

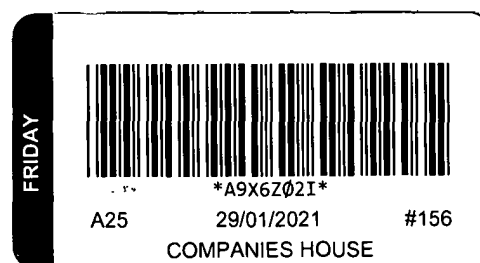
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Registered Charity No. 1080245

Company No. 3762507 (England & Wales)

**Report of the Trustees and
Unaudited Financial Statements for the
Year Ended 31 March 2020
For
Sight Airedale**

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



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**Annual General Meeting
for the Year Ended 31 March 2020**

The 20th 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 (date to be confirmed) 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 2019 Annual General Meeting to approve
4. Matters arising from the minutes of the 2019 Annual General Meeting
5. The present Town Mayor of Keighley address given by Councillor Peter Corkindale
6. Trustees report to 31 March 2020:-
 - 6.1 Matters arising from the Trustees Report
 - 6.2 Adoption of The Trustees report to the 31 March 2020.
7. The Financial Statement to the 31 March 2020:-
 - 7.1 Matters arising from The Financial Statement
 - 7.2 Adoption of Financial Statement to 31 March 2020
8. Election of the Board of Directors and General 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 31 March 2020
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.

Chairman

**Company Information
for the Year Ended 31 March 2020**

Registered Office:	1, Albert Street Keighley West Yorkshire BD21 2AT
Company Limited by Guarantee Number:	03762507
Registered as a Charity Number:	1080245
Patron:	Councillor Peter Corkindale Town Mayor, Keighley.
Chartered Accountants:	Stirk Lambert & Co Russell Chambers 61a North Street Keighley West Yorkshire BD21 3DS
Bankers:	National Westminster Bank 63 North Street Keighley West Yorkshire BD21 3SN
Solicitors:	AWB Charlesworth 12-16 North Street Keighley West Yorkshire BD21 3SE
Investment Manager:	Parkway Chartered Financial Planners 76 Town Street Horsforth Leeds LS18 4AP

**Company Information
for the Year Ended 31 March 2020**

Directors and Trustees

David L Ogden	Chairman, Director	(2, 3)
Michael S Boothroyd	Vice Chairman, Director	
David Hardman	Honorary Treasurer, Director	(2, 3)
Joyce Hutchinson	Director	
Avril L Emmerson	Director	
Anne Broughton	Director	(1, 3)

Other Trustees

Peter Robinson	(1)
Val Bainbridge	
Andrew Broughton	(1)

Secretary – Vacant

Key to Trustees

1. Severely Sight Impaired or Sight Impaired Friends of Sight Airedale
2. Member of Finance Sub Committee
3. Member of Appeals Sub Committee

Approved by order of the board of trustees on 22 January 2021 and signed on its behalf by:

David Ogden - Chairman

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Number of Registered Friends previously at 31 March 2020: 423

Area	Severely Sight Impaired/Blind	Sight Impaired/ Partially Sighted	Total
Barnoldswick & District	5	17	12
Bingley & District	22	42	64
Cross Hills & District	5	14	19
Ilkley and District	17	23	40
Keighley, Silsden, & District	90	156	246
Settle & District	3	2	5
Skipton & District	11	16	27
Total	153	270	423

423 does not include a further 57 people who eligible to be registered but are not registered.

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.

Chairman's Statement

I was hoping to have a much more positive report, but we are again in "Lock down" This means that all our fundraising has had to be postponed this year.

I know that all Charities are suffering the same problems sight airedale has, but we continue to be positive in our approach to the future

We are fortunate that we have been beneficiaries from several known and unknown donations which has helped us balance the books this difficult year as we are continuing to pay all our employees in full but fall into the gap of not being able to claim any help from the Government.

I would like to take this opportunity to thank my fellow Directors for their continued support in this very difficult time. It is with regret that I must report the resignation of Mrs Avril Emmerson due to her moving to the South to be near her family

Avril has served as Lion's representative and as a Director for many years, always offering her help when and where it was needed. Her service and help will be sorely missed. On behalf of myself and the Board of Directors I wish her well for the continuing future.

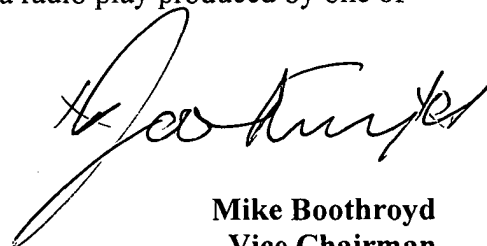
**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

If any of our Members or friends would like to become a Director of the Charity, please contact the office direct and I will be informed.

Through this very difficult time our two employees Antony and Annette have both been shielding so are doing their best working from home.

They are both trying to continue the service offered to our clients and can be contacted by telephone and will do all they can to help. I would also like to wish Annette a speedy recovery from her upcoming operation.

We are sending Christmas cards to all our members together with a radio play produced by one of our Directors David Hardman



**Mike Boothroyd
Vice Chairman
22 January 2021**

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

Treasurers Statement

The year showed a deficit of £3,796 compared with a profit of £4,635 for the previous year, before the unrealised gains on our investment portfolio are taken into account. This was a deterioration of £8,431.

Income was down from £104,905 in 2019 to £65,393 in 2020, a decrease of £39,512 or 38%. Unlike 2018/19 when there were legacies of £57,780, 2019/20 only had legacies of £18,757. Donations has increased slightly from 2018/19 to £7,635 but activities to generate funds has decreased to £6,983.

Total resources expended had shown a decrease of £31,081 or 31%.

This trend was mainly due to a decrease in Legal and professional fees.

**David Hardman
Honorary Treasurer
22 January 2021**

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

Report of the Directors

For the year ended 31 March 2020, the Directors of **sight** airedale have pleasure in submitting its report and the independently examined financial statements for the year ended 31 March 2020.

The accounts comply with current statutory requirements, the charity's governing documents and SORP applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Structure, Governance and Management.

The organisation is a charitable company limited by guarantee. The organisation was established on the 9 May 1907, registered in accordance with the National Assistance Act 1948 on the 7 December 1948, registered under the Charities Act 1985 on the 29 April 1999 number 3762507 and registered under the charities Act 1993 on the 7 April 2000 number 1080245. The charitable company governing document was adopted on the 31 March 2000 and amended on the 5 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 20 May 2011. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £10.00. The Charity has Trustee liability insurance.

The organisation is governed by a Board of Directors. The Board usually meets monthly. 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 **seefact** magazine. On appointment, new Trustees have a personalised induction programme, where they attend one to one introductory sessions with the Chairman.

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 2020**

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.

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 two office-based staff are responsible for the day to day management of the organisation, acting under delegated authority given by the Board of Directors.

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 two of the three local authority Health and Adult Services Sensory Needs teams.

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

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 those with a Sight Impairment.

Key Elements of the organisation Control System Includes the Following:

- The Board meets 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 two office-based staff.
- 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, Wharfedale, Craven and West Craven 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 2020**

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 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 453 Friends of Sight airedale and volunteers, supporters and Health Professionals.

People requesting information on Daily Living Aids and Magnifiers continues to be the most popular type of enquiry followed by help and information on technology such as tablets and mobile phones.

Work is underway to produce a welcome pack for newly registered friends of Sight airedale, this will provide information on the services provided by the charity

In March 2020 we received 5 free Salesforce (cloud-based customer database system) licences as part of Salesforces 'Power of Us' programme for non-profit organisations. Prior to the Coronavirus pandemic this made it much easier for us to update and manage the information of friends of sight airedale. For example, accessing emergency contact details when out of the office. During the Pandemic it has allowed both office staff to work remotely, allowing the charity to continue to offer services.

Volunteers

The work of Sight airedale owes much to the support the charity receives from its 20 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 events, Audio Book Library and the production of the Magazine.

Support Services

Our volunteer organisers and voluntary helpers deliver the Social Centres service. 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 small decrease in demand for this service. The Bingley Social Centre continues to be run by the two office staff.

Following on from the success of our first road show held in July 2018, we ran a series of information days in conjunction with Optelec/Enhanced Vision a commercial supplier of electronic magnifiers, to promote our work.

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

These took place during May 2019 at Skipton, Keighley, Bingley and Ilkley. Over 50 people attended these events and as a result we had several new friends of sight Airedale. We also had an information stand once a month at Keighley ASDA from April 2019 to December 2019.

In July 2019 we ran our second living with sight loss course in conjunction with the RNIB. The course lasted two days and was attended by 12 visually impaired people along with family members. The course covered both the practical and emotional aspects of living with sight loss. The next course was due to take place in August 2020 but has been cancelled due to Coronavirus.

The Daily Living Shop has had 71 contacts compared with 93 in 2019/2020. 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 been fully occupied. One tenant is a Friend of **sight** airedale. The funds from this service continue to be a valuable source of unrestricted income.

In consultation with Bradford Education we also identified a need for a Toy Library specialising in toys for children with a visual impairment and had hoped to launch the service this year but this is now on hold due to the Coronavirus.

Fundraising

The members of our Appeals sub-committee undertake all fundraising; we do not use professional fundraisers. We have received no complaints in regards to our fundraising activity. We will be formulating a policy for venerable donors, however we do not undertake unsolicited fundraising such door-to-door, telephone or text message. Our only mailing, which contains fundraising information, is our newsletter, which is sent out three times a year. Recipients are advised that they can opt out of receiving our newsletter through a statement in our newsletter and our privacy policy, which is published on our website and available from our registered office. With BT announcing in January 2019 that they would be closing their BTMyDonate online fundraising platform in June 2019, we switched to Virgin Money Giving. We chose Virgin Money Giving as after BTMyDonate they give the best value for money for both charity and donor.

Grant Requests

One special needs grant of £39.32 was awarded to a friend of sight airedale.

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

Technology Support Service

Choosing a new mobile phone, tablet or computer is confusing for most people. For Sight Impaired people, the problem is made worse by having to take into account the accessibility features of the product. Sales people in high street stores often have little or no experience in the needs of customers with Sight Impairment. We identified the need to establish a service where Sight Impaired people could gain access to information on the range of technologies available and provide an opportunity to try out different products in a non-sales environment, guided by a member of the team with expertise in technology for Sight Impaired people. In addition to providing pre-purchase support, we also provide ongoing technical support and training. This is provided at our Scott Street premises in Keighley. Between 1 April 2019 and 31 March 2020 34 people accessed our technology support services compared to 31 the previous year.

Braille Learning

We had no students attend Braille learning during 2019/2020, due to the tutor's ill health.

Transcription Service

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.

From the 1 April 2019 to the 31 March 2020 we had one external transcription jobs bringing in an income of £38. Compared with £42 the previous year and two external transcription jobs.

The seefact magazine accounts for the majority of internal 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).

Digital Audio Library

Between the 1 April 2019 to the 31 March 2020, 107 books were loaned to 8 people compared with the previous year when 5 people borrowed 30 books.

There are currently 2,138 titles available for loan, books are dependent of people donating titles. Thanks have to go to the continuing hard work of the volunteers, Jack and Joan Coan and Elsie Altass.

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

Plans for the future

Our main challenge for the year ahead will be the Coronavirus Pandemic, face to face services such as magnifier assessments, shop appointments and social centres were suspended on the 23 March 2020 when the country went into lockdown. The helpline remains open with the two office staff working from home, we are able to offer a reduced shop service, technology information service and library service. We are looking at alternative methods of running social centres using telephone conferencing and providing shop appointments using video conferencing. It is not yet clear when we will be able to fully re-open. We will be undertaking risk assessments in line with Government Guidance to ensure the safety of our service users, staff and volunteers.

**Antony Horner
ICT Manager
22 January 2021**

**1 Albert Street
Keighley
Report of the Directors
for the Year ended 31 March 2020**

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 £224,791 (2019 £234,454)

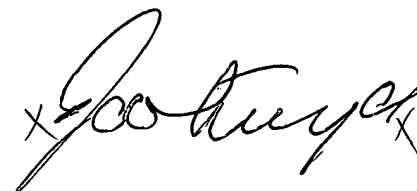
The level of reserves is equivalent to 16 months running costs plus a designated fund of £100,000 as a building contingency. The free reserves policy is to achieve sufficient free reserves to allow the organisation to find new sources of funding for key work or the restructure in order to maintain continuity and to continue key work in the event of a sudden major loss of funding. In addition, reserves may be used to fund a budgeting deficit. The Finance Sub Committee reviews the free reserves policy once a year

Overview

The Charity had an overall deficit for the year of £24,629 (2019 surplus of £7,730).

Voluntary Income

The organisation is dependent on voluntary income and no earned income is received from or statutory sources. 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.



**Mike Boothroyd
Vice Chairman
22 January 2021**

SIGHT AIREDALE
Independent Examiner's Report to the Trustees

Company No. 3762507

I report to the trustees on the accounts for the year ended 31 March 2020 set out on pages 16 to 28.

Responsibilities and basis of report

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

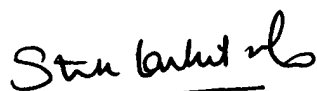
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charities accounts carried out under section 145 of the 2011 Act and in carrying out my examination,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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act;
- or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have 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.



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: 22 January 2021

**Statement of Financial Activities
for the Year to 31 March 2020**

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
INCOME AND EXPENDITURE					
Incoming Resources					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations		7,635	-	7,635	5,404
Legacies		18,757	-	18,757	57,780
Activities for generating funds	2	31,892	-	31,892	34,266
Investment income	3	7,109	-	7,109	7,455
Grant income		-	-	-	-
Total Incoming Resources		<u>65,393</u>	<u>-</u>	<u>65,393</u>	<u>104,905</u>
Resources Expended					
Charitable activities		46,025	-	46,025	44,889
Cost of generating funds		21,724	-	21,724	51,503
Governance costs		1,440	-	1,440	3,878
Grant expenditure		-	-	-	-
Total resources Expended	4	<u>69,189</u>	<u>-</u>	<u>69,189</u>	<u>100,270</u>
Net incoming/ (outgoing)					
Resources before transfers		(3,796)	-	(3,796)	4,635
Transfer between funds		-	-	-	-
Net incoming/ (outgoing) resources before other recognised gains and losses		<u>(3,796)</u>	<u>-</u>	<u>(3,796)</u>	<u>4,635</u>

**Statement of Financial Activities
for the Year to 31 March 2020**

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Net incoming/ (outgoing) resources before other recognised gains and losses brought forward		(3,796)	-	(3,796)	4,635
Other recognised gains and (losses)					
Unrealised profit/ (losses) on investment assets	8	(20,833)	-	(20,833)	3,095
Net movement in funds		(24,629)	-	(24,629)	7,730
Reconciliation of funds					
Balances brought forward at 1 April 2019		761,912	51,744	813,656	805,926
Balances carried forward at 31 March 2020		<u>737,283</u>	<u>51,744</u>	<u>789,027</u>	<u>813,656</u>

Balance Sheet
as at 31 March 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible Assets	7	532,094	535,273
Investments	8	224,791	234,454
		<u>756,885</u>	<u>769,727</u>
Current Assets			
Debtors and prepayments	9	7,122	9,164
Cash at Bank and in hand	10	28,281	42,092
		<u>35,403</u>	<u>51,256</u>
Creditors amounts falling due within one year	11	(3,261)	(7,327)
Net Current Assets		<u>32,142</u>	<u>43,929</u>
Total Net Assets		<u>789,027</u>	<u>813,656</u>
Funds			
Restricted funds	12	51,744	51,744
Unrestricted funds		737,283	761,912
Total Funds		<u>789,027</u>	<u>813,656</u>

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2020.

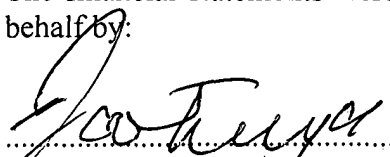
The members have not required the charitable company to obtain an audit of its financial statements for the year to 31 March 2020 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:-

- a) ensuring that the charitable company keeps accounting records 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.

The financial statements were approved by the directors on 22 January 2021 and signed on their behalf by:

X  X
.....
Mike Boothroyd - (Vice Chairman)

**Notes Forming Part of the Financial Statements
for the Year to 31 March 2020**

1. Accounting Policies

a. Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention 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 2019**

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

	2020 £	2019 £
Rents - 3 Sunhurst Close	6,280	6,540
- Flats	18,629	18,966
Contributions from users of Lena Anderton Meeting Room	3,813	2,540
Funds from Bingley Social Centre	0	2,594
Daily Living Shop	2,915	3,546
Student fee	18	27
Audio Transcription	37	43
Braille learning	0	0
Other revenue – Hector Moore Scrap metal	200	10
	<u>31,892</u>	<u>34,266</u>

3. Investment Income

	2020 £	2019 £
Comprises interest from:		
National Savings Bond	-	-
Charities Property Fund	641	1,935
Old Mutual Wealth	6,468	5,520
Old Mutual Wealth Income Tax	-	-
COIF Charities Deposit fund	-	-
Virgin Money Deposit	-	-
Close Bros Treasury Deposit	-	-
	<u>7,109</u>	<u>7,455</u>

**Notes Forming Part of the Financial Statements
for the Year to 31 March 2020**

4. Total Resources Expended

	Charitable activities	Costs of generating funds	Governance costs	Total 2020	Total 2019	Basis of Allocation
	£	£	£	£	£	
Costs directly allocated to activities						
Appeals costs	-	216	-	216	354	Direct
Daily Living Shop centre goods	-	3,150	-	3,150	2,364	Direct
Social centre costs						
- Keighley	798	-	-	798	762	Direct
- Bingley	1,093	-	-	1,093	1,451	Direct
- Skipton	-	-	-	-	-	Direct
- Silsden	-	-	-	-	482	Direct
- Ilkley	175	-	-	175	114	Direct
Sight centre and ICT establishment costs etc. See note 5	35,621	-	-	35,621	33,048	Direct
Depreciation	5,801	-	-	5,801	6,241	Direct
Audit fee and Accountancy	-	-	1,440	1,440	3,878	Direct
Motor and travel	189	-	-	189	173	Direct
Sundries	670	-	-	670	539	Direct
Printing, postage and stationery	926	-	-	926	1,486	Direct
Adverts and publicity	752	-	-	752	593	Direct
Legal Fees	-	2,710	-	2,710	28,956	Direct
Support costs allocated to activities						
Premises costs and associated services	-	15,648	-	15,648	19,829	Floor Area
	<u>46,025</u>	<u>21,724</u>	<u>1,440</u>	<u>69,189</u>	<u>100,270</u>	

**Notes Forming Part of the Financial Statements
for the Year to 31 March 2020**

5. Staff Costs

Staff costs for all employees were:

	Total 2020 £	Total 2019 £
Emoluments for employees		
Gross pay	38,454	36,373
Social security costs	2,065	1,795
Less refund of national insurance for previous years	(6,000)	(6,000)
Other pension costs	1,102	880
	<u>35,621</u>	<u>33,048</u>

The average number of persons employed during the year was 3 (2019: 3).

There were no high paid staff employed during the year (2019: nil).

No emoluments were paid to members (2019: nil).

Included in other management expenses are chairman's expenses of £nil (2019: 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 £1,102 (2019: £880).

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 2020**

7. Tangible Fixed Assets

	Freehold land & buildings	Improvements to property	Fixtures & Fittings	Computer equipment	Totals
	£	£	£	£	£
Cost					
1 April 2019	390,266	183,677	108,307	23,630	705,880
Additions	-	2,500	-	123	2,623
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2020	390,266	186,177	108,307	23,753	708,503
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation					
1 April 2019	-	48,937	100,355	21,315	170,607
Charge for year	-	3,723	1,591	488	5,802
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2020	-	52,660	101,946	21,803	176,409
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Book Value					
31 March 2020	390,266	133,517	6,361	1,950	532,094
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2019	<u>390,266</u>	<u>134,740</u>	<u>7,952</u>	<u>2,315</u>	<u>535,273</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 2020**

7. Tangible Fixed Assets (continued)

Freehold properties which are stated at cost comprise:-

	2020 £	2019 £
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/>
	<u>390,266</u>	<u>390,266</u>

**Notes Forming Part of the Financial Statements
for the Year to 31 March 2020**

8. Fixed Asset Investments

	2020 £	2019 £
Quoted		
Market value 1 April 2019	234,454	240,840
Additions in the year	20,000	-
Disposals in year	(15,000)	(15,000)
Unrealised investment gains/ (losses)	(20,830)	3,095
Investment income generated	6,167	5,519
	<u>224,791</u>	<u>234,454</u>
 Total	 <u><u>224,791</u></u>	 <u><u>234,454</u></u>

Analysis of Quoted Investments

	Charities Property Fund 35,426 Units	Old Mutual Wealth Account
	£	£
Market value at 1 April 2019	30,818	203,637
Additions	-	20,000
Disposals (cost)	(15,000)	-
Net realised and unrealised gains/(losses)	(641)	(14,023)
	<u> </u>	<u> </u>
 Market Value at 31 March 2020	 <u><u>15,177</u></u>	 <u><u>209,614</u></u>

**Notes Forming Part of the Financial Statements
for the Year to 31 March 2020**

9. Debtors and Prepayments

	2020	2019
	£	£
Income Tax repayments due	670	777
Prepayments	432	2,285
National Insurance refund due	6,000	6,000
Trade Debtors	20	102
	<u>7,122</u>	<u>9,164</u>

10. Cash at Bank and in Hand

	2020	2019
	£	£
Current accounts	27,827	39,327
Deposit accounts	81	199
Cash in hand	373	200
Scottish Widows (Connor Humpty Fund)	-	2,367
	<u>28,281</u>	<u>42,092</u>

11. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	666	1,484
Taxation and social security	525	326
Accruals	2,070	3,150
Other creditors (Connor Humpty Fund)	-	2,367
	<u>3,262</u>	<u>7,327</u>

**Notes Forming Part of the Financial Statements
for the Year to 31 March 2020**

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.

	Movement in Funds			
	Balance 01.04.2019	Incoming Resources	Expenditure and transfers	Balance 31.03.2020
	£	£	£	£
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.

13. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund balances at 31 March 2020 Are represented by:			
Tangible Assets	483,094	49,000	532,094
Investments	224,791	-	224,791
Current assets	32,659	2,744	35,403
Current liabilities	(3,261)	-	(3,261)
	<u>737,283</u>	<u>51,744</u>	<u>789,027</u>

**Notes Forming Part of the Financial Statements
for the Year to 31 March 2020**

14. Control relationships

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