

CR0  
Registered Charity No. 1080245

Company No. 3762507 (England & Wales)

**Report of the Trustees and  
Unaudited Financial Statements for the  
Year Ended 31 March 2018  
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 - 14
Independent Examiners Report	15
Statement of Financial Activities	16 - 17
Balance Sheet	18
Notes to the Financial Statements	19 - 28

**Annual General Meeting  
for the Year Ended 31 March 2018**

The 18 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 9 October 2018 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 2017 Annual General Meeting to approve
4. Matters arising from the minutes of the 2017 Annual General Meeting
5. The present Town Mayor of Keighley address given by Councillor Shabir Ahmed
6. Trustees report to 31 March 2018:-
  - 6.1 Matters arising from the Trustees Report
  - 6.2 Adoption of The Trustees report to the 31 March 2018.
7. The Financial Statement to the 31 March 2018:-
  - 7.1 Matters arising from The Financial Statement
  - 7.2 Adoption of Financial Statement to 31 March 2018
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 2018
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.

David Ogden  
Chairman

**Company Information  
for the Year Ended 31 March 2018**

<b>Registered Office:</b>	1, Albert Street Keighley West Yorkshire BD21 2AT
<b>Company Limited by Guarantee Number:</b>	03762507
<b>Registered as a Charity Number:</b>	1080245
<b>Patron:</b>	Councillor Fulzar 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 2018**

**Directors and Trustees**

Keith H Trott	(Resigned Oct 2017)	
David L Ogden	Chairman, Director	(2, 3)
(Position is Vacant)	Vice Chairman, Director	
Michael S Boothroyd	Honorary Treasurer, Director	(2, 3)
Joyce Hutchinson	Director	
Avril L Emmerson	Director	
Anne Broughton	Director	(1, 3)

**Other Trustees**

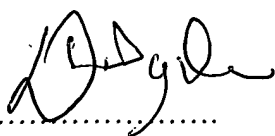
Peter Robinson	(1)
Val Bainbridge	
Andrew Broughton	(1)

Secretary – Position 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 9th October 2018 and signed on its behalf by:



David L Ogden - Director

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2018. 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).

**Number of Registered Friends previously at 31 March 2017 454**

Area	Severely Sight Impaired/Blind	Sight Impaired/Partially Sighted	Total
Barnoldswick & District	7	20	27
Bingley & District	26	36	62
Cross Hills & District	5	11	16
Ilkley and District	21	22	43
Keighley, Silsden, & District	87	163	250
Settle & District	3	1	4
Skipton & District	11	22	33
Total	160	275	435

**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 would like to take this opportunity to thank the Board and Trustees of sight airedale for their support during the past year.

A special thank you goes to our Treasurer, Mike Boothroyd who has made the past few months bearable.

As you all know I am unable to comment further on the situation as this is a condition of the settlement, needless to say I am greatly relieved by the final outcome.

Congratulations must go to our office staff, Antony Annette and Sue who continue to keep the service and organisation running. They are all dedicated employees of Sight Airedale., Annette and Antony have already made plans to broaden their contact and service within the sight impaired community. Kevin would have been very proud.

As you will see the Tactile Map of Sight Airedale bears his name plus the logo of his football team Halifax Town. The funds to supply this were raised solely by Kevin.

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

Millie appears to be doing well and Annette has arranged for Sight Airedale to send a ceramic butterfly to her, in memory of her father.

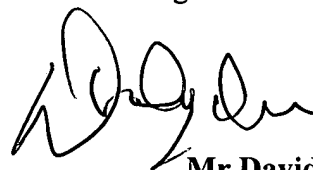
It would be very remiss of me not to take this opportunity to thank our Past Chairman Keith Trott, he supported Sight Airedale in many ways, it was a very difficult task to continue in his footsteps.

I would also like to thank the leaders and volunteers who run the 3 centres Keighley, Bingley and Silsden, without their dedication we would find it very difficult to continue with this service.

As to future plans, we hope to increase the membership of sight impaired members served. If anyone knows of a sight impaired individual who is not registered with us, please encourage them to register.

We do have difficulty with the number of bucketeers for our store collections, I am sure Annette would be pleased to add your name to the list of volunteers, if only for an hour. Every little helps.

After 111 years of service to the community the future of Sight Airedale is still very positive, we are very lucky that our profile is very good and we continue to receive small legacies which help us to continue our service.



**Mr David L Ogden  
Chairman  
9th October 2018**

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

**Treasurers Statement**

The year showed a deficit of £28,320 compared with a deficit of £5,400 for the previous year, before the unrealised gains on our investment portfolio are taken into account. This was a deterioration of £22,920 or 81%. The deficit was significant and will 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 £86,828 in 2017 to £51,978 in 2018, a decrease of £34,850 or 40%. Unlike 2016/17 when there was a legacy of £29,763, 2017/18 only had legacies of £500. Appeals income had increased from 2016/17 by £1,398.

Total resources expended had shown a reduction of £11,930 or 13%.

This positive trend was mainly due to a reduction in wages and salary costs.

**Mike S. Boothroyd  
Honorary Treasurer  
9th October 2018**



**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

**Report of the Directors**

For the year ended 31 March 2018, the Directors of **sight** airedale have pleasure in submitting its report and the independently examined financial statements for the year ended 31 March 2018.

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 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 does not have 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 2018**

**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.

**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 2018**

**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 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, 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 2018**

**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. No home visits were made during the year as neither of the two staff members drive. 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.

**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 Daily Living Shop has had 73 contacts compared with 105 in 2016/2017. 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. Only four of the five flats in Keighley have been fully occupied, with the fifth becoming occupied in December 2017. One tenant is a Friend of Sight Airedale. The funds from this service continue to be a valuable source of unrestricted income.

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

**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.

**Benefit Form Service**

As neither of the two members of staff drive, or have training in providing benefit advice we are no longer providing this service, we do however advise people where they can get this help.

**Grant Requests**

No requests for Special Needs Grants were received by the Board.

**Plans for the future**

The Chief Executive will be required to redraft the memorandum of association or constitution of the charity subject to a revision 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.



**David L Ogden  
Chairman  
9<sup>th</sup> October 2017**

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

**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 2017 and 31 March 2018 30 people accessed our technology support services compared to 33 the previous year.

**Braille Learning**

One student has accessed Braille learning, the same number as last year.

**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 2017 to the 31 March 2018 we had two external transcription jobs bringing in an income of £67. Compared with £109 the previous year and six 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).

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

**Digital Audio Library**

Between the 1 April 2017 to the 31 March 2018, 55 books were loaned to 4 people compared with the previous year when 9 people borrowed 69 books

There are currently 2,138 titles available for loan, compared with 2120 titles in June 2017, new 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.

**Plans for the future**

- To ensure that our information systems comply with the General Data Protection Regulations (GDPR) due to come into force in May 2018
- To upgrade our accounts software to a cloud based system as our existing system reaches the end of its life.
- To develop a living with sight loss course in connection with the RNIB
- To promote the charity through a series of roadshows and information days
- To develop a welcome pack for newly Registered Friends of **sight airedale**.

**Antony G. Horner  
ICT Manager  
9<sup>th</sup> October 2018**

**1 Albert Street  
Keighley  
Report of the Directors  
for the Year ended 31 March 2018**

**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 £240,840 (2017 £276,773).

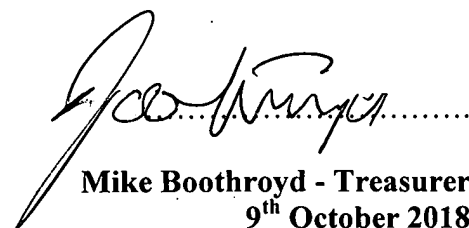
The level of reserves is equivalent to eighteen month's running costs plus a designated fund of £100,000 as a building contingency. The free reserves policy is to achieve sufficient free reserves to allow the organisation to find new sources of funding for key work or the restructure in order to maintain 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 £29,709 (2017 surplus £15,635).

**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 - Treasurer**  
**9<sup>th</sup> October 2018**



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

**Company No. 3762507**

I report on the accounts for the year ended 31 March 2018 set out on pages 16 to 28.

**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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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.

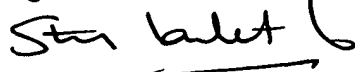
**Basis of the independent examiner's report**

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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102)(effective 1<sup>st</sup> January 2015).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: 9<sup>th</sup> October 2017

**Statement of Financial Activities  
for the Year to 31 March 2018**

	Note	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	2017 Total Funds £
<b>INCOME AND EXPENDITURE</b>					
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income:</i>					
Donations		5,094	-	5,094	6,812
Legacies		500	-	500	29,763
Activities for generating funds	2	39,925	-	39,925	42,099
Investment income	3	6,459	-	6,459	8,154
Grant income		-	-	-	-
<b>Total Incoming Resources</b>		<u>51,978</u>	<u>-</u>	<u>51,978</u>	<u>86,828</u>
<b>Resources Expended</b>					
Charitable activities		54,802	-	54,802	66,764
Cost of generating funds		21,640	-	21,640	23,224
Governance costs		3,856	-	3,856	2,240
Grant expenditure		-	-	-	-
<b>Total resources Expended</b>	4	<u>80,298</u>	<u>-</u>	<u>80,298</u>	<u>92,228</u>
<b>Net incoming/ (outgoing)</b>					
resources before transfers		(28,320)	-	(28,320)	(5,400)
Transfer between funds		-	-	-	-
<b>Net incoming/ (outgoing) resources before other recognised gains and losses</b>		<u>(28,320)</u>	<u>-</u>	<u>(28,320)</u>	<u>(5,400)</u>

**Statement of Financial Activities  
for the Year to 31 March 2018**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2018 Total Funds £</b>	<b>2017 Total Funds £</b>
<b>Net incoming/ (outgoing) resources before other recognised gains and losses brought forward</b>		(28,320)	-	(28,320)	(5,400)
<b>Other recognised gains and (losses)</b>					
Unrealised profit/ (losses) on investment assets	8	(1,389)	-	(1,389)	21,035
<b>Net movement in funds</b>		(29,709)	-	(29,709)	15,635
<b>Reconciliation of funds</b>					
Balances brought forward at 1 April 2017		783,891	51,744	835,635	819,998
<b>Balances carried forward at 31 March 2018</b>		<u>754,182</u>	<u>51,744</u>	<u>805,926</u>	<u>835,635</u>

**Balance Sheet**  
**as at 31 March 2018**

	Note	2018 £	2017 £
<b>FIXED ASSETS</b>			
Tangible Assets	7	536,701	537,805
Investments	8	240,840	276,773
		<u>777,541</u>	<u>814,578</u>
<b>Current Assets</b>			
Debtors and prepayments	9	9,433	10,777
Cash at Bank and in hand	10	25,027	16,638
		<u>34,460</u>	<u>27,415</u>
Creditors amounts falling due within one year	11	(6,075)	(6,358)
<b>Net Current Assets</b>		<u>28,385</u>	<u>21,057</u>
<b>Total Net Assets</b>		<u>805,926</u>	<u>835,635</u>
<b>Funds</b>			
Restricted funds	12	51,744	51,744
Unrestricted funds		754,182	783,891
<b>Total Funds</b>		<u>805,926</u>	<u>835,635</u>

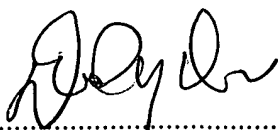
The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2018. The members have not required the charitable company to obtain an audit of its financial statements for the year to 31 March 2018 in accordance with section 476 of 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 9th October 2018 and signed on their behalf by:



David L Ogden (Chairman)

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2018**

**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 2018**

**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**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Rents - 3 Sunhurst Close	5,100	6,060
- Flats	15,209	16,585
Contributions from users of Lena Anderton Meeting Room	3,115	4,515
Appeals	14,424	13,026
Daily Living Shop	1,988	1,720
Student fee	40	84
Audio Transcription	42	25
Braille learning	7	84
	<u>39,925</u>	<u>42,099</u>

**3. Investment Income**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Comprises interest from:		
National Savings Bond	-	-
Charities Property Fund	503	1,153
Old Mutual Wealth	5,956	5,889
Old Mutual Wealth Income Tax	-	1,038
COIF Charities Deposit fund	-	-
Virgin Money Deposit	-	74
Close Bros Treasury Deposit	-	-
	<u>6,459</u>	<u>8,154</u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2018**

**4. Total Resources Expended**

	Charitable activities	Costs of generating funds	Governance costs	Total 2018	Total 2017	Basis of Allocation
	£	£	£	£	£	
<b>Costs directly allocated to activities</b>						
Appeals costs	-	354	-	354	387	Direct
Daily Living Shop centre goods	-	1,376	-	1,376	1,457	Direct
Social centre costs						
- Keighley	863	-	-	863	954	Direct
- Bingley	1,888	-	-	1,888	2,166	Direct
- Skipton	-	-	-	-	-	Direct
- Silsden	488	-	-	488	557	Direct
- Ilkley	275	-	-	275	175	Direct
Sight centre and ICT establishment costs etc. See note 5	43,787	-	-	43,787	55,488	Direct
Depreciation	6,037	-	-	6,037	5,403	Direct
Audit fee and Accountancy	-	-	3,856	3,856	2,240	Direct
Motor and travel	27	-	-	27	129	Direct
Sundries	92	-	-	92	309	Direct
Printing, postage and stationery	958	-	-	958	1,266	Direct
Adverts and publicity	387	-	-	387	260	Direct
Legal Fees	-	3,095	-	3,095	2,266	Direct
<b>Support costs allocated to activities</b>						
Premises costs and associated services	-	16,815	-	16,815	19,114	Floor Area
	<u>54,802</u>	<u>21,640</u>	<u>3,856</u>	<u>80,298</u>	<u>92,228</u>	

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2018**

**5. Staff Costs**

Staff costs for all employees were:

	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Emoluments for employees		
Gross pay	45,591	51,477
Social security costs	2,444	3,487
Less refund of national insurance for previous years	(6,000)	(6,000)
Other pension costs	1,752	6,524
	<u>43,787</u>	<u>55,488</u>

The average number of persons employed during the year was 4 (2017: 4).

There were no high paid staff employed during the year (2017: nil).

No emoluments were paid to members (2017: nil).

Included in other management expenses are chairman's expenses of £nil (2017: 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 £1,752 (2017: £6,524).

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 2018**

**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 2017	390,266	182,117	100,887	22,866	696,136
Additions			4,464	468	
Disposals					
31 March 2018	390,266	182,117	105,351	23,334	696,136
<b>Depreciation</b>					
1 April 2017	-	41,621	96,622	20,087	152,926
Charge for year		3,642	1,746	649	5,405
Eliminated on disposal					
31 March 2017	-	45,263	98,368	20,737	158,331
<b>Net Book Value</b>					
31 March 2018	390,266	136,854	6,983	2,597	536,700
<b>31 March 2017</b>	<b>390,266</b>	<b>140,496</b>	<b>4,265</b>	<b>2,778</b>	<b>537,805</b>

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 2018**

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

Freehold properties which are stated at cost comprise:-

	<b>2018</b>	<b>2017</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/>
	<u>390,266</u>	<u>390,266</u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2018**

**8. Fixed Asset Investments**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Quoted</b>		
Market value 1 April 2017	276,773	264,349
Additions in the year	-	-
Disposals in year	(40,500)	(14,500)
Unrealised investment gains/ (losses)	(1,389)	21,035
Investment income generated	5,956	5,889
	<u>240,840</u>	<u>276,773</u>
Total	<u><u>240,840</u></u>	<u><u>276,773</u></u>

**Analysis of Quoted Investments**

	Charities Property Fund 35,426 Units	Old Mutual Wealth Account
	£	£
Market value at 1 April 2017	42,557	234,216
Additions	-	-
Disposals (cost)	-	(40,500)
Net realised and unrealised gains/(losses)	2,805	1,761
	<u>45,363</u>	<u>195,477</u>
Market Value at 31 March 2018	<u><u>45,363</u></u>	<u><u>195,477</u></u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2018**

**9. Debtors and Prepayments**

	<b>2018</b>	<b>2017</b>
	£	£
Income Tax repayments due	1,072	4,474
Prepayments	2,361	303
National Insurance refund due	6,000	6,000
	<u>9,433</u>	<u>10,777</u>

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

	<b>2018</b>	<b>2017</b>
	£	£
Current accounts	22,357	5,773
Deposit accounts	198	8,398
Cash in hand	105	105
Scottish Widows (Connor Humpty Fund)	2,367	2,362
	<u>25,027</u>	<u>16,638</u>

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

	<b>2018</b>	<b>2017</b>
	£	£
Trade creditors	755	763
Taxation and social security	153	863
Accruals	2,800	2,370
Other creditors (Connor Humpty Fund)	2,367	2,362
	<u>6,075</u>	<u>6,358</u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2018**

**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</b>	<b>Incoming</b>	<b>Expenditure</b>	<b>Balance</b>
	<b>01.04.2017</b>	<b>Resources</b>	<b>and transfers</b>	<b>31.03.2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</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 2018			
Are represented by:			
Tangible Assets	487,701	49,000	536,701
Investments	240,840	-	240,840
Current assets	31,716	2,744	34,460
Current liabilities	(6,075)	-	(6,075)
	<u>754,182</u>	<u>51,744</u>	<u>805,926</u>

**Notes Forming Part of the Financial Statements  
for the Year to 31 March 2018**

**14. Control relationships**

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