings or being there at the many fundraising events that take place each year. It is not an exaggeration to say that without their collective efforts, 4Sight Vision Support would not be able to provide the depth, breadth and quality of services that it currently is able to.

To put this into perspective, when added up, the average in-kind donation of time that 4Sight Vision Support's Volunteers make each year equates to over £250,000 of added value to our services. Going beyond just financial value, our volunteers bring with them an incredible sense of commitment allied to a wealth of skills, knowledge and life-experience which enriches the organisation enormously.

2018/19 – THE YEAR AT A GLANCE – OUR IMPACT.

With 5 main aims within our 2018-2021 Strategic Plan, here are some of our achievements during the year:

- For the period 1st April 2018 to 31st March 2019, over 1,500 telephone contacts were made as part of Project 360, our holistic membership services program.
- An increase in membership of 26.5% with a total of 422 new registrations through the year. Total membership stood at 2017 members at the end of the year, up from 1595 the year before.
- 200 volunteers gave 3300 volunteer hours to support 350 members at 37 of our activity and leisure clubs throughout the county.
- Our Outreach team made 1737 contacts, delivered 117 Low Vision Assessments, gave 894 daily living aids/tech equipment demonstrations and offered information, advice & guidance on 1034 occasions. It should be noted that the drop in the number of individual contacts made this year (compared to last year's figure of 1898) reflects the rise in the number of Low Vision Assessments (LVAs) provided by the Outreach team during the year – a move made necessary to support our members who were negatively impacted by NHS cuts to Low Vision services in the Mid Sussex area.
- We expanded our Sight Care Advisor service in the hospital eye clinics by adding an Assistant SCA to the team during 2018-19 – this was made possible through a new partnership with Sight Support Worthing. The team received 648 referrals in, made 1175 referrals out and had 1464 patient contacts in total, an increase of 33% on last year's figure of 1101 contacts.
- We delivered over 300 Low Vision Assessments in Crawley and Horsham Hospitals Eye Clinics as part of our ongoing partnership with Sight For Surrey.
- We conducted an Eye Clinic Observation Study with the help of student researchers provided through the University of Chichester's Graduate On scheme and in collaboration with Healthwatch West Sussex. The findings of this report are being used to drive our business case in sourcing funding from the NHS and West Sussex County Council.
- With the recruitment of an Assistant Volunteer Coordinator during the year, a successful Volunteer Thank You event was held during national Volunteer Week in June that celebrated and recognised the work of our amazing team of volunteers across the county; this will now become an annual event.
- Through the efforts of the Sight Care Advisor Team (SCA), we have continued to support patients in their journey on the eye health care pathway in West Sussex. We do this through our partnership work with both West Sussex County Council and the Western Sussex Hospitals NHS Foundation Trust, enabling the maintaining and management of the Register of Visually Impaired people living in West Sussex. The total number of Certificate of Vision Impairment referrals made by our SCA team to the County Council, who hold the Register, was 365, which results in a saving to the NHS of 213 staff hours a year, equal to almost £7700 in added value.
- Expansion and enhancement of our Sight Loss Awareness training continues with the aim of raising awareness of preventable sight loss strategies. In this year, 3 Sight Loss Awareness sessions were delivered and 18 Eccentric Viewing sessions were carried out as part of a partnership project with the Macular Society.
- 17 people were referred to the Living with Sight Loss courses held in our Vision Support Centres that were delivered in partnership with the RNIB.
- In line with our Strategic Plan, we carried out a Mapping Project to identify the needs of visually impaired children and young people living with sight loss in West Sussex, aged 0-30 years old. The report has now been shared with Blatchington Court Trust and other partners in the sector and joint funding bids are being considered to support people with direct services in that age range. Two joint events are planned for the 2019/20 to further the development of this project.
- Our services continue to meet the '10 Seeing It My Way' outcomes for visually impaired people in the UK, especially for our members in West Sussex who are at the heart of everything we do.
- Our delivery of services to veterans living with sight loss continues in the north of the county with our peripatetic - Outreach Worker running joint activities with Blind Veterans UK.
- We distributed 7000 newsletters in 6 different formats. Our Minibus provided 60 trips for members, carrying 720 passengers.
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- Our social media presence grew with a total of 843 'Likes' on Facebook and we added 343 new 'Followers' on Twitter.
- Our staff cadre increased by 3 and our volunteer numbers by 36 during 2018-19.

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In summary, throughout the year and as a result of the continued investment in services that help us to fulfil our Vision and Mission, the 4Sight Vision Support team of staff and volunteers worked together to deliver and make possible:

- 5421 contacts
- 894 equipment/tech demonstrations
- 417 Low Vision Assessments
- 365 CVIs
- 7000 Newsletters
- 37 Social Activity & Leisure Clubs
- 2 x Living with Sight Loss courses
- 18 Eccentric Viewing training sessions
- 3 Sight Loss Awareness Training sessions
- 60 Minibus trips
- 1 x Volunteer Thank You event
- 1 x Mapping Project
- 1 x Eye Clinic Observation Study

OUR SERVICES.

From national research and from what our members tell us, we know that living with sight loss has a significant impact on people's ability to live independently, to access shops, services, community facilities, to use public transport and to play an active part in society.

Other health related issues often accompany sight loss, and this can have a long-lasting effect on people's emotional wellbeing. National research and local evidence also show that people of all ages living with sight loss are more likely to suffer with depression and that almost half of all falls sustained by visually impaired people are directly attributed to their sight loss. These factors all lead to significant hospital admissions and increased health costs.

To address these issues, 4Sight Vision Support supports visually impaired people through the provision of non-clinical support through a range of services that complements that of Optometrists in the High Street, Ophthalmologists in the county Hospital Eye Clinics and that given by the Rehabilitation Officers from the West Sussex County Council's Sensory Teams.

Over 90% of all staff time is spent on providing high quality services to our members and beneficiaries. In addition, about 10% of senior staff time is directed towards influencing local decision makers and working with partners across the voluntary sector here in West Sussex and nationally, particularly through our engagement with the England Vision Strategy, Vision 2020 and Visionary.

All Staff and Volunteers aspire to work towards our strategic aims and values set out in our Strategic Plan for 2018 - 2021.

The incredible contribution made in terms of time, commitment and talent by our 17 Staff and 300 strong Volunteer team helps to ensure that the services 4Sight Vision Support provides for visually impaired people and others living with the impact of sight loss in West Sussex have continuity, purpose and quality and make a significant impact in improving the health & wellbeing outcomes for our beneficiaries.

OUR ACTIVITIES:

We operate from three Vision Support Centres throughout the county of West Sussex which are the bases from where we provide most of our services. Our Centres are situated at the 4Sight Vision Support Bradbury Centre, Bognor Regis (the charity's headquarters and site of our main administration and resource support functions), Midhurst and Shoreham by Sea. These fully equipped and staffed Centres provided access to a range of services, and a base for outreach. In addition to the three main Centres, outreach and resources have been available from drop-in centres in Burgess Hill, Hayward's Heath and Crawley throughout this financial year.

In addition to our countywide Centres, some of our Low Vision and Sight Care Adviser work is delivered from local hospitals in the county.

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Our support services include:

Information, Advice & Guidance:

- Emotional Support
- Advocacy
- Signposting
- Telephone Befriending
- Transcription – Braille, CD, USB & other electronic formats for both in-house and commercially.
- Quarterly Newsletter
- Access to Exhibition and Focus Days

Vision Support:

- Sight Care Advisor Services – based in Southlands Hospital, Shoreham & St Richards Hospital, Chichester
- Skills for Seeing training
- Sight Loss MOT – An assessment of needs after sight loss
- Low Vision Assessments – assessing how best to utilise existing vision
- Assistive Technology Support
- Equipment Purchase

In centre support:

- Low Vision Clinics in Crawley & Horsham Hospitals
- Monthly drop in sessions in Burgess Hill, Haywards Heath, Crawley & Horsham
- Low Vision Aids and Equipment Advice and displays at our Support Centres in Bognor Regis, Midhurst & Shoreham by Sea

In your community:

Social, Activity, Leisure and Special Interest Groups – over 30 different clubs and activity groups across the county.

Some of our services in more detail;

Sight Care Advisors and Low Vision Services

In line with national best practice, 4Sight Vision Support Sight Care Advisors (SCA) support people from the moment that they receive a diagnosis of sight loss; a model of practice similar to the use of Eye Clinic Liaison Officers (ECLOs) in other parts of the country.

Since 1998, 4Sight Vision Support has deployed highly skilled ophthalmic nurses as our SCAs who are based in the Eye Clinics at Worthing, Southlands and St. Richard's Hospital Eye Clinics, working to support, guide and refer people at the point of diagnosis and during their time of need. The SCAs work includes making direct referrals to their colleagues at 4Sight Vision Support, as well as making external referrals to Sight Support Worthing, the West Sussex County Council (WSSCC) Rehabilitation officers for the Visually Impaired (ROVI) team, and other agencies who contribute to supporting visually impaired people. As in previous years, the SCAs continued to support the Certificate of Vision Impairment process within the Eye Clinics.

Low Vision Clinics have continued to be commissioned by the Surrey and Sussex Healthcare NHS Trust (SASH) for delivery by 4Sight Vision Support at Horsham and Crawley hospitals – a service that is being delivered in partnership with Sight for Surrey, who provide the equivalent service in Surrey

We continue to work proactively with other Eye Health partners as part of the Surrey and Sussex Local Eye Health Network (LEHN) which provides the opportunity for the eye health professionals – together with patients and voluntary sector organisations – to show leadership, identify priorities and re-design services and pathways to meet patient and population needs.

Of particular significance this year was the 20th Anniversary of the SCA service operating within the Eye Clinics of the WSHT. The SCA service started in October 1998 and, in that time, the SCAs have directly supported over 9,050 patients and indirectly supported over 12,000 families/parents/carers and healthcare professionals. 4Sight Vision Support estimates that the cost of providing the SCA service to the WSHT over the 20-year period has been in excess of £1,000,000. The Trustees would like to note their thanks in particular to Mandy Whitman and Annie Taylor for their incredible contribution since 1998 to making the SCA the outstanding service that is today.

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This year, we are very grateful to have entered into a new partnership and funding arrangement with our colleagues at Sight Support Worthing; with their direct help we have been able to add a third member to our Sight Care Advisor team to ensure further support for patients at both Southlands and St Richard's Hospital Eye Clinics.

Outreach Services

As with the Sight Care Advisor Service, our Outreach Services form a key part of 4Sight Vision Support's core mission through the provision of practical, responsive and direct support to people living with the often debilitating and devastating effects of sight loss.

The Outreach team strives to develop, improve and extend the support it offers and at present, these services include our skilled and empathetic Outreach staff team, a growing range of adaptive technology to help with communication needs, rehabilitation support & advice (in partnership with the WSCC ROVI team) and Low Vision Assessments (LVAs) in our Resource Centres and where appropriate, at people's homes or in Hospital Eye Clinics.

In addition, the Outreach Workers are actively engaged in promoting 4Sight Vision Support services to people in their local communities, by attending and presenting information and/or talks at many events, club and group meetings, as well as directly supporting our existing leisure/activity clubs and groups throughout the year.

At present, our Outreach Workers are based in Bognor Regis, Midhurst, Shoreham and Burgess Hill but their remit is to offer county-wide support wherever possible and will travel to meet local demand.

Clubs and Membership Services

A vital part of 4Sight Vision Support's work in helping its members maintain their independence and overcome social isolation, comes through the organisation's affiliated Area Committees and specialist leisure/activity clubs and groups. The Clubs meet regularly in a variety of community settings across West Sussex - from Selsey to East Grinstead, Shoreham to Crawley and at many other locations in between.

During this year, Club members and Club volunteers attended the Clubs, gaining the benefits of friendship, enjoyment, sharing, learning and fun from what is a long-standing and vibrant '4Sight Vision Support community'. The Clubs provide vital social interaction between members and provide a peer-to-peer support network, which can often be the only contact which some people have. Clubs are part of 4Sight Vision Support's internal governance framework, and they link to one of the seven Districts, which are co-terminus with local authority boundaries. Club leaders/area volunteers attend Area Committee meetings which are held during the year, and these provide a platform for sharing ideas, resources and best practice as well as ensuring that 'member voice' is relayed directly to the Trustees via the 5 Area Chairs.

Members are also supported by free telephone information and advice, volunteer Home Visitors /Telephone Befrienders, and other subsidised visits from Outreach staff if required.

Health & Wellbeing: Hub and Kitchen Services, Social, Leisure & Activity Clubs

Improving the Health and Wellbeing of members is a key aim of 4Sight Vision Support and this year, thanks to the volunteer team across the County that tirelessly supports our members at the Clubs, we have been able to maintain an extensive range of 4Sight Vision Support Club activity that promotes and encourages health & wellbeing, such as Rambling, Tai Chi, Cookery, Bowling, Book Reading, Music & Movement, Walking, Macular, Lunch, Horse Riding, Handicrafts and Self-Help groups amongst many others.

The Trustees would like to thank all the Club Leaders and volunteers that help to support and deliver this vital grass-roots aspect of the charity's work, many of whom have been involved in the weekly running Clubs for years and in some cases, for decades.

PARTNERSHIPS

Partnership working is a key priority to 4Sight Vision Support, and we have continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services.

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We have a formal link with Sight for Surrey through the SASH NHS contract as mentioned above, and link into the local West Sussex Community & Voluntary Action groups, i.e. Voluntary Action Arun & Chichester, Horsham & Mid Sussex Voluntary Action, Crawley Community and Voluntary Service, Voluntary Action Worthing and Adur Voluntary Action. We are also a founder member of the 'Supporting Community Based Solutions' (SCBS) consortia with Age UK West Sussex, Carers Support, Crossroads Care, Aldingbourne Trust, Independent Lives and Healthwatch West Sussex. SCBS is a consortium of county-wide service provider organisations that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

Of equal significance are the partnerships we have established with other organisations that support visually impaired people. Visionary is the national body that links sight loss organisations across the UK. 4Sight Vision Support plays an active role in the local Visionary south-east regional hub which includes Sight For Surrey, East Sussex Association of Blind & Partially Sighted People, Open Sight, Kent Association for the Blind, Sight Concern Bedfordshire, Berkshire Vision and many others, and this year, our participation within the Visionary South East region has continued to grow. More broadly, we work with our national partners including the RNIB, Guide Dogs UK, Blind Veterans UK, Thomas Pocklington Trusts and The Macular Society for example and we will continue to explore ways to work together with them wherever such partnerships can add value to the services and support we offer to our members.

FINANCIAL PERFORMANCE

The financial performance of the charity for the year is set out in the Statement of Financial Activities.

Donations, Legacies and Grants totalled £172,385 for the period, whilst income from Charitable Activities was £122,624. Charity Shop income was £51,631, down from the previous year figure of £59,071.

Total expenditure for the year was £555,107.

As part of the 3-year Strategic Plan, Trustees had agreed to invest a proportion of the legacy income received in the 2017-18 year in the development and growth of services during this financial year. This has created a planned deficit in our accounts and as such, the net movement in funds was -£186,390, against a planned deficit for the year of -£100,346.

Various factors, including an underperformance in our charity shop figures for the year of approximately £13,000, and an under achievement in grants receivable income for the year of £42,000 have not been offset by a reduction in our planned expenditure for the year of £4,000.

Fees and pricing policies have remained at 2017-18 levels. There are currently no plans to increase any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that membership and other charges can be waived for those unable to afford it, including those in full time education.

We continue to work in a positive spirit of partnership with West Sussex County Council's Public Health Prevention and Wellbeing team, who make an annual contribution towards the costs of our 4Sight Vision Support Centres in the form of a Service Level Agreement (SLA), which was equal to £30,000 in this financial period.

The trading subsidiary, 4Sight Vision Support Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure. 4Sight Vision Support has maintained this method for the continuous

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Trustees' Report (continued)
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assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to at least six month's expenditure (excluding funded projects); this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services. This level of reserves had been achieved at the year end.

The total funds held at the balance sheet date were £903,315 (2018: £1,089,705) which includes £92,044 (2018: 62,918) held in restricted funds and £466,612 (2018: £474,705) held as tangible fixed assets. This gives free reserves of £344,659 (2018: £552,082).

The view of the Trustees for the 2018-19 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary.

The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

FUNDRAISING

As with many voluntary sector organisations, securing funding for our services remains a constant challenge and the Trustees and the Senior Management Team remain focussed on the work that is needed in order to develop sustainable, on-going income streams.

4Sight Vision Support continues to benefit from the very generous support of a broad range of funders, whether that be Charitable Trusts & Foundations, statutory funders such as County, District, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support and we thank them for enabling us to fulfil our mission to support and improve the lives of visually impaired people in West Sussex. Equally, the Trustees would like to note their sincere thanks to the regional 4Sight Vision Support fundraising committees, Area Committees, local businesses, schools, universities, colleges and the many individuals who choose to set up, run, or participate in a fundraising event in aid of our work each year. Without the support of this ever-growing supporter and donor base, 4Sight Vision Support would simply not be able to fulfil its objectives.

Successful community events, many run on our behalf by third parties have generated some unrestricted income for us throughout the year and in addition, there have been numerous street and store collections held by supporters and volunteers across the county, and countless anonymous donations made through our static boxes dotted around West Sussex. It is a vital part of the collective fundraising effort and the Trustees wish to extend their sincere thanks to all persons involved.

This year, the Trustees would also like to acknowledge the generous support of the following organisations:

Barnham Parish Council, East Preston Parish Council, Broadbridge Heath Parish Council, Lindfield Parish Council, Sompting Parish Council, Arun Wellbeing, Adur Community Grant, Clymping Parish Council, Hassocks Parish Council, Selsey Town Council, Arundel Town Council, Bosham Parish Council, Southwater Parish Council, East Grinstead Town Council, Angmering Parish Council, Billingshurst Parish Council, Chichester District Council, East Wittering & Bracklesham Parish Council, Haywards Heath Town Council, Fishbourne Parish Council, Pulborough Parish Council, Pagham Parish Council, Aldwick Parish Council, Worth Parish Council, West Chiltington Parish Council, Ashurst Wood Parish Council, Bolney Parish Council, Wisborough Green Parish Council, Zurich Community Trust (UK) Limited, The Edith Lilian Harrison 2000 Foundation, The Lynn Foundation, The Rest-Harrow Trust, The Ernest Kleinwort Charitable Trust, The Marsh Christian Trust,

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Windruff Charitable Trust, The Roger Vere Foundation, The Persula Foundation, The Longley Trust, The Dunhill Medical Trust, The Clothworkers' Foundation, The Roger Raymond Charitable Trust, The Screwfix Foundation, The Ian Askew Charitable Trust, The Simpson Charitable Trust, The Sussex Community Foundation, The Trefoil Trust, The Boltini Trust, C M Keyser Charitable Trust, Viscountess Blakenham's Charitable Trust, The Alchemy Foundation, Charlotte Marshall Charitable Trust, The John Lewis Partnership General Community Fund, H A Holliday Charitable Settlement, Douglas Arter Foundation, West Sussex County Council, West Sussex County Council Space Hive, Lancing & Sompting Lions Club, Burgess Hill Lions Club, Chanctonbury Lions Club, The Probus Club of Midhurst & District, Chichester Lions Club, Adur East Lions Club, Midhurst Lions Club, Helping Others Fund - Pagham Pram Race Committee, Rotary Club of Bognor Hotham, Making a Difference Locally One Stop - Carriers for Causes, Claudine Ickeringill Optometrists, Tesco - Bags of Help, Waitrose & Partners Community Matters, Lloyds Bank Foundation, Co-op Local Community Fund.

Many other donors and benefactors have also supported us throughout the year but have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

FUTURE PLANS AND DEVELOPMENTS

From April 2019, 4Sight Vision Support will be working to a refreshed Strategic Plan which will:

- Place visually impaired people at the heart of the work of the charity
- Grow membership by 15% each year
- Continue to align our services with the 10 'Seeing It My Way' outcomes
- Work to implement and improve the Adult UK Sight Loss Pathway
- Expand services in the north and north east of the county
- Find ways to make the Sight Care Advisor Service sustainable
- With the new Volunteer & Clubs Coordinator, improve the support given to our Volunteers & Clubs
- Prepare for our Centenary year in 2021
- Raise awareness of sight loss through expanding our Sight Awareness Training
- Continue to work alongside our partners in delivering a service to children and YP aged 0-30 living with sight loss.
- Improve organisational sustainability by creating a fundraising and income generating committee/strategy.

THE BOARD OF TRUSTEES

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company.

The Trustees shall consist of the Honorary Officers, individuals nominated by local area committees, and individuals elected by the members at the AGM, of which not less than 50% shall be visually impaired people or people with lived experience of sight loss.

The Board of Trustees:

- meets at least four times per year;
- each calendar year appoints sub-committees to deal with all financial and general business of the Association;
- authorises the appointment of senior staff; and
- approves a business plan and budget for the coming year.

The Annual General Meeting:

- elects Officers of the Charity;
- elects up to 9 members of the Board of Trustees;
- and approves the annual report and accounts.

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Trustees' Report (continued)
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The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Charity.

A register of Trustees and Senior Managers declared interests is maintained and updated at least annually, and the HMRC Fit and Proper Persons process is in place. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. All serving trustees are already familiar with the practical work of the charity. Potential new trustees, who are selected for their strengths and diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our head office, and if possible at our other bases of activity and outreach localities, to familiarise themselves with the charity and the context within which it operates.

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted, and this information helps to build the profile for future Trustee recruitment.

Trustees are encouraged to update their skills through attendance at appropriate training courses and events and, to use the available resources and comprehensive guidance available on the Charity Commission website. Honorary Officers are selected from the Board of Trustees.

RISK ASSESSMENT

The Board of Trustees keeps under review the risks to which 4Sight Vision Support may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. A Risk Register is in place and is updated regularly and at least annually. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety, and reputation. Where appropriate, systems and procedures have been established to mitigate the risks the Charity faces.

Compliance is about ensuring that we adhere to statutory and regulatory requirements and, in line with best practice and our duty of care to all of our stakeholders, the Charity is working towards Level 1 of the Trusted Charity quality mark, which has been specifically designed for use by voluntary sector organisations.

This report was approved by the Trustees, in their capacity as company directors, on *25th OCTOBER* 2019 and signed on their behalf by:



.....
Nik Demetriades
Company secretary

4Sight Vision Support
(A Company Limited by Guarantee)

Independent Examiner's Report
For the Year Ended 31 March 2019

Independent Examiner's Report to the Trustees of 4Sight Vision Support (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2019.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and Basis of Report

As the Trustees of the charity (and 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 charity 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 the charity's accounts 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I can 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 charity 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.

Signed: *Kreston Reeves MFP*

Dated: *7 November 2019*

Sarah Ediss BSc, FCA

Kreston Reeves LLP
Chartered Accountants
Springfield House
Springfield Road
Horsham
West Sussex
RH12 2RG

4Sight Vision Support
(A Company Limited by Guarantee)

Statement of Financial Activities incorporating Income and Expenditure Account
For the Year Ended 31 March 2019

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income and endowments from:					
Donations and legacies	2	57,528	114,857	172,385	180,407
Charitable activities	3	111,611	11,013	122,624	142,709
Other trading activities	4,5	66,912	-	66,912	80,980
Investments	6	500	-	500	205
Other income		6,296	-	6,296	12,594
Total income and endowments		242,847	125,870	368,717	416,895
Expenditure on:					
Raising funds	5,7	116,827	1,557	118,384	97,121
Charitable activities	8,9	340,695	96,028	436,723	378,178
Total expenditure	7	457,522	97,585	555,107	475,299
Net income / (expenditure) before transfers		(214,675)	28,285	(186,390)	(58,404)
Transfers between Funds	18	(841)	841	-	-
Net income / (expenditure) before other recognised gains and losses		(215,516)	29,126	(186,390)	(58,404)
Net movement in funds		(215,516)	29,126	(186,390)	(58,404)
Reconciliation of funds:					
Total funds brought forward		1,026,787	62,918	1,089,705	1,148,109
Total funds carried forward		811,271	92,044	903,315	1,089,705

The notes on pages 16 to 35 form part of these financial statements.

4Sight Vision Support
(A Company Limited by Guarantee)
Registered number: 03740647

Balance Sheet
As at 31 March 2019

	Note	£	2019 £	£	2018 £
Fixed assets					
Tangible assets	13		466,612		474,705
Investments	14		100		100
			466,712		474,805
Current assets					
Stocks	15	9,711		6,163	
Debtors	16	20,703		69,101	
Cash at bank and in hand		436,921		660,822	
		467,335		736,086	
Creditors: amounts falling due within one year	17	(30,732)		(121,186)	
Net current assets			436,603		614,900
Net assets			903,315		1,089,705
Charity Funds					
Restricted funds	18		92,044		62,918
Unrestricted funds	18		811,271		1,026,787
Total funds			903,315		1,089,705

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

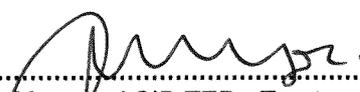
The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 25/10/19 and signed on their behalf, by:



 Dr N Boyland FRSC DL - Trustee



 A Mayson ACIB TEP - Trustee

The notes on pages 16 to 35 form part of these financial statements.

4Sight Vision Support
(A Company Limited by Guarantee)

Statement of Cash Flows
For the Year Ended 31 March 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	21	<u>(139,072)</u>	<u>487,792</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		500	205
Purchase of tangible fixed assets		<u>(5,195)</u>	<u>(7,190)</u>
Net cash used in investing activities		<u>(4,695)</u>	<u>(6,985)</u>
Cash flows from financing activities:			
Repayments of borrowings		<u>(80,134)</u>	<u>(69,747)</u>
Net cash used in financing activities		<u>(80,134)</u>	<u>(69,747)</u>
Change in cash and cash equivalents in the year		(223,901)	411,060
Cash and cash equivalents brought forward		<u>660,822</u>	<u>249,762</u>
Cash and cash equivalents carried forward	22	<u><u>436,921</u></u>	<u><u>660,822</u></u>

The notes on pages 16 to 35 form part of these financial statements.

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)) including Update Bulletin 1, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

4Sight Vision Support meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Going concern

After reviewing the charity's forecasts and projections, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

Notes to the Financial Statements
For the Year Ended 31 March 2019

1. Accounting Policies (continued)

1.4 Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. Please refer to the Trustees' Report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1. Accounting Policies (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include central office costs. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

1.6 Turnover

Turnover comprises revenue recognised by the charity in respect of goods and services supplied during the year, exclusive of Value Added Tax and trade discounts.

1.7 Tangible fixed assets and depreciation

All assets costing more than £2,000 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. 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 bases:

Freehold property	-	2% on cost
Plant and machinery	-	33% on cost
Motor vehicles	-	50% on cost
Fixtures and fittings	-	33% on cost
Computer equipment	-	33% on cost

Notes to the Financial Statements
For the Year Ended 31 March 2019

1. Accounting Policies (continued)

1.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of Financial Activities incorporating Income and Expenditure Account.

1.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.10 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

1.11 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.12 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.13 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

Notes to the Financial Statements
For the Year Ended 31 March 2019

1. Accounting Policies (continued)

1.15 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.16 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.17 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.18 Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The residual values and useful economic lives of tangible fixed assets over which these items are depreciated are estimates which impact the net book value at the balance sheet date, particularly for freehold property.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2019

2. Income from donations and legacies

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	20,120	19,255	39,375	45,391
Legacies	27,568	-	27,568	48,269
Grants	9,840	95,602	105,442	86,747
	<u>57,528</u>	<u>114,857</u>	<u>172,385</u>	<u>180,407</u>
Total donations and legacies	<u>57,528</u>	<u>114,857</u>	<u>172,385</u>	<u>180,407</u>
Total 2018	<u>96,807</u>	<u>83,600</u>	<u>180,407</u>	

3. Income from charitable activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Clubs	30,873	-	30,873	29,613
Grants receivable	30,000	-	30,000	60,000
Membership subscriptions	-	-	-	6
Sales of appliances and equipment	19,686	-	19,686	18,364
Brailling service	277	-	277	446
Service level agreements	30,775	11,013	41,788	34,280
	<u>111,611</u>	<u>11,013</u>	<u>122,624</u>	<u>142,709</u>
Total 2018	<u>142,709</u>	<u>-</u>	<u>142,709</u>	

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2019

4. Fundraising income

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Fundraising events	9,344	-	9,344	15,177
Fundraising sponsored events	2,627	-	2,627	3,551
Raffles & lotteries	2,248	-	2,248	1,767
Other fundraising income	1,062	-	1,062	1,414
	<u>15,281</u>	<u>-</u>	<u>15,281</u>	<u>21,909</u>
Total 2018	<u>21,909</u>	<u>-</u>	<u>21,909</u>	

5. Trading activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Charity trading income - shops				
Other trading activities	51,631	-	51,631	59,071
	<u>51,631</u>	<u>-</u>	<u>51,631</u>	<u>59,071</u>
Trading expenses - shops				
Finance costs	326	-	326	359
Premises costs	28,686	1,557	30,243	26,581
Sundry costs	294	-	294	724
Other costs	1,315	-	1,315	646
Staff Travel	1,064	-	1,064	320
Repair costs	978	-	978	6,266
Wages and salaries	30,999	-	30,999	26,027
	<u>63,662</u>	<u>1,557</u>	<u>65,219</u>	<u>60,923</u>
Net expenditure from trading activities	<u>(12,031)</u>	<u>(1,557)</u>	<u>(13,588)</u>	<u>(1,852)</u>

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2019

6. Investment income

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Investment income - local cash	500	-	500	205
Total 2018	205	-	205	

7. Analysis of Expenditure by expenditure type

	Staff costs 2019 £	Depreciation 2019 £	Other costs 2019 £	Total 2019 £	Total 2018 £
Expenditure on raising voluntary income	26,299	-	26,866	53,165	36,198
Expenditure on fundraising trading - shops	30,999	-	34,220	65,219	60,923
Costs of raising funds	57,298	-	61,086	118,384	97,121
Clubs	-	-	35,341	35,341	31,301
Sight Care Advisor Service	79,397	1,422	8,415	89,234	84,901
Resource & Transcription	20,410	4,596	36,896	61,902	67,779
Outreach Service	172,108	5,303	49,609	227,020	178,696
Minibus	4,385	1,671	3,722	9,778	5,142
Charitable activities	276,300	12,992	133,983	423,275	367,819
Expenditure on governance	7,220	296	5,932	13,448	10,359
Total 2019	340,818	13,288	201,001	555,107	475,299
Total 2018	269,674	12,485	193,140	475,299	

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2019

8. Direct costs - charitable activities

	Clubs £	Sight Care Advisor Service £	Resource & Transcription £	
Other costs	35,341	62	331	
Staff travel, training & recruitment	-	1,723	747	
Building & estate costs	-	-	4,651	
Professional fees	-	-	1,385	
Communications	-	15	1,372	
Equipment costs	-	185	24,660	
Volunteer expenses	-	-	-	
Wages and salaries	-	48,547	6,767	
National insurance	-	5,884	820	
Pension cost	-	3,919	546	
Depreciation	-	-	3,766	
Total 2019	35,341	60,335	45,045	
Total 2018	31,301	55,396	51,388	
	Outreach Service £	Minibus £	Total 2019 £	Total 2018 £
Other costs	1,582	8	37,324	32,928
Staff travel, training & recruitment	4,620	248	7,338	5,562
Building & estate costs	20,286	-	24,937	18,126
Professional fees	2,896	620	4,901	2,695
Communications	3,888	-	5,275	9,362
Equipment costs	1,703	1,262	27,810	32,829
Volunteer expenses	704	244	948	784
Wages and salaries	105,254	-	160,568	123,376
National insurance	12,757	-	19,461	16,021
Pension cost	8,496	-	12,961	9,928
Depreciation	2,222	1,375	7,363	5,555
Total 2019	164,408	3,757	308,886	257,166
Total 2018	115,314	3,767	257,166	

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2019

9. Support costs - charitable activities

	Governance £	Sight Care Advisor Service £	Resource & Transcription £
Finance	35	166	97
Other costs	304	604	352
Staff travel, training & recruitment	108	513	300
Building & estate costs	977	1,712	998
Professional fees	3,987	2,408	1,404
Communications	324	682	398
Equipment costs	197	345	201
Staff costs	7,220	21,047	12,277
Depreciation	296	1,422	830
Total 2019	13,448	28,899	16,857
Total 2018	10,359	29,505	16,391

	Outreach Service £	Minibus £	Total 2019 £	Total 2018 £
Finance	360	35	693	2,129
Other costs	1,309	126	2,695	1,509
Staff travel, training & recruitment	1,112	107	2,140	1,906
Building & estate costs	3,709	356	7,752	6,209
Professional fees	5,216	502	13,517	13,751
Communications	1,477	142	3,023	5,656
Equipment costs	747	72	1,562	2,023
Staff costs	45,601	4,385	90,530	80,899
Depreciation	3,081	296	5,925	6,930
Total 2019	62,612	6,021	127,837	121,012
Total 2018	63,382	1,375	-	

During the year ended 31 March 2019, the charity incurred the following Governance costs:
£3,363 (2018 - £2,798) included within the table above in respect of Sight Care Advisor Service.
£2,084 (2018 - £1,553) included within the table above in respect of Resource & Transcription.
£7,194 (2018 - £6,008) included within the table above in respect of Outreach Service.
£807 (2018 - £NIL) included within the table above in respect of Minibus.

Notes to the Financial Statements
For the Year Ended 31 March 2019

10. Governance costs

	Unrestricted funds £	Restricted funds £	2019 £	2018 £
Staff costs	7,220	-	7,220	2,670
Independent examination fees	3,300	-	3,300	4,500
Trustee meeting costs	177	-	177	327
Legal and professional	687	-	687	1,823
Other costs	2,064	-	2,064	1,039
Total	13,448	-	13,448	10,359

11. Net income/(expenditure)

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets: - owned by the charity	13,288	12,485
Operating lease rentals	32,500	32,500

During the year, no Trustees received any remuneration (2018 - £NIL).

During the year, no Trustees received any benefits in kind (2018 - £NIL).

1 Trustee received reimbursement of expenses amounting to £177 in the current year, (2018 - no Trustees - £NIL).

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2019

12. Staff costs

Staff costs were as follows:

	2019	2018
	£	£
Wages and salaries	308,396	243,725
Social security costs	19,461	16,021
Other pension costs	12,961	9,928
	<u>340,818</u>	<u>269,674</u>

Included within wages and salaries are redundancy costs of £3,601 (2018 - £nil).

The average number of persons employed by the charity during the year was as follows:

	2019	2018
	No.	No.
Average number of employees	17	13

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £43,860.

4Sight Vision Support
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 March 2019

13. Tangible fixed assets

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	
Cost						
At 1 April 2018	500,000	21,143	2,750	31,125	5,159	
Additions	-	5,195	-	-	-	
Disposals	-	(4,865)	-	-	-	
At 31 March 2019	<u>500,000</u>	<u>21,473</u>	<u>2,750</u>	<u>31,125</u>	<u>5,159</u>	
Depreciation						
At 1 April 2018	30,000	17,813	1,375	31,125	5,159	
Charge for the year	10,000	1,913	1,375	-	-	
On disposals	-	(4,865)	-	-	-	
At 31 March 2019	<u>40,000</u>	<u>14,861</u>	<u>2,750</u>	<u>31,125</u>	<u>5,159</u>	
Net book value						
At 31 March 2019	<u>460,000</u>	<u>6,612</u>	<u>-</u>	<u>-</u>	<u>-</u>	
At 31 March 2018	<u>470,000</u>	<u>3,330</u>	<u>1,375</u>	<u>-</u>	<u>-</u>	
						Total £
Cost						
At 1 April 2018						560,177
Additions						5,195
Disposals						(4,865)
At 31 March 2019						<u>560,507</u>
Depreciation						
At 1 April 2018						85,472
Charge for the year						13,288
On disposals						(4,865)
At 31 March 2019						<u>93,895</u>
Net book value						
At 31 March 2019						<u>466,612</u>
At 31 March 2018						<u>474,705</u>

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Notes to the Financial Statements
For the Year Ended 31 March 2019

14. Fixed asset investments

Shares in
group
undertakings
£

Market value

At 1 April 2018 and 31 March 2019

100

Subsidiary undertakings

The following were subsidiary undertakings of the company:

Name	Holding
4SIGHT Trading Limited	100%

The aggregate of the share capital and reserves as at 31 March 2019 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

Name	Aggregate of share capital and reserves £	Profit/(loss) £
4SIGHT Trading Limited	100	-

Investments at market value comprise:

	2019 £	2018 £
Group	100	100

All fixed asset investments are held in the UK.

15. Stocks

	2019 £	2018 £
Goods for resale	9,711	6,163

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Notes to the Financial Statements
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16. Debtors

	2019	2018
	£	£
Trade debtors	236	9,351
Gift aid recoverable	4,152	3,788
VAT	968	2,374
Prepayments and accrued income	15,347	53,588
	<u>20,703</u>	<u>69,101</u>

17. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Bank loans and overdrafts	-	80,134
Trade creditors	15,475	21,243
Other taxation and social security	5,372	5,562
Other creditors	588	677
Accruals and deferred income	9,297	13,570
	<u>30,732</u>	<u>121,186</u>

4Sight Vision Support
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Notes to the Financial Statements
For the Year Ended 31 March 2019

18. Statement of funds

Statement of funds - current year

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
Unrestricted funds					
General fund	954,373	211,974	(423,371)	7,358	750,334
Clubs designated funds (note 21)	72,414	30,873	(34,151)	(8,199)	60,937
	<u>1,026,787</u>	<u>242,847</u>	<u>(457,522)</u>	<u>(841)</u>	<u>811,271</u>
Restricted funds					
Outreach service	42,376	55,855	(56,409)	-	41,822
Clubs	1,821	585	(1,571)	-	835
Equipment	1,368	6,500	(472)	(5,159)	2,237
New premises	126	-	(126)	-	-
Website	869	-	(869)	-	-
Shop refit	1,557	-	(1,557)	-	-
Sight Care Advisor service	-	13,888	(13,738)	-	150
Building	3,000	21,965	(3,870)	6,000	27,095
Volunteering	11,801	16,569	(17,040)	-	11,330
Newsletter	-	10,008	(1,433)	-	8,575
Market	-	500	(500)	-	-
	<u>62,918</u>	<u>125,870</u>	<u>(97,585)</u>	<u>841</u>	<u>92,044</u>
Total of funds	<u>1,089,705</u>	<u>368,717</u>	<u>(555,107)</u>	<u>-</u>	<u>903,315</u>

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The description applied to each fund describes the purpose.

Transfers between funds represent club contributions to a pool conversion project (held in building fund) and purchase of equipment from the equipment fund.

4Sight Vision Support
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Notes to the Financial Statements
For the Year Ended 31 March 2019

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2018 £
General funds					
General fund	1,013,499	303,682	(362,808)	-	954,373
Clubs designated funds (note 21)	55,549	29,613	(30,248)	17,500	72,414
	<u>1,069,048</u>	<u>333,295</u>	<u>(393,056)</u>	<u>17,500</u>	<u>1,026,787</u>
Restricted funds					
Outreach service	48,756	60,123	(69,003)	2,500	42,376
Clubs	2,719	480	(1,378)	-	1,821
Equipment	4,263	3,000	(5,895)	-	1,368
New premises	289	-	(163)	-	126
Training	34	67	(101)	-	-
Website	1,000	-	(131)	-	869
Shop refit	2,000	-	(443)	-	1,557
Estate of Betty Woodin - East Preston Club	20,000	-	-	(20,000)	-
Sight Care Advisor service	-	1,100	(1,100)	-	-
Building	-	3,000	-	-	3,000
Volunteering	-	15,830	(4,029)	-	11,801
	<u>79,061</u>	<u>83,600</u>	<u>(82,243)</u>	<u>(17,500)</u>	<u>62,918</u>
Total of funds	<u><u>1,148,109</u></u>	<u><u>416,895</u></u>	<u><u>(475,299)</u></u>	<u><u>-</u></u>	<u><u>1,089,705</u></u>

4Sight Vision Support
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Notes to the Financial Statements
For the Year Ended 31 March 2019

19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	466,612	-	466,612
Fixed asset investments	100	-	100
Current assets	375,291	92,044	467,335
Creditors due within one year	(30,732)	-	(30,732)
	<u>811,271</u>	<u>92,044</u>	<u>903,315</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	474,705	-	474,705
Fixed asset investments	100	-	100
Current assets	673,168	62,918	736,086
Creditors due within one year	(121,186)	-	(121,186)
	<u>1,026,787</u>	<u>62,918</u>	<u>1,089,705</u>

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Notes to the Financial Statements
For the Year Ended 31 March 2019

20. Clubs designated funds

	2019 £	2018 £
Income		
Clubs income	30,873	29,613
Total income	<u>30,873</u>	<u>29,613</u>
Expenditure		
Travel	(4,500)	(2,790)
Hall hire	(7,460)	(6,669)
Functions	(14,477)	(17,219)
Other expenses	(7,714)	(3,570)
Total expenditure	<u>(34,151)</u>	<u>(30,248)</u>
Net movement in year	-	(635)
Balance brought forward	72,414	55,549
Transfers (to)/ from general fund	(8,199)	17,500
Balance carried forward	<u><u>60,937</u></u>	<u><u>72,414</u></u>

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 34 (2018: 46).

21. Reconciliation of net movement in funds to net cash flow from operating activities

	2019 £	2018 £
Net expenditure for the year (as per Statement of Financial Activities)	(186,390)	(58,404)
Adjustment for:		
Depreciation charges	13,288	12,485
Dividends, interest and rents from investments	(500)	(205)
Increase in stocks	(3,548)	(376)
Decrease in debtors	48,398	519,881
(Decrease)/increase in creditors	(10,320)	14,411
Net cash (used in)/provided by operating activities	<u><u>(139,072)</u></u>	<u><u>487,792</u></u>

22. Analysis of cash and cash equivalents

	2019 £	2018 £
Cash in hand	436,921	660,822
Total	<u><u>436,921</u></u>	<u><u>660,822</u></u>

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Notes to the Financial Statements
For the Year Ended 31 March 2019

23. Pension commitments

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £12,961 (2018 - £9,928). Contributions totalling £nil (2018 - £nil) were payable to the fund at the balance sheet date and are included in creditors

24. Operating lease commitments

At 31 March 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2019	2018
	£	£
Amounts payable:		
Within 1 year	14,000	32,500
Between 1 and 5 years	28,000	54,333
Total	42,000	86,833

25. Related party transactions

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

There are no other related party transactions which require disclosure.