

**Bognor Regis Vision Support Centre**  
36 Victoria Drive,

Bognor Regis,  
West Sussex  
PO21 2TE  
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Bognor Regis,  
West Sussex  
PO21 2TE

07 April  
2021

Dear Mr Burt

May I begin by thanking Cocking Parish Councillors for generously supporting our work over the past years, most recently in 2020 with a grant of £100 towards our essential Outreach Service. Further to my telephone call, I am writing today to ask if the Cocking Parish Councillors would consider supporting our work once again, so that we can continue to assist the 4Sight Vision Support members living in your parish.

4Sight Vision Support is an independent charity, which, for 100 years has been providing support, advice, advocacy and training to blind and visually impaired people in West Sussex. Our aim is to provide the support people need to enable them to continue to lead positive and independent lives.

### **Living with sight loss**

A diagnosis of sight loss is life changing, for our members and their friends and family, too. It can affect people both physically and mentally and make performing what was once the most natural daily task, an immeasurable challenge. Imagine your own home no longer feeling familiar, not knowing how to find things, or no longer being able to see the faces of your loved ones. The experience can be very lonely and isolating.

When the Government asked the most vulnerable to shield in March 2020, this directly affected 84% of our 2,000 members. Despite restrictions easing for a while, the added challenge of trying to maintain social distancing meant our members lost confidence in going out and many have still not left their homes in this time. This has led to increased frailty, higher levels of loneliness and social isolation and greater likelihood of experiencing mental health conditions such as anxiety, stress and depression – further exacerbated by the 3rd lockdown we are now in.

### **Supporting our members through Covid-19**

In March we adapted our services to provide support by phone, email and video conferencing, offering everything from advice on eye health, emotional support, guidance around daily living aids and assistance with a broad range of accessible technology – including phones, tablets, TVs and home speakers. In October, we were able to resume face-to-face support and even continued to offer this during the 2<sup>nd</sup> lockdown. However, with the most recent tightening of restrictions and the more transmissible variant of Covid-19, for the safety of members and our team, we have had to revert back to supporting members by phone. Since the start of the first lockdown our team of staff and volunteers have made over **5,000** calls and spent over **700** hours assisting members.

We have moved to producing our newsletter (available in large print, braille, email and

audio) more regularly (monthly last year/ bi-monthly this year), rather than quarterly. Bringing members current news and information most relevant to them during this period of continual change. For some members, this was one of very few forms of communication they received last year and has been described as a 'lifeline' for them.

In August, we introduced virtual support groups and social clubs – offering members the opportunity to share experiences and coping strategies, access support around specific eye conditions and enjoy socialising with others in a similar position. To date we have run 40 groups, attended by 103 members.

Members have been very grateful for our support, here are just a few words of thanks and appreciation:

*“Thank you so much for keeping in contact, it really is good to know you are there for us.”*

*“Thank you I do appreciate everything you are doing for me; you have got everything sorted out so quickly and have taken the time to find out what would be best for me.”*

#### **The next 6 months:**

Like so many charities, this has been one of the most challenging years we have ever faced. While there is still so much uncertainty ahead of us, what we do know is that we will continue to adapt to ensure we can be there in the ways our members need us. This will include offering 'welfare calls' as part of our core service as well as developing our support to have three key roles of - Children and Young People Coordinator, Living Well Coordinator and Ageing Well Coordinator - to provide a journey of welfare support from childhood to adulthood and later life.

Financially, we are anticipating a more challenging year ahead as the social and economic impacts of the pandemic continues. As a result, we are expecting a reduction across a number of income streams, including individual giving as circumstances following the events of this year may leave people less able to give, trust & foundations as the competition for funding increases, and community fundraising as the end of social distancing measures may be some way off, curtailing abilities to run public events.

#### **Please help us to continue to be there for our members:**

We rely solely on voluntary donations to enable us to deliver our services **free of charge** to our 2,000 members.

**It costs just £49 for our frontline services team to provide support to one member for a whole year.** There are three 4Sight Vision Support members living in your Parish of Cocking and I am writing to ask if you would consider supporting us with a donation of £100 towards delivering our Outreach Services to two of these members.

A donation, however great or small, will enable us to:

- Be there for our members with specialist Low Vision advice to help them make best use of their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.
- Advise on, and coordinate, delivery of specialist pieces of equipment to support independence.
- Be a listening ear and source of support to ensure members do not feel isolated and alone.
- Assist with setting up and using a broad range of tech devices, providing members with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones and the wider world – reducing isolation.

I would very much like the opportunity to raise awareness of our charity, so that we can reach

more people in your parish living with sight loss. I would welcome the chance to speak at a forthcoming council meeting, to explain our work in more detail and discuss how we may support people living with sight loss in your parish. If this is of interest to you, please email me at: [Jessica.passmore@4sight.org.uk](mailto:Jessica.passmore@4sight.org.uk) or phone me on: 01243 828555 to discuss this further.

Thank you very much for taking the time to consider our request.

**Yours sincerely,**

**Jessica Passmore**  
**Marketing and Communications / Community Fundraising Officer**

## **How last year's grant was spent**

As outlined in our application, the grant for £100 enabled our Outreach Team to support 2 of the 3 vulnerable, isolated members living in your parish of Cocking, providing advice and support to help people remain safe and independent and feel less lonely and isolated during this difficult year. Over the past year, this team, along with the support of 5 volunteers, have made over 5,000 calls and spent over 700 hours supporting all of our members.

Our team has provided:

- Advice on managing sight loss conditions, helping members to make best use of their remaining sight and remain independent.
- Advice on a wide variety of daily living aids which may enable them to carry out daily tasks more easily and safely, again, helping them to remain independent in their own home.
- Assistance and support with setting up and using a broad range of technology, such as phones, tablets, laptops, screen readers and apps, to enable them to communicate with loved ones, access online banking, order repeat prescriptions and access information with ease.
- Provided emotional support, listening to members' concerns and helping them to find ways to overcome some of their anxieties.
- Helped to arrange home-delivery services for food shopping, advice on community support available in their local area, as well.

Members have been very grateful for our support, here are just a few words of thanks and appreciation:

*“Thank you so much for keeping in contact, it really is good to know you are there for us.”*

*“Thank you I do appreciate everything you are doing for me, you have got everything sorted out so quickly, and have taken the time to find out what would be best for me.”*

**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 2020**

**4Sight Vision Support**  
**(A Company Limited by Guarantee)**

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**4Sight Vision Support**  
**(A Company Limited by Guarantee)**

**Reference and Administrative Details of the Charity, its Trustees and Advisers**  
**For the year ended 31 March 2020**

<b>Trustees</b>	Dr Norman Boyland DL FRSC, Chairman 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 (resigned 25 October 2019) Maureen Jenkins RN BSc (Hons) ANP, Arun & Chichester Area Chair
<b>Company registered number</b>	03740647
<b>Charity registered number</b>	1075447
<b>Registered office</b>	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
<b>Chief Executive Officer and Company Secretary</b>	N Demetriades
<b>Independent examiner</b>	Kreston Reeves LLP Chartered Accountants Springfield House Springfield Road Horsham West Sussex RH12 2RG
<b>Bankers</b>	The Royal Bank of Scotland Customer Service Centre Drummond House 1 Redheughs Avenue Edinburgh EH12 9JN
<b>Patron</b>	In absentia
<b>Vice Patrons</b>	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

(A Company Limited by Guarantee)

### Trustees' Report

For the year ended 31 March 2020

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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 2019).

#### 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 has 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 help them:

- 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.
  - **Transparent** – by being accountable to the public and other stakeholders in a way which is clear and understandable.
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## 4Sight Vision Support

(A Company Limited by Guarantee)

### Trustees' Report (continued)

For the year ended 31 March 2020

- **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 26<sup>th</sup> October 2018. The Charity was founded in 1921 and incorporated on 24<sup>th</sup> 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 18 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 2020. Volunteers provided year-round support in our Vision Support Centres, 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 approximately £266,000 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.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2020**

#### **2019/20 – 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 2019 to 31st March 2020, 572 people registered with us as members through Project 360, our holistic membership services program. 1892 triage sight loss MOT's were carried out through telephone calls
- An increase in membership of 10.4% with a total of 572 new registrations.
- 250 volunteers gave 24000 volunteer hours to support staff in our centres, members attending our activity and leisure clubs throughout the county as well as with, and at fundraising events.
- Our Outreach team made 1209 contacts, delivered 97 Low Vision Assessments, gave 314 daily living aids/tech equipment demonstrations and offered information, advice & guidance on 637 occasions.
- The Sight Care Advisor service in the hospital eye clinics received 588 referrals in, made 1001 referrals out and had 1784 patient contacts in total.
- We delivered over 384 Low Vision Assessments in Crawley and Horsham Hospitals Eye Clinics as part of our ongoing partnership with Sight for Surrey.
- A successful Volunteer Thank You and Award 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 in the Charity's calendar.
- 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 283.
- Expansion and enhancement of our Sight Loss Awareness training continues with the aim of raising awareness of preventable sight loss strategies. In this year, 20 Eccentric Viewing sessions were carried out as part of a partnership project with the Macular Society.
- 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 during the previous year. The report was shared with Blatchington Court Trust and other partners in the sector and two joint events with Blatchington Court Trust took place during 2019/20 to further the development of the CYP VI project. A total of 110 people attended across both events. A bid will be prepared in the next financial year to attract funding for a C&YP Outreach Worker.
- 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 5664 newsletters in 6 different formats.
- Our Minibus provided 61 trips for members, carrying 610 passengers.
- Our social media presence grew with a total of 947 'Likes' on Facebook, we added 1,489 new 'Followers' on Twitter, 219 on Instagram and 39 on Linked In.

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:

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued)**

**For the year ended 31 March 2020**

- 5,421 contacts
- 314 equipment/tech demonstrations
- 97 Low Vision Assessments
- 15 Low Vision Awareness/Focus/community events
- 283 CVIs
- 5,664 Newsletters
- 39 Social Activity & Leisure Clubs
- 20 Eccentric Viewing training sessions
- 61 Minibus trips
- 1 x Volunteer Thank You & Awards event

### **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 18 Staff and 250 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.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2020**

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

#### **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 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.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued)**

**For the year ended 31 March 2020**

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.

### **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 provide drop-in support in Burgess Hill, Chichester, Crawley, Hassocks and Hayward's Heath, 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 through our 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.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued)**

**For the year ended 31 March 2020**

#### **Project 360**

The Project 360 service was developed and launched in 2017 with the benefit of funding secured from the Dunhill Medical Trust and from the Garfield Weston Foundation. Project 360 provides each of our members with proactive, tailored, holistic care and support in their journey on what is referred to nationally as the 'eye health care' pathway. Based upon the 'Pathway to Independence' model of care developed by our sight loss sector colleagues at Henshaws in Greater Manchester and using the 'Sight Loss MOT' as developed by our colleagues at Devon in Sight, Project 360 ensures that every one of our members is properly supported after receiving a diagnosis of sight loss.

Project 360 interventions help to ensure that our members receive the right information, advice and guidance at the right time and that they are appropriately referred to the services they need (internal or external) to avoid any further reduction in their health and well-being.

Since its introduction, Project 360 has become the core and heart of the charity- directing all members – new and current onto a journey of welfare support. It has quickly become the backbone of all our service delivery and has proved so powerful and beneficial that other services are growing and developing quickly around it. Project 360 has also been instrumental in helping to increase our membership figures each year.

#### **Main Aims of Project 360**

- Improve the sight loss / eye health care pathway to ensure consistent, coherent and concise delivery of services to identify, support network;
- Increase efficiency of service provision to rural and hard to reach areas to meet current demand through increased highly trained manpower i.e. Sight Angel volunteers;
- Ensure all members access all services and are supported in their journey between services through key staff and volunteers.

#### **The Project has enabled us to:**

- Reach more people in need and improve access to local services for visually impaired people, reducing health inequalities;
- Empower visually impaired people to access training, education, employment or volunteering opportunities, thus improving social contact & reducing barriers in their community;
- Reduce isolation, stress and anxiety and improve well-being and confidence participate actively in their communities and family life and maintain independence.

#### **Connect4Sight**

Funded through The National Lottery Reaching Communities fund, the Connect4Sight project started with a 3-month set up phase (April-June 2019), followed by Year 1 project delivery from July 2019, when the Area Clubs and Activities Coordinator took up post.

The Connect4Sight Area Clubs and Activities Coordinator role has provided a useful link between the Board of Trustees and 4Sight Vision Support staff, and the Area Committees, Clubs, members and volunteers, and this has contributed to stronger relationships and more cohesive and consistent ways of working across all areas of the Charity.

In line with 4Sight Vision Support's commitment to ensure that a diagnosis of sight loss is not a one-way road to loss of independence and isolation, the Connect4Sight Community Programme has focussed on:

- Developing new volunteer led social clubs and activities for members enabling them to build strong and meaningful peer to peer relationships at a local level;
- Supporting established Area Committees, Clubs, Club Leaders and volunteers;
- Engaging with groups we have not engaged with previously;

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued)**

**For the year ended 31 March 2020**

- Building new connections and partnerships within our local community.

### **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 of Clubs for many 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.

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 'Community Based Solutions' (CBS) consortia with Age UK West Sussex, Carers Support West Sussex, The Aldingbourne Trust, Independent Lives, Healthwatch West Sussex, Citizens Advice and West Sussex MIND. CBS 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 Hampshire, 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, The Thomas Pocklington Trust 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 £221,541 for the period (2019: £172,385), whilst income from Charitable Activities was £109,965 (2019: £123,554). Total income for the charity amounts to £357,447 (2019: £368,717).

Total expenditure for the year was £518,554 (2019: £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.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2020**

This has created a planned deficit in our accounts alongside the £72,000 anticipated grant and contract income for our Sight Care Advisor service that did not materialise as expected, and as such, the net expenditure in funds was £161,107 (2019: £186,390) against a planned deficit for the year of £69,014 (2019: £100,346).

Fees and pricing policies have remained at 2018-19 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 £15,000 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 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 £742,208 (2019: £903,315) which includes £86,030 (2019: 92,044) held in restricted funds and £500,840 (2019: £466,612) held as tangible fixed assets. This gives free reserves of £155,338 (2019: £344,659).

The view of the Trustees for the 2019-20 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.

The senior member of our fundraising team is a member of the Institute of Fundraising; consequently, everyone who supports us may be assured that we comply with the regulatory standards for fundraising.

Our fundraising includes encouraging donations and gifts in Wills, running events and operating a lottery and raffle.



## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2020**

During this financial year, we have used one third-party fundraising consultant to help us raise funds due to not having the relevant expertise in-house. Our ambition is to ensure that by the end of the next financial year, our fundraising strategy will be provided and delivered by a fully in-house team.

We respond to all complaints within five days. Complaints are dealt with in line with our fundraising complaints policy. Serious complaints are escalated to our Chief Executive and Trustees so they may review our activities in the light of the complaint. We have not received any complaints in this financial period.

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 some larger donations from the following organisations:

Frognal Trust  
Reynolds Funeral Care Service  
Gatwick Airport Community Trust  
U3A - Midhurst  
W O Street Charitable Foundation  
Dark Star Foundation  
Edith Lilian Harrison 2000 Foundation  
Inman Charity Trustees Ltd  
One Stop - Carriers for Causes  
Rank Foundation  
Grocers Charity  
Wilson Memorial Trust Ltd  
Chichester Lions Club  
Irving Memorial Trust  
Dunhill Medical Trust  
Friarsgate Trust  
Woodroffe Benton Foundation  
Co-op Local Community Fund

Many other donors and benefactors have also supported us throughout the year including Parish and Town Councils, local Community groups and organisations and initiative funders as well as those who 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.

### **IMPACT OF COVID-19, FUTURE PLANS AND DEVELOPMENTS**

The coronavirus (Covid-19) pandemic, first reported in China in December 2019, and which caused the UK to enter into a national lockdown in mid-March 2020 has already had, and will continue to have, a far-reaching impact on the Charity's operational activities and on its ability to raise funds in 2020 and beyond.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2020**

From an operational perspective and in line with the Business Continuity Plan, the Charity began delivering its frontline services and activities remotely in the middle of March by creating a 'Covid Response Team' which was manned by staff and volunteers. The aim of the Response team was to connect with and support all 4Sight Vision Support members by making ongoing 'Welfare Calls' to them as they were now at increased risk of isolation and other negative health & wellbeing issues caused by the sudden and sustained lockdown, such as lack of access to food, transport, health appointments, health & hospital services with potential for further loss of vision etc.

In addition, the Fundraising Team focused their efforts on a number of Emergency Covid Funds for Charities that came online rapidly, including the Government's own financial support schemes for businesses and charities.

At the time of writing, the Trustees and Executive team are confident that the steps taken during the first half of 2020, in accordance with UK government and Public Health England guidance and orders to mitigate risks to personal health, as well as the steps taken to mitigate the significant impact on the Charity's finances and fundraising activities, do provide the right platform for 4Sight Vision Support to be able to continue its activities for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Many thousands of Welfare Calls have been made to members during the lockdown and testimonials received demonstrate that they have really valued our support throughout the pandemic, for example:

"I am so grateful for all the support from 4Sight Vision Support, especially phoning and checking we are ok."

"Thank you so much for keeping in contact, it really is good to know you are there for us."

Prior to the advent of Covid-19, 4Sight Vision Support was working towards a refreshed Strategic Plan from April 2020, which set out the following aims and objectives:

- 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

However, through the Covid-19 pandemic and at the time of writing, we have acquired huge waiting lists for face to face support with low vision assessments and also with technology and accessing the internet/apps/digital communications. And, in the face of an unprecedented national emergency, we have learned that there are new and different ways to provide support and services for blind and visually impaired people across West Sussex.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2020**

The pandemic and lockdown has not only changed the financial and fundraising landscape, it has significantly impacted the health & social care sector landscape in the UK also and we will reflect on that as a Charity and present a new Strategy and a new 'future services model' for the post-Covid world.

#### **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.
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; 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.

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

#### **RESPONSIBILITIES OF THE TRUSTEES**

Company law requires that the Trustees prepare financial statements for each financial year, which give a true and fair view of the Charity's state of affairs at the end of the year and of the incoming and outgoing resources for the year then ended.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Acts. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued)**

**For the year ended 31 March 2020**

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 quarterly or more frequently if required. 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.

The Report was approved by the Trustees, in their capacity as company directors on 16<sup>th</sup> December 2020 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 2020**

**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 2020.

**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 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.

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.

Signed:



Dated: 18 January 2021

Sarah Ediss

BSc. FCA

**Kreston Reeves LLP**

Chartered Accountants

Horsham

**4Sight Vision Support**  
**(A Company Limited by Guarantee)**

**Statement of financial activities (incorporating income and expenditure account)**  
**For the year ended 31 March 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	4	60,491	161,050	221,541	172,385
Charitable activities	5	98,511	11,454	109,965	123,554
Other trading activities		24,572	-	24,572	66,847
Investments	7	539	-	539	500
Other income		830	-	830	5,431
<b>Total income</b>		<b>184,943</b>	<b>172,504</b>	<b>357,447</b>	<b>368,717</b>
<b>Expenditure on:</b>					
Raising funds	8	66,578	2,760	69,338	118,384
Charitable activities	9	311,162	138,054	449,216	436,723
<b>Total expenditure</b>		<b>377,740</b>	<b>140,814</b>	<b>518,554</b>	<b>555,107</b>
<b>Net (expenditure)/income</b>		<b>(192,797)</b>	<b>31,690</b>	<b>(161,107)</b>	<b>(186,390)</b>
Transfers between funds	19	37,704	(37,704)	-	-
<b>Net movement in funds</b>		<b>(155,093)</b>	<b>(6,014)</b>	<b>(161,107)</b>	<b>(186,390)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		811,271	92,044	903,315	1,089,705
Net movement in funds		(155,093)	(6,014)	(161,107)	(186,390)
<b>Total funds carried forward</b>		<b>656,178</b>	<b>86,030</b>	<b>742,208</b>	<b>903,315</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 36 form part of these financial statements.

## 4Sight Vision Support

(A Company Limited by Guarantee)

Registered number: 03740647

### Balance Sheet

As at 31 March 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	14	500,840	466,612
Investments	15	100	100
		<u>500,940</u>	<u>466,712</u>
<b>Current assets</b>			
Stocks	16	9,165	9,711
Debtors	17	20,092	20,703
Cash at bank and in hand		246,530	436,921
		<u>275,787</u>	<u>467,335</u>
Creditors: amounts falling due within one year	18	(34,519)	(30,732)
		<u>241,268</u>	<u>436,603</u>
<b>Net current assets</b>		<u>241,268</u>	<u>436,603</u>
<b>Total assets less current liabilities</b>		<u>742,208</u>	<u>903,315</u>
<b>Net assets excluding pension asset</b>		<u>742,208</u>	<u>903,315</u>
<b>Total net assets</b>		<u><u>742,208</u></u>	<u><u>903,315</u></u>
<b>Charity funds</b>			
Restricted funds	19	86,030	92,044
Unrestricted funds	19	656,178	811,271
<b>Total funds</b>		<u><u>742,208</u></u>	<u><u>903,315</u></u>

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

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

  
.....  
Dr N Boyland FRSC DL - Trustee

  
.....  
A Mayson ACIB TEP - Trustee

The notes on pages 18 to 36 form part of these financial statements.

**4Sight Vision Support**  
**(A Company Limited by Guarantee)**

**Notes to the Financial Statements**  
**For the year ended 31 March 2020**

**1. General information**

The company is a private company, limited by guarantee, incorporated in England and Wales within the United Kingdom. The Trustees of the company are the members of the company named on page 3. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements 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 2015), 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.

**2.2 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held for 12 months from authorising these financial statements.

**2.3 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.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

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

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.



**Notes to the Financial Statements**  
**For the year ended 31 March 2020**

**2. Accounting policies (continued)**

**2.4 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.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 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 institution with whom the funds are deposited.

**2.6 Tangible fixed assets and depreciation**

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided 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 2020**

**2. Accounting policies (continued)**

**2.7 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 the 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 presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

**2.8 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.

**2.9 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.

**2.10 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.

**2.11 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 in the Statement of Financial Activities as a finance cost.

**2.12 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.

**2.13 Operating leases**

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2020**

**2. Accounting policies (continued)**

**2.14 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.

**2.15 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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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.

Investment income, gains and losses are allocated to the appropriate fund.

**3. 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.

Critical areas of judgment:

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 2020**

**4. Income from donations and legacies**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Donations	27,555	8,009	<b>35,564</b>
Legacies	32,286	-	<b>32,286</b>
Grants	650	153,041	<b>153,691</b>
	<u>60,491</u>	<u>161,050</u>	<u><b>221,541</b></u>
	<u>60,491</u>	<u>161,050</u>	<u><b>221,541</b></u>
	<b>Unrestricted funds 2019 £</b>	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>
Donations	39,375	-	39,375
Legacies	27,568	-	27,568
Grants	9,808	95,634	105,442
	<u>76,751</u>	<u>95,634</u>	<u>172,385</u>
	<u>76,751</u>	<u>95,634</u>	<u>172,385</u>

**5. Income from charitable activities**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Clubs	29,622	-	<b>29,622</b>
Sight Care Advisor Service	-	11,454	<b>11,454</b>
Resource and transcriptions	47,688	-	<b>47,688</b>
Outreach	21,201	-	<b>21,201</b>
	<u>98,511</u>	<u>11,454</u>	<u><b>109,965</b></u>
	<u>98,511</u>	<u>11,454</u>	<u><b>109,965</b></u>

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**(A Company Limited by Guarantee)**

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**5. Income from charitable activities (continued)**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Clubs	30,873	-	30,873
Sight Care Advisor Service	-	11,013	11,013
Resource and transcriptions	62,547	-	62,547
Outreach	19,121	-	19,121
	<u>112,541</u>	<u>11,013</u>	<u>123,554</u>

**6. Income from other trading activities**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
<b>Income from fundraising events</b>		
Fundraising events	13,985	<b>13,985</b>
Fundraising sponsored events	2,695	<b>2,695</b>
Raffles & Lotteries	3,455	<b>3,455</b>
Other fundraising income	4,437	<b>4,437</b>
	<u>24,572</u>	<u><b>24,572</b></u>

	Unrestricted funds 2019 £	Total funds 2019 £
<b>Income from fundraising events</b>		
Fundraising events	9,344	9,344
Fundraising sponsored events	2,627	2,627
Raffles & Lotteries	2,248	2,248
Other fundraising income	997	997
	<u>15,216</u>	<u>15,216</u>

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	<b>2020</b>	2019
	£	£
<b>Total other trading activities income</b>		
Fundraising events	<b>24,572</b>	15,216
Shops	-	51,631
	<b>24,572</b>	<b>66,847</b>

**7. Investment income**

	<b>Unrestricted funds 2020</b>	<b>Total funds 2020</b>
	£	£
Investment income - local cash	539	<b>539</b>

	Unrestricted funds 2019	Total funds 2019
	£	£
Investment income - local cash	500	500

**8. Expenditure on raising funds**

	<b>Unrestricted funds 2020</b>	<b>Restricted funds 2020</b>	<b>Total funds 2020</b>
	£	£	£
Other costs	32,347	2,760	<b>35,107</b>
Wages and salaries	31,593	-	<b>31,593</b>
	<b>63,940</b>	<b>2,760</b>	<b>66,700</b>

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**8. Expenditure on raising funds (continued)**  
**(continued)**

	Unrestricted funds 2019 £	Total funds 2019 £
Other costs	26,866	26,866
Wages and salaries	26,299	26,299
	<u>53,165</u>	<u>53,165</u>

**Fundraising trading expenses**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Shops - other costs	2,638	<b>2,638</b>

	Unrestricted funds 2019 £	Total funds 2019 £
Shops - other costs	34,220	34,220
Shops - wages and salaries	30,999	30,999
	<u>65,219</u>	<u>65,219</u>

**4Sight Vision Support**  
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**9. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Clubs	29,415	4,396	<b>33,811</b>
Sight Care Advisor Service	76,422	11,604	<b>88,026</b>
Resource and transcriptions	54,635	8,671	<b>63,306</b>
Outreach	150,690	113,383	<b>264,073</b>
	<u>311,162</u>	<u>138,054</u>	<u><b>449,216</b></u>

	<b>Unrestricted funds 2019 £</b>	<b>Restricted funds 2019 £</b>	<b>Total funds 2019 £</b>
Clubs	33,871	1,461	35,332
Sight Care Advisor Service	78,858	13,738	92,596
Resource and transcriptions	58,211	5,775	63,986
Outreach	169,755	75,054	244,809
	<u>340,695</u>	<u>96,028</u>	<u>436,723</u>

**10. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2020 £</b>	<b>Support costs 2020 £</b>	<b>Total funds 2020 £</b>
Clubs	33,811	-	<b>33,811</b>
Sight Care Advisor Service	56,779	31,247	<b>88,026</b>
Resource and transcriptions	44,922	18,384	<b>63,306</b>
Outreach	189,842	74,231	<b>264,073</b>
	<u>325,354</u>	<u>123,862</u>	<u><b>449,216</b></u>



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**10. Analysis of expenditure by activities (continued)**

	Activities undertaken directly 2019 £	Support costs 2019 £	Total funds 2019 £
Clubs	35,332	-	35,332
Sight Care Advisor Service	60,335	32,261	92,596
Resource and transcriptions	45,045	18,941	63,986
Outreach	168,165	76,644	244,809
	<u>308,877</u>	<u>127,846</u>	<u>436,723</u>

	<b>2020</b> £	2019 £
<b>Analysis of direct costs</b>		
Other costs	<b>41,059</b>	37,315
Staff travel, training, & recruitment	<b>7,680</b>	7,338
Building & Estates costs	<b>28,657</b>	24,937
Professional fees	<b>3,805</b>	4,901
Communications	<b>10,678</b>	5,275
Equipment costs	<b>30,244</b>	27,810
Volunteer expenses	<b>1,287</b>	948
Wages and salaries	<b>174,665</b>	160,568
National insurance	<b>16,537</b>	19,461
Pension Costs	<b>8,038</b>	12,961
Depreciation	<b>2,704</b>	7,363
	<u><b>325,354</b></u>	<u>308,877</u>

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	<b>2020</b>	2019
	£	£
<b>Analysis of support costs</b>		
Finance	<b>801</b>	693
Other costs	<b>1,657</b>	2,704
Staff travel, training & recruitment	<b>1,787</b>	2,140
Building and estate costs	<b>4,225</b>	7,752
Professional fees	<b>9,316</b>	13,517
Communications	<b>2,856</b>	3,023
Equipment costs	<b>534</b>	1,562
Staff costs	<b>96,911</b>	90,530
Depreciation	<b>5,775</b>	5,925
	<b>123,862</b>	127,846
<b>Total costs</b>		
Direct costs	<b>325,354</b>	308,877
Support costs	<b>123,862</b>	127,846
	<b>449,216</b>	436,723

Governance costs of £17,014 (2018; £13,448) are included in within support costs, see note 11 for analysis.

**11. Governance costs**

	<b>Unrestricted funds</b>	<b>Total funds</b>
	<b>2020</b>	<b>2020</b>
	£	£
Staff costs	11,533	<b>11,533</b>
Independent examination fee	3,220	<b>3,220</b>
Trustee meeting costs	152	<b>152</b>
Legal and professional	337	<b>337</b>
Other costs	1,772	<b>1,772</b>
	<b>17,014</b>	<b>17,014</b>

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	Unrestricted funds 2019 £	Total funds 2019 £
Staff costs	7,220	7,220
Independent examination fee	3,300	3,300
Trustee meeting costs	177	177
Legal and professional	687	687
Other costs	2,064	2,064
	<u>13,448</u>	<u>13,448</u>

**12. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £3,220 (2019 - £3,300).

**13. Staff costs**

	2020 £	2019 £
Wages and salaries	<b>295,630</b>	308,396
Social security costs	<b>18,292</b>	19,461
Contribution to defined contribution pension schemes	<b>13,688</b>	12,961
	<u><b>327,610</b></u>	<u>340,818</u>

Included within wages and salaries are redundancy costs £nil (2019: £3,601).

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

	2020 No.	2019 No.
Average number of employees	<u><b>17</b></u>	<u>17</u>

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 (2019 : £43,860).

**4Sight Vision Support**  
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**14. Tangible fixed assets**

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost or valuation</b>						
At 1 April 2019	500,000	21,473	2,750	31,125	5,159	560,507
Additions	23,422	-	14,000	5,282	-	42,704
At 31 March 2020	<u>523,422</u>	<u>21,473</u>	<u>16,750</u>	<u>36,407</u>	<u>5,159</u>	<u>603,211</u>
<b>Depreciation</b>						
At 1 April 2019	40,000	14,861	2,750	31,125	5,159	93,895
Charge for the year	5,265	3,211	-	-	-	8,476
At 31 March 2020	<u>45,265</u>	<u>18,072</u>	<u>2,750</u>	<u>31,125</u>	<u>5,159</u>	<u>102,371</u>
<b>Net book value</b>						
At 31 March 2020	<u>478,157</u>	<u>3,401</u>	<u>14,000</u>	<u>5,282</u>	<u>-</u>	<u>500,840</u>
At 31 March 2019	<u>460,000</u>	<u>6,612</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>466,612</u>

**4Sight Vision Support**  
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**15. Fixed asset investments**

	<b>Investments in subsidiary companies £</b>
<b>Cost or valuation</b>	
At 1 April 2019	<u>100</u>
<b>At 31 March 2020</b>	<u><u>100</u></u>
<b>Net book value</b>	
<b>At 31 March 2020</b>	<u>100</u>
<i>At 31 March 2019</i>	<u><u>100</u></u>

**Principal subsidiaries**

The following was a subsidiary undertaking of the charity:

<b>Name</b>	<b>Holding</b>
4SIGHT Trading Limited	100%

The financial results of the subsidiary for the period were:

<b>Name</b>	<b>Net assets £</b>
4SIGHT Trading Limited	<b>100</b>

**16. Stocks**

	<b>2020 £</b>	<b>2019 £</b>
Goods for resale	<u><b>9,165</b></u>	<u>9,711</u>

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**17. Debtors**

	<b>2020</b>	2019
	£	£
<b>Due within one year</b>		
Trade debtors	<b>537</b>	236
Other debtors	<b>3,425</b>	5,120
Prepayments and accrued income	<b>16,130</b>	15,347
	<b>20,092</b>	20,703

**18. Creditors: Amounts falling due within one year**

	<b>2020</b>	2019
	£	£
Trade creditors	<b>17,043</b>	15,475
Other taxation and social security	<b>6,134</b>	5,372
Other creditors	<b>757</b>	588
Accruals and deferred income	<b>10,585</b>	9,297
	<b>34,519</b>	30,732

**4Sight Vision Support**  
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**Notes to the Financial Statements**  
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**19. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Clubs designated funds (see note 20)	60,937	29,622	(33,811)	727	57,475
<b>General funds</b>					
General Funds	750,334	155,321	(343,929)	36,977	598,703
<b>Total Unrestricted funds</b>	<b>811,271</b>	<b>184,943</b>	<b>(377,740)</b>	<b>37,704</b>	<b>656,178</b>
<b>Restricted funds</b>					
Outreach service	41,822	87,270	(78,527)	-	50,565
Clubs	835	9,724	(4,396)	-	6,163
Equipment	2,237	4,630	(5,416)	-	1,451
Sight Care Advisor service	150	11,454	(11,604)	-	-
Building	27,095	501	(3,256)	(23,704)	636
Volunteering	11,330	-	(9,079)	-	2,251
Newsletter	8,575	3,239	(10,233)	-	1,581
Big lottery	-	52,926	(15,543)	(14,000)	23,383
Development	-	2,760	(2,760)	-	-
	<b>92,044</b>	<b>172,504</b>	<b>(140,814)</b>	<b>(37,704)</b>	<b>86,030</b>
<b>Total of funds</b>	<b>903,315</b>	<b>357,447</b>	<b>(518,554)</b>	<b>-</b>	<b>742,208</b>

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.

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**Notes to the Financial Statements**  
**For the year ended 31 March 2020**

**19. Statement of funds (continued)**

**Statement of funds - prior year**

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2019 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Clubs designated funds (see note 20)	72,414	30,873	(34,151)	(8,199)	60,937
<b>General funds</b>					
General Funds	954,373	211,974	(423,371)	7,358	750,334
<b>Total Unrestricted funds</b>	<b>1,026,787</b>	<b>242,847</b>	<b>(457,522)</b>	<b>(841)</b>	<b>811,271</b>
<b>Restricted funds</b>					
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)	-	-
	62,918	125,870	(97,585)	841	92,044
<b>Total of funds</b>	<b>1,089,705</b>	<b>368,717</b>	<b>(555,107)</b>	<b>-</b>	<b>903,315</b>



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**20. Clubs designated funds**

	<b>2020</b>	2019
	£	£
<b>Income</b>		
Clubs income	<b>29,622</b>	30,873
	<b>29,622</b>	30,873
<b>Expenditure</b>		
Travel	<b>(4,733)</b>	(4,500)
Hall hire	<b>(7,466)</b>	(7,460)
Functions	<b>(15,958)</b>	(14,477)
Other expenses	<b>(5,654)</b>	(7,714)
	<b>(33,811)</b>	(34,151)
Net movement in the year	<b>(4,189)</b>	(3,278)
Balance brought forward	<b>60,937</b>	72,414
Transfers (to)/from the general fund	<b>727</b>	(8,199)
<b>Balance carried forward</b>	<b>57,475</b>	60,937

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 (2019: 34).

**21. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>
	£	£	£
Tangible fixed assets	500,840	-	<b>500,840</b>
Fixed asset investments	100	-	<b>100</b>
Current assets	189,757	86,030	<b>275,787</b>
Creditors due within one year	(34,519)	-	<b>(34,519)</b>
<b>Total</b>	<b>656,178</b>	<b>86,030</b>	<b>742,208</b>

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**21. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

	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)
<b>Total</b>	<u>811,271</u>	<u>92,044</u>	<u>903,315</u>

**22. 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 £13,688 (2019 - £12,961).

**23. Operating lease commitments**

At 31 March 2020 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	3,500	14,000
Later than 1 year and not later than 5 years	-	28,000
	<u>3,500</u>	<u>42,000</u>

**24. 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.

During the year, no trustees received any remuneration nor any expenses (2019 : Nil).

There are no other related party transactions which require disclosure.

