

Registered Charity No. 1080245

Company No. 3762507 (England & Wales)

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2016  
For  
Sight Airedale**

Stirk Lambert & Co.  
Chartered Accountants  
Russell Chambers  
61a North Street  
Keighley  
West Yorkshire  
BD21 3DS



**CONTENTS**

	Page
Annual General Meeting	1
Company Information	2 - 3
Report of the Directors	4 - 16
Independent Examiners Report	17
Statement of Financial Activities	18 - 19
Balance Sheet	20
Notes to the Financial Statements	21 - 30

**Annual General Meeting  
for the Year Ended 31 March 2016**

The 16<sup>th</sup> Annual General Meeting of the Charitable Company Limited by Guarantee will be held at 12 noon in The Lena Anderton Meeting Room, 31 Scott Street, Keighley BD21 2JH on Tuesday 11<sup>th</sup> October 2016 for the following purposes:-

Opening of the Annual General Meeting and the welcome by the Chairman.

**Agenda**

1. Roll Call
2. Apologies for absence
3. Minutes of the 2015 Annual General Meeting to approve
4. Matters arising from the minutes of the 2015 Annual General Meeting
5. The present Town Mayor of Keighley address given by Councillor Shabir Ahmed
6. Trustees report to 31<sup>st</sup> March 2016:-
  - 6.1 Matters arising from the Directors Report
  - 6.2 Adoption of The Directors report to the 31st March 2016.
7. The Financial Statement to the 31<sup>st</sup> March 2016:-
  - 7.1 Matters arising from The Financial Statement
  - 7.2 Adoption of Financial Statement to 31<sup>st</sup> March 2016
8. Election of the Board of Directors and Committee Members
  - 8.1 Resignations from the Board of Directors
  - 8.2 Nominations to the Board of Directors
  - 8.3 Election of the Board of Directors
  - 8.4 Resignations from the General Committee
  - 8.5 Nominations to the General Committee
  - 8.6 Election of the General Committee
9. Appointment of Independent Examiner and Accountant
10. Any other relevant business appertaining to the year ended 31st March 2016
11. Close of the meeting

Copies of the annual report and accounts are also available in Braille and Large Print on request from the Registered Office.

Kevin J. Baldwin  
Secretary

**Company Information  
for the Year Ended 31 March 2016**

<b>Registered Office:</b>	1, Albert Street Keighley West Yorkshire BD21 2AT
<b>Company Limited by Guarantee Number:</b>	3762507
<b>Registered as a Charity Number:</b>	1080245
<b>Patron:</b>	Councillor Shabir Ahmed Town Mayor, Keighley.
<b>Chartered Accountants:</b>	Stirk Lambert & Co Russell Chambers 61a North Street Keighley West Yorkshire BD21 3DS
<b>Bankers:</b>	National Westminster Bank 63 North Street Keighley West Yorkshire BD21 3SN
<b>Solicitors:</b>	AWB Charlesworth 12-16 North Street Keighley West Yorkshire BD21 3SE
<b>Investment Manager:</b>	Parkway Chartered Financial Planners 76 Town Street Horsforth Leeds LS18 4AP

**Company Information  
for the Year Ended 31 March 2016**

**Directors and Trustees**

Keith H Trott	Chairman, Director	(2, 3)
David L Ogden	Vice Chairman, Director	(2, 3)
Mike S Boothroyd	Honorary Treasurer, Director	(2, 3)
Joyce Hutchinson	Director	
Mabel Foster	Director	(1)
Avril L Emmerson	Director	
Trevor Bainbridge	Director (Resigned February 2016)	(1)

**Other Trustees**

Jean Southam		
Stuart Thornton		(1)
Peter Robinson		(1)
Councillor Robert Heseltine		
Val Bainbridge		
Councillor Adrian Farley	(Resigned May 2015)	
Peter Shields		(1,3)
Councillor Mike Gibbons	(Resigned May 2015)	
Andrew Broughton		
Anne Broughton		
Pat Boocock	(Appointed March 2015)	

Secretary and  
Chief Executive  
Kevin J Baldwin

**Key to Trustees**

1. Severely Sight Impaired or Sight Impaired Friend of **sight** airedale
2. Member of Finance Sub Committee
3. Member of Appeals Sub Committee

Approved by order of the board of trustees on 12<sup>th</sup> September 2016 and signed on its behalf by: \_\_\_\_\_



Keith H Trott - Director

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2016**

The trustees present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provision of Accounting and Reporting by Charities. Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

**Objects of the Charity:**

To advocate, develop and provide services and facilities whether practical, financial or otherwise to support people who are Registered severely sight impaired or sight impaired in the **sight** airedale area to help them achieve independence with dignity in all aspects of life and society.

**Number of Registered Friends as at 31<sup>st</sup> March 2016      480**

Area	Severely Sight Impaired/Blind	Sight Impaired/ Partially Sighted	Total
Barnoldswick & District	5	25	30
Bingley & District	27	38	65
Cross Hills & District	6	17	23
Ilkley and District	18	28	46
Keighley, Silsden, & District	85	172	257
Settle & District	3	1	4
Skipton & District	17	27	44
Total	161	308	469

**Chairman's Statement**

Since my last report I am delighted to inform you that our Chief Executive is now back working part time.

Once again I am taking this opportunity to record my appreciation to our Assistant and ICT Manager, who have both continued throughout the year to full fill their extra duties in keeping the office operating at a high standard.

Trevor Bainbridge a Director, resigned in February 2016 and his contribution to the board since 2012 is greatly appreciated.

The Appeals Sub Committee comprises of the Chairman, Vice Chairman, Treasurer, Mr Peter Shields (Trustee), Chief Executive, Assistant and ICT Manager. The Sub Committee are responsible for the 100+ Club, in memoriam promotions, street and store collections, gift aid, humpty boxes, fundraising events, grant donations, home boxes, online donations and legacy promotions.

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2016**

**Chairman's Statement (Cont.)**

This important work is carried out so that the current level of services can be maintained, without these efforts, Trustees would be faced with the difficult decision of reviewing services as there would be more pressures on our finite capital reserves to make up the shortfall in funding.

	<b>1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016</b>	<b>1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015</b>
<b>Store Collections</b>	£517.40	£966.87
<b>Street Collections</b>	£368.37	£846.91

These figures show that our collections are greatly reduced compared with previous years.

As Chairman I respectfully ask all members to consider this critical financial situation and suggest ideas for other means of raising the charity's income.

It now costs £325 every day to maintain our current level of services.

I would like to thank fellow Directors and Trustees for their support over the past year.

**Mr Keith H Trott  
Chairman  
12<sup>th</sup> September 2016**

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2016**

**Treasurers Statement**

The year showed a deficit of £46,525 compared with a deficit of £58,680 for the previous year. This was a reduction of £12,155 or 21%. Although, the reduction was a positive trend, the deficit was still significant and would need addressing by the Trustees in the short term either by increasing income through additional income streams or by reducing expenses and overheads.

Income was down from £59,905 to £57,768 a fall of £2,137 or 4%. This showed a positive trend as in 2014/2015 the income included a legacy of £5,600. Rents showed an improvement through rent increases and no voids. Meeting room hire had increased through a letting hire increase. Appeals income had decreased but still provided 19% of the total incoming resources.

Total resources expended had shown a reduction of £14,292 or 12%.

This positive trend was mainly due to a reduction in premises costs which this year had not included any major refurbishment or works.

**Mike S. Boothroyd  
Honorary Treasurer  
12<sup>th</sup> September 2016**



**1 Albert Street  
Keighley**

**Report of the Directors  
for the Year ended 31 March 2016**

**Report of the Directors**

For the year ended 31st March 2016, the Directors of **sight** airedale have pleasure in submitting its report and the audited financial statement for the year ended 31<sup>st</sup> March 2016.

The accounts comply with current statutory requirements, the charity's governing documents and SORP (revised 2005).

**Structure, Governance and Management.**

The organisation is a charitable company limited by guarantee. The organisation was established on the 9th May 1907, registered in accordance with the National Assistance Act 1948 on the 7th December 1948, registered under the Charities Act 1985 on the 29<sup>th</sup> April 1999 number 3762507 and registered under the charities Act 1993 on the 7<sup>th</sup> April 2000 number 1080245. The charitable company governing document was adopted on the 31<sup>st</sup> March 2000 and amended on the 5<sup>th</sup> October 2005 to include beneficiaries resident in Ilkley and District and established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association. The Charity Commission approved the change of title of the charity from Keighley and District Association for the Blind to **sight** airedale on the 20th May 2011. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £10.00. The charity does not have trustee liability insurance.

The organisation is governed by a Board of Directors. The Board usually meets bimonthly. The Board reports to the General Committee three times a year. The Directors are elected by the members of the General Committee, who are Trustees of the charity, at the Annual General Meeting. At the Annual General Meeting all the Directors retire from office and elections are held to fill these vacancies. Retiring directors are eligible to stand for re-election. The names of the Directors and Trustees of the charity are shown in this report. Trustees do not receive any remuneration for their services to the charity.

**Trustee Recruitment and Appointment**

Trustees are generally recruited through word of mouth.

**Trustee Induction and Training**

Prior to appointment, new Trustees receive an induction pack. The induction pack includes the memorandum of association, the latest financial statements, copies of previous minutes and the magazine. On appointment, new Trustees have a personalised induction programme, where they attend one to one introductory sessions with the Chairman and Chief Executive

These meetings are designed to cover the main operational framework of the charity, the current financial position and future plans and objectives.

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2016**

**Statement of Responsibility of the Directors**

Company Law requires the Board to prepare financial statements for each financial year, which give a true and fair view of the organisation's state of affairs at the end of the year and of its financial activities for that period. In preparing these financial statements, the Board are required to:-

- Select suitable accounting policies and apply them consistently
- Make adjustments and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the association will continue in business in the foreseeable future.

The Board are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the association and enable them to ensure that the financial statements comply with The Companies Act 2006. They are responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Board has overall responsibility for the activities of the organisation advised by the Chief Executive.

There are currently two Sub Committees, Finance and Appeals. The Board set clear terms of reference for the committees and receive regular reports on their activities.

**Management**

The Chief Executive is responsible for the day to day management of the organisation, acting under delegated authority given by the Board.

**Associated Relationships**

**Sight** airedale works with other national, regional and local charities that focus on the needs of sight impaired people. We also have a close contact with local authority Health and Adult Services Sensory Needs teams.

**1 Albert Street  
Keighley**

**Report of the Directors  
for the Year ended 31 March 2016**

**Risk Management and Internal Controls**

The Board continually reviews the major risk a small local charity faces. It is satisfied that the arrangements for managing these risks within the limited staff resources available will ensure that sufficient funds are available to maintain services for the foreseeable future. The charity does not have the resources for an internal audit programme. The charity uses specialist consultants where appropriate. However the systems are designed to safeguard the charity's assets, ensure that proper accounting records are maintained and provide reliable information. The Board believes that these systems will provide reasonable but not absolute assurances against errors or fraud. The major risks identified by the Board were a failure to secure adequate revenue finance and a difficulty in recruiting Trustees particularly with sight impairment.

**Key Elements of the organisation Control System Includes the Following:**

- The Board meets bi-monthly. There is a clear organisational structure with appropriate levels of accountability and reporting lines. The Board has established two Sub Committees with clear terms of reference.
- The Board approves the delegation of financial authority through the Chief Executive
- Any capital commitment in excess of £500 requires approval by the Directors
- The organisation investment portfolio is managed by an independent investment manager who operates within the specific guidelines and restrictions set and reviewed twice a year by the Board. The Finance Sub Committee meets on an annual basis and comprises of The Honorary Treasurer, Chairman and Vice Chairman.
- The Appeals Sub Committee usually meets monthly.

**Aims, Objectives and Activities**

The organisation, like all charities is restricted to undertaking only activities that are in accordance with its aims, objects and associated powers.

The aims are "to advocate, to develop and provide services whether, practical, financial or otherwise to support people who are registered severely sight impaired and sight impaired in the Airedale District to help them achieve independence with dignity in all aspects of life and society"

The main objectives and activities for the year continue to focus on information and support for severely sight impaired and sight impaired people. The strategies employed to assist the charity meet these objectives include the following:

- Providing a range of services which address some of the problems of sight loss
- Supporting not only the individual but also their family and friends and the wider community of the Airedale District.
- Working in partnership with other agencies to secure the widest range of services.

**1 Albert Street  
Keighley**

**Report of the Directors  
for the Year ended 31 March 2016**

**Public Benefit Statement**

The Trustees have complied with their duty to have due regard to the guidance on public benefit in exercising their powers or duties.

**Achievement and Performance**

The main areas of charitable activity are information, support services and benefit and grant enquiries.

**Information**

Information is requested through the helpline and visitors to the office on the services of **sight** airedale and enquiries about other sight impairment providers. The Chief Executive made 5 home visits compared with 34 visits in 2014/2015. The main outlet for information is the charity's seefact magazine sent out three times a year in seven different formats; Large Print (16pt), CD, Tape, Braille, Email, MP3 Memory Stick and eBook to 469 Friends of **sight** airedale and volunteers, supporters and Health Professionals.

**Volunteers**

The work of **sight** airedale owes much to the support the charity receives from its 57 volunteers. The majority of voluntary work is carried out in our Social Centres, however contributions are made on the Board of Directors, General Committee, Sub Committees, Appeals, Audio Book Library and the production of the Newsletter.

The annual Mary Arnold Award introduced in 2000 recognises and celebrates the outstanding contribution volunteers make to the work of the charity. The winner in 2015 was Mrs Joan Barrett.

**Support Services**

The Social Centres service is delivered by our volunteer organisers, voluntary helpers and Chief Executive. Without their commitment this service could not be delivered and addresses the social isolation often experienced by severely sight impaired and sight impaired people. Over the past year, there has been a decrease in demand for this service. The Skipton Centre closed at the 31<sup>st</sup> March 2016 after 80 years service.

The Daily Living Shop has had 105 contacts compared with 190 in 2014/2015. This service offers demonstrations of specialised equipment designed for sight impaired people, carried out by members of the team. The greatest demand continues to be for Low Vision Assessments.

Our six rented properties have **not** been fully occupied. The bungalow in Oakworth has had a void. The five flats in Keighley have been fully occupied. One tenant is a Friend of **sight** airedale. The income from this service continues to be a valuable source of unrestricted funds.

**SIGHT AIREDALE**

**Company No. 3762507**

**1 Albert Street**

**Keighley**

**Report of the Directors  
for the Year ended 31 March 2016**

**Benefit Form Service**

The Chief Executive supported three Friends of sight airedale, often involving a home visit to complete claim forms for Attendance Allowance, Employment Support Allowance and Personal Independence Payment. The service generated £100, dependent on entitlement. Nine individuals received support in 2014/2015.

**Grant Requests**

No requests for Special Needs Grants were received by the Board. A previous grant was made in 2014/2015.

**Kevin J. Baldwin  
Chief Executive  
12<sup>th</sup> September 2016**

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2016**

**Redesign of the Charities Newsletter**

The seefact newsletter is published three times a year and is sent free to all registered friends of sight airedale and professionals. Based on feedback to the Chief Executive from a friend of sight airedale. The Assistant and ICT Manager redesigned the large print edition of the newsletter to provide a more contemporary magazine style.

**Redesign of the Charities Contact Database**

Our contact database initially developed in 2008, has undergone many modifications over the years and was becoming inefficient. Work started on developing a new system in June and went live in October. Development work was carried out in-house by the ICT Manager.

**Produce a Mobile Version of the Charities Website**

Work on developing a mobile edition of the charities website was more complicated than expected so will be carried out next year.

**Integrate the shop catalogue into the website**

The Daily Living Shop catalogue is now integrated into the website, allowing visitors to view shop items but not order them.

**Mobile Technology Demonstration Service.**

The Mobile Technology Demonstration service was established in October 2013 in response to growing numbers of enquiries relating to mobile phones and tablet computers. Set up with a grant from the Santander Foundation and Oxenhope Straw Race the service provides demonstrations of a range of Mobile Technologies such as mobile phones and tablets.

Between the 1st April 2015 and 31<sup>st</sup> March 2016, 26 people accessed the mobile technology service with 39 enquiries. This compares with 36 people making 51 enquiries during 2014/2015.

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**Braille Learning**

The Braille Learning Service was established in 2011 in response to the lack of Braille tuition available locally. A volunteer tutor provides the service, and the course runs from September to March. Students receive one-to-one tuition in basic Braille skills.

Regrettably, we have had no interest in this service over the year.

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2016**

**Transcription Service**

In response to requests from sight impaired people for documents to be converted into Braille through the withdrawal of such a service by Bradford Council.

As a result, the Braille transcription service was established in 2006. The aim of the service is to provide local sight impaired people, voluntary and commercial organisations with a resource for providing accessible versions of documents. We are now able to convert documents into Braille, Audio CD, text and eBook Formats and large print.

We have seen a reduction in demand for Braille. In part, this is due to recent advances in mobile technology that give sight impaired people wider access to reading materials. Approximately 1% of the sight impaired community use Braille.

Income from transcription jobs for 2015/2016 was £90 compared with £30 for 2014/2015. The bulk of the income comes from the production of a newsletter for another local blind society.

The seefact newsletter accounts for the majority of transcription work. We provide seefact in nine different formats, large print, Braille, MP3 Memory Stick, Audio CD, Audio Cassette, Email (PDF, HTML, MP3 Download, eBook formats for both the Kindle and iPad).

**Computer Learning**

Computers provide a sight impaired person with independence, the ability to handle their correspondence, access news and other information, as well as the skills needed for work or study. Computer learning has been offered since 1998.

Delivered by the ICT Manager, the service provides access to one to one computer learning, customised to the needs of the individual.

For the year 2015/2016, nine students accessed computer training compared with ten students in the previous year. As a result of the introduction of a £3 charge per session in January 2015 student fees for 2015/2016 were £138 compared with £51 the previous year.

**Digital Audio Library**

Our library service provides registered Friends of **sight** airedale with free access through the Articles for the Blind Scheme to a wide range of digital audio books. The ICT Manager organises the service under the direction of the Chief Executive along with three volunteers who help with the conversion of books from donated cassettes to MP3.

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2016**

As of the 31 March 2015, there are 1962 books in the library. For 2015/2016 8 people borrowed 62 books, this compares with ten people borrowing 131 books in 2014/2015. Thanks have to go to the continuing work of the volunteers, Jack and Joan Coan and Elsie Altass. 2016 will see the 2,000<sup>th</sup> title added to our library.

**Income Streams**

Income for 2015/2016 was £3,139.42 compared with £649.61 for 2012/2013. The increase in income can be accounted to the development of a contact database system for another local blind society at £2,694.00. Other income came from student fees, donations, transcription fees and Amazon referral fees.

**Plans for the next 12 months:-**

- Upgrade payroll system to allow for the introduction of Automatic Enrolment in June 2016.
- Develop a VI Awareness training course
- Generate income via the charities YouTube channel
- Produce a mobile version of the website.

**Antony G. Horner  
ICT Manager  
12<sup>th</sup> September 2016**



**1 Albert Street****Keighley****Report of the Directors  
for the Year ended 31 March 2016****Plans for the future**

The Chief Executive will redraft the memorandum of association or constitution of the charity subject to a decision by the Trustees on the eligibility criteria. The present memorandum was approved in March 2000 however since then there has been a change in Charity Commission legislation and the title of the charity.

**Financial Review****Free Reserves Policy**

The Charity receives its funds through voluntary income as opposed to earned income. The organisation holds free reserves for the following purposes:

- To provide continuity of activities in the event of a large variety of voluntary income
- To deal with emergencies
- To deal with short term fluctuation in cash flow
- To be able to develop and grasp new opportunities as they arise

During the year free reserves (fixed asset investment) were £264,349 (2015 £320,314).

The level of reserves is equivalent to nineteen months running costs plus a designated fund of £100,000 as a building contingency. The free reserves policy is to achieve sufficient free reserves to allow the organisation to find new sources of funding for key work or the restructure in order to maintain continuity and to continue key work in the event of a sudden major loss of funding. Also, reserves may be used to fund a budgeting deficit. The free reserves policy is reviewed at least once a year by the Finance Sub Committee.

**Overview**

The Charity had an overall (deficit) for the year of (£55,050), (2015 deficit £44,215).

**SIGHT AIREDALE**

**Company No. 3762507**

**1 Albert Street  
Keighley**

**Report of the Directors  
for the Year ended 31 March 2016**

**Financial Review - continued**

**Voluntary Income**

The organisation is dependent on voluntary income and no earned income is received from statutory sources or national organisations. This year the organisation's voluntary income does not meet its expenditure. It is the view of the directors that all possible areas of income should be considered without compromising the values of the charity and its duty to deal with the issues identified by local severely sight impaired and sight impaired.



**Kevin J. Baldwin  
Chief Executive  
12<sup>th</sup> September 2016**

**SIGHT AIREDALE**  
**Independent Examiner's Report to the Trustees**

**Company No. 3762507**

I report on the accounts for the year ended 31 March 2016 set out on pages 18 to 30.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

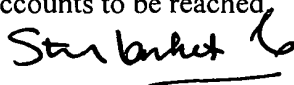
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



R J Hudson FCA  
Institute of Chartered Accountants in England & Wales  
Stirk Lambert & Co  
Chartered Accountants  
Russell Chambers  
61a North Street  
Keighley BD21 3DS  
Dated: 12<sup>th</sup> September 2016

**Statement of Financial Activities  
for the Year to 31 March 2016**

	Note	Unrestricted Funds £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations		10,477	-	10,477	8,768
Legacies		-	-	-	5,600
Activities for generating funds	2	39,268	-	39,268	37,533
Investment income	3	8,023	-	8,023	8,004
Grant income		-	-	-	-
<b>Total Incoming Resources</b>		<b>57,768</b>	<b>-</b>	<b>57,768</b>	<b>59,905</b>
<b>Resources Expended</b>					
Charitable activities		84,734	-	84,734	84,041
Cost of generating funds		16,927	-	16,927	31,447
Governance costs		2,632	-	2,632	2,400
Grant expenditure		-	-	-	697
<b>Total resources Expended</b>	4	<b>104,293</b>	<b>-</b>	<b>104,293</b>	<b>118,585</b>
<b>Net incoming/ (outgoing) resources before transfers</b>		<b>(46,525)</b>	<b>-</b>	<b>(46,525)</b>	<b>(58,680)</b>
Transfer between funds		-	-	-	-
<b>Net incoming/ (outgoing) resources before other recognised gains and losses</b>		<b>(46,525)</b>	<b>-</b>	<b>(46,525)</b>	<b>(58,680)</b>

**SIGHT AIREDALE****Company No. 3762507****Statement of Financial Activities  
for the Year to 31 March 2016**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2016 Total Funds £</b>	<b>2015 Total Funds £</b>
<b>Net incoming/ (outgoing) resources before other recognised gains and losses brought forward</b>		<b>(46,525)</b>	<b>-</b>	<b>(46,525)</b>	<b>(58,680)</b>
<b>Other recognised gains and (losses)</b>					
Unrealised profit/ (losses) on investment assets	<b>8</b>	<b>(8,525)</b>	<b>-</b>	<b>(8,525)</b>	<b>14,465</b>
<b>Net movement in funds</b>		<b>(55,050)</b>	<b>-</b>	<b>(55,050)</b>	<b>(44,215)</b>
<b>Reconciliation of funds</b>					
Balances brought forward at 1 April 2015		<b>823,304</b>	<b>51,744</b>	<b>875,048</b>	<b>919,263</b>
<b>Balances carried forward at 31 March 2016</b>		<b>768,254</b>	<b>51,744</b>	<b>819,998</b>	<b>875,048</b>

**Balance Sheet**  
**as at 31 March 2016**

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Tangible Assets	7	543,210	549,054
Investments	8	264,349	320,314
		<u>807,559</u>	<u>869,368</u>
<b>Current Assets</b>			
Debtors and prepayments	9	6,175	3,094
Cash at Bank and in hand	10	11,168	7,265
		<u>17,343</u>	<u>10,359</u>
Creditors amounts falling due within one year	11	(4,904)	(4,679)
<b>Net Current Assets</b>		<u>12,439</u>	<u>5,680</u>
<b>Total Net Assets</b>		<u>819,998</u>	<u>875,048</u>
<b>Funds</b>			
Restricted funds	12	51,744	51,744
Unrestricted funds		768,254	823,304
<b>Total Funds</b>		<u>819,998</u>	<u>875,048</u>

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2016. The members have not required the charitable company to obtain an audit of its financial statements for the year to 31 March 2015 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:-

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

These financial statements which have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the directors on 12<sup>th</sup> September 2016 and signed on their behalf by:



Keith H Trott (Chairman)

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**1. Accounting Policies**

**a. Basis of preparation**

The financial statements of the charity have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 15)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

**b. Company status**

The charity is a company limited by guarantee. The members elect directors of the company for the purposes of the Companies Act. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

**c. Donations, legacies and voluntary income**

Income is recorded when receivable whenever the amount is known otherwise it is accounted for on a cash received basis. Legacies are recorded on a cash received basis due to the uncertainty of the value of estates until received.

The value of services provided by volunteers has not been included.

**d. Depreciation of tangible fixed assets**

Depreciation is provided at the following annual rates in order to reduce the net book value of those assets to their estimated residual value at the end of their expected useful lives at the following rates:

Fixtures and Fittings	- 25% reducing balance
Computer Equipment	- 20% reducing balance
Property improvements	- 2% on cost

No depreciation is provided on freehold properties since the company maintains the properties to such a high standard that their value is in excess of their cost, improvements however are depreciated over their estimated lives of 50 years.

**e. Investments**

In accordance with recommended practice listed investments are stated at market value. Changes in market value are included in the Statement of Financial Activities as unrealised gains and losses.

**f. Pension costs**

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**e. Grants**

Grants payable are recorded as direct charitable expenditure when paid.

Grants receivable are recorded under incoming resources wherever the amount is known, otherwise they are accounted for on a cash received basis.

**f. Expenditure**

Directly attributable expenditure on staff and other costs are charged to direct charitable expenditure, fund raising or general administration as appropriate.

**2. Activities for Generating Funds**

	2016 £	2015 £
Rents - 3 Sunhurst Close	5,379	2,367
- Flats	16,027	14,748
Contributions from users of Lena Anderton Meeting Room	4,325	3,240
Appeals	11,096	14,075
Daily Living Shop	2,196	2,993
Student fee	138	51
Audio Transcription	45	
Braille learning	62	59
	<u>39,268</u>	<u>37,533</u>

**3. Investment Income**

	2016 £	2015 £
Comprises interest from:		
National Savings Bond	-	-
Charities Property Fund	1,941	1,971
Old Mutual Wealth	6,036	5,975
COIF Charities Deposit fund	-	-
Virgin Money Deposit	46	58
Close Bros Treasury Deposit	-	-
	<u>8,023</u>	<u>8,004</u>



**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**4. Total Resources Expended**

	Charitable activities	Costs of generating funds	Governance costs	Total 2016	Total 2015	Basis of Allocation
	£	£	£	£	£	
<b>Costs directly allocated to activities</b>						
Appeals costs	-	375	-	375	556	Direct
Daily Living Shop centre goods	-	2,002	-	2,002	2,993	Direct
Social centre costs						
- Keighley	962	-	-	962	854	Direct
- Bingley	2,129	-	-	2,129	2,092	Direct
- Skipton	430	-	-	430	481	Direct
- Silsden	577	-	-	577	528	Direct
- Ilkley	311	-	-	311	444	Direct
Sight centre and ICT establishment costs etc. See note 5	72,340	-	-	72,340	70,463	Direct
Depreciation	5,844	-	-	5,844	6,394	Direct
Audit fee and Accountancy	-	-	2,632	2,632	2,400	Direct
Motor and travel	44	-	-	44	408	Direct
Sundries	505	-	-	505	541	Direct
Printing, postage and stationery	1,325	-	-	1,325	1,513	Direct
Adverts and publicity	268	-	-	268	323	Direct
Legal Fees	-	-	-	-	1,321	Direct
<b>Support costs allocated to activities</b>						
Premises costs and associated services	-	14,550	-	14,550	26,577	Floor Area
	<u>84,735</u>	<u>16,927</u>	<u>2,632</u>	<u>104,294</u>	<u>117,888</u>	

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**5. Staff Costs**

Staff costs for all employees were:

	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Emoluments for employees		
Gross pay	61,434	60,275
Social security costs	4,943	4,931
Other pension costs	5,963	5,257
	<u>72,340</u>	<u>70,463</u>

The average number of persons employed during the year was 4 (2015: 4).

There were no high paid staff employed during the year (2015: nil).

No emoluments were paid to members (2015: nil).

Included in other management expenses are chairman's expenses of £nil (2015: nil).

**6. Pension Costs**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund.

Contributions to the scheme are charged to the Statement of Financial Activities as they are incurred.

The amount charged to the Statement of Financial Activities during the year was £5,963 (2015: £5,257).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**7. Tangible Fixed Assets**

	<b>Freehold land &amp; buildings</b>	<b>Improvements to property</b>	<b>Fixtures &amp; Fittings</b>	<b>Computer equipment</b>	<b>Totals</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>					
1 April 2015	390,266	182,117	100,887	22,866	696,136
Additions					
Disposals					
31 March 2016	390,266	182,117	100,887	22,866	696,136
<b>Depreciation</b>					
1 April 2015	-	34,336	94,222	18,524	147,082
Charge for year		3,642	1,333	869	5,844
Eliminated on disposal					
31 March 2016	-	37,978	95,555	19,393	152,926
<b>Net Book Value</b>					
31 March 2016	390,266	144,139	5,332	3,473	543,210
<b>31 March 2015</b>	<u>390,266</u>	<u>147,781</u>	<u>6,665</u>	<u>4,342</u>	<u>549,054</u>

All fixed assets are held for the charity's own use on direct charitable activities.

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**7. Tangible Fixed Assets (continued)**

Freehold properties which are stated at cost comprise:-

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Three flats (formerly 3 Albert Street and 33 Scott Street, Keighley)	25,391	25,391
Meeting Room, Sight Centre, and I.C.T. Suite, Scott Street, Keighley	253,728	253,728
1 Albert Street, Keighley (Headquarters and two flats)	69,147	69,147
Bungalow, 3 Sunhurst Close, Oakworth	42,000	42,000
	<hr/>	<hr/>
	<b>390,266</b>	<b>390,266</b>
	<hr/> <hr/>	<hr/> <hr/>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**8. Fixed Asset Investments**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Quoted</b>		
Market value 1 April 2015	320,314	360,922
Additions in the year	-	-
Disposals in year	(53,000)	(61,000)
Net unrealised investment gains/ (losses)	(2,965)	20,392
	<u><b>264,349</b></u>	<u><b>320,314</b></u>
 Total	 <u><u><b>264,349</b></u></u>	 <u><u><b>320,314</b></u></u>

The historical cost of quoted investments at 31 March 2016 was £206,562 (2015: £259,562).

**Analysis of Quoted Investments**

	Charities Property Fund 35,426 Units	Old Mutual Wealth Account
	£	£
Market value at 1 April 2015	39,440	280,874
Additions	-	-
Disposals (cost)	-	(53,000)
Net realised gains/(losses)	2,855	(5,820)
	<u>          </u>	<u>          </u>
 Market Value at 31 March 2016	 <u><u><b>42,295</b></u></u>	 <u><u><b>222,054</b></u></u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**9. Debtors and Prepayments**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Income Tax repayments due	4,651	1,972
Prepayments	1,524	1,122
	<u>6,175</u>	<u>3,094</u>

**10. Cash at Bank and in Hand**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Current accounts	10,439	2,082
Deposit accounts	624	5,078
Cash in hand	105	105
	<u>11,168</u>	<u>7,265</u>

**11. Creditors: amounts falling due within one year**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade creditors	1,119	991
Taxation and social security	1,285	1,318
Accruals	2,500	2,370
	<u>4,904</u>	<u>4,679</u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**12. Restricted Funds**

Restricted funds hold donations and other income given for specific purposes. The analysis of net assets between funds is set out in note 13.

	<b>Movement in Funds</b>			
	<b>Balance 01.04.2015</b>	<b>Incoming Resources</b>	<b>Expenditure and transfers</b>	<b>Balance 31.03.2016</b>
	£	£	£	£
Bungalow, 3 Sunhurst Close	42,000	-	-	42,000
Contribution towards refurbishment of flats	7,000	-	-	7,000
Santander Grant	2,744	-	-	2,744
	<u>51,744</u>	<u>-</u>	<u>-</u>	<u>51,744</u>

The bungalow at 3 Sunhurst Close is stated at its estimated value when vested in the company. It was bequeathed to the company to be retained and used by a severely sight impaired or sight impaired persons or anyone connected with the company.

The Santander grant was to set up a mobile phone and tablet devices demonstration service to show sight impaired people the accessibility features and then to allow them to make their own purchases directly with the suppliers. Not all the funds have been used as Sight Airedale are holding some back for future upgrades over the next few years.

**14. Analysis of Net Assets between Funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
	£	£	£
Fund balances at 31 March 2016 Are represented by:			
Tangible Assets	494,210	49,000	543,210
Investments	264,349	-	264,349
Current assets	14,599	2,744	17,343
Current liabilities	(4,904)	-	(4,904)
	<u>768,254</u>	<u>51,744</u>	<u>819,998</u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2016**

**14. Control relationships**

No individual party has control of the company, which is governed by the directors appointed by the members