

Registered number: 03740647  
Charity number: 1075447

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

**Unaudited**

**Trustees' Report and Financial Statements**

**For the year ended 31 March 2021**

TUESDAY  
THI



\*AAIUJQM\*

ACO 07/12/2021 #83  
COMPANIES HOUSE

\*AAW3AUN7\*

A07 20/01/2022 #221  
COMPANIES HOUSE

20/1/22

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

**Contents**

	Page
<b>Reference and Administrative Details of the Charity, its Trustees and Advisers</b>	<b>1</b>
<b>Trustees' Report</b>	<b>2 - 16</b>
<b>Independent Examiner's Report</b>	<b>17</b>
<b>Statement of Financial Activities</b>	<b>18</b>
<b>Balance Sheet</b>	<b>19</b>
<b>Notes to the Financial Statements</b>	<b>20 - 38</b>

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

**Reference and Administrative Details of the Charity, its Trustees and Advisers**  
**For the year ended 31 March 2021**

<b>Trustees</b>	Dr Norman Boyland DL FRSC, Chairman Arthur Mayson ACIB TEP, Hon. Treasurer Shellagh Baker DBO (D), Elected Member Robert Hayes, Vice Chairman Jan Penn, Elected Member Heather Bell DBO (D), Elected Member (appointed 16 December 2020) Julia Kirkham, Elected Member (appointed 16 December 2020) Maureen Jenkins RN BSc (Hons) ANP, Elected Member
<b>Company registered number</b>	03740647
<b>Charity registered number</b>	1075447
<b>Registered office</b>	36 Victoria Drive Bognor Regis West Sussex PO21 2TE
<b>Chief Executive Officer and Company Secretary</b>	N Demetriades (to 31 August 2021) K Thomas (from 1 September 2021)
<b>Independent examiner</b>	Kreston Reeves LLP Chartered Accountants Springfield House Springfield Road Horsham West Sussex RH12 2RG
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Patron</b>	In absentia
<b>Vice Patrons</b>	Major-General Tony Boam CB CBE David Bowerman CBE JP DL* Simon Brett OBE The Right Hon. the Lord Navnit Dholakia OBE DL The Right Hon. the Lord Egremont DL Harry Goring DL The Right Hon. Sir Peter Hordern PC DL Major Mark Scrase-Dickens CMG DL Masoud Teimory MD DO FRCOphth The Right Hon. Lord Young of Graffham FRPS DL

\* It is with deep regret that the Board of Trustees has to report the passing of our Vice-Patron David Bowerman CBE JP DL in June 2020, who represented and supported the charity for many years.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report**

**For the year ended 31 March 2021**

---

The financial statements have been prepared in accordance with the current statutory requirements and comply with the Charity's governing document and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued (January 2019).

### **CHARITABLE OBJECTS AND PUBLIC BENEFIT**

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

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

#### **The objects of the Charity are:**

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

### **ABOUT 4SIGHT VISION SUPPORT**

For 100 years, 4Sight Vision Support has been the leading sight loss charity supporting blind and sight impaired people living in West Sussex.

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

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

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

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

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

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

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

- **Person-centred** - ensuring someone with sight loss is at the centre of decisions which relate to their life. A person-centred process involves listening, thinking together, coaching, sharing ideas, and seeking feedback.
  - **Professional** – being known by our members and the voluntary, public and private sector organisations we work with through a positive reputation for our professionalism and confidentiality
  - **Transparent** – by being accountable to the public and other stakeholders in a way which is clear and understandable.
-

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2021**

---

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

### **Structure, Governance and Management**

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

### **Our staff**

The charity's operational affairs, including service delivery, were managed and delivered by 16 staff consisting of the Chief Executive and the following staff teams.

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

### **Volunteers**

The Trustees would like to record their heartfelt thanks and appreciation for the enormous contribution made by all of the volunteers that are currently registered with 4Sight Vision Support. Although in very different circumstances this year, volunteers provided year-round support to our members yet again by offering telephone befriending, making welfare calls, providing admin support, distributing Newsletters and Kindness Packs, providing emotional support on a weekly basis to 4Sight Vision Support Club members, attending Committees or Board Meetings or helping with virtual / online Clubs and activities. It is not an exaggeration to say that without their collective efforts, 4Sight Vision Support would not be able to provide the depth, breadth and quality of services that it currently is able to.

To put this into perspective, when added up, the average in-kind donation of time that 4Sight Vision Support's Volunteers make each year equates to approximately £266,000 of added value to our services. Going beyond just financial value, our volunteers bring with them an incredible sense of commitment allied to a wealth of skills, knowledge and life-experience which enriches the organisation enormously.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

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

**For the year ended 31 March 2021**

Having said all of that, the impact of the Covid-19 pandemic has taken its toll on our volunteer numbers this year, with a significant number reporting in our annual survey that they would not be returning after the pandemic and the government Lockdowns. In all, we estimate that we will have lost 20% of our volunteers this year. The Trustees would like to record their special thanks to each and every one of the volunteers that have decided to step down and to thank them for their service to the Charity over the years.

### **2020/21 – THE YEAR AT A GLANCE – OUR IMPACT.**

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

- For the period 1st April 2020 to 31st March 2021, 368 people registered with us as members through Client Services, our holistic membership services program. 368 triage calls were carried out through telephone calls.
- An increase in membership of 9% with a total of 368 new registrations.
- 150 volunteers gave approximately 15,600 volunteer hours to support our operational activities across the county.
- Our services team and volunteers made a total 6,505 contacts, delivered 87 Low Vision Assessments, provided 116 accessible technology advice calls and demonstrations.
- Made 705 contacts on daily living aids equipment and offered information, advice & guidance on 730 occasions in the most part by phone.
- We supported 31 patients from Crawley and Horsham Hospitals Eye Clinics as part of our ongoing partnership with Sight for Surrey.
- Through the efforts of the Sight Care Advisor Team (SCA), we have continued to support patients in their journey on the eye health care pathway in West Sussex. We do this through our partnership work with both West Sussex County Council and the Western Sussex Hospitals NHS Foundation Trust, enabling the maintaining and management of the Register of Visually Impaired people living in West Sussex. The total number of Certificate of Vision Impairment referrals made by our SCA team to the County Council who hold the Register was 66 and issued 251 HESP1 vouchers for low vision aids and made 1,316 additional patient contacts.
- Expansion and enhancement of our Sight Loss Awareness training continues with the aim of raising awareness of preventable sight loss strategies.
- Our services continue to meet the '10 Seeing It My Way' outcomes for visually impaired people in the UK, especially for our members in West Sussex who are at the heart of everything we do.
- We distributed 1,726 Kindness Packs
- We distributed 11,538 newsletters in 6 different formats; Standard Print, Large Print, audio CD, audio USB, Braille and Email.
- 16,000 Covid-19 Service Updates were distributed to our members.
- Our social media presence grew
  - Facebook – Total 966 likes.
  - Twitter – 108 new followers, total = 1,597
  - Instagram – 85 new followers, total = 304
  - LinkedIn – 12 new followers, total = 51

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

- 8,754 contacts including 4,584 Welfare Calls
- Distributed 1,726 Kindness packs
- 705 equipment advice and demonstrations

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

**Trustees' Report (continued)  
For the year ended 31 March 2021**

---

- 118 Low Vision Assessments including SASH clinics
- 116 Accessible Technology advice and support calls and demonstrations
- 66 Certificates of Vision Impairment
- 11,538 Newsletters
- 16,000 Covid-19 Service Updates were distributed to our members
- 83 Virtual/Online Clubs with a total of 362 members and 44 carers

### **OUR SERVICES**

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

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

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

Over 90% of all staff time is spent on providing high quality services to our members and beneficiaries. In addition, about 10% of senior staff time is directed towards influencing local decision makers and working with partners across the voluntary sector here in West Sussex and nationally, particularly through our engagement with the England Vision Strategy, Vision 2020 and Visionary. This year especially saw an increase in our engagement with the work of Visionary, as our national, regional and local colleagues across the sector came together in monthly online meetings to find collective solutions necessary to ensure that the many blind and sight impaired people in the UK who experienced extreme isolation and other hardships through the pandemic, were properly supported and advocated for. Through this collective effort, 4Sight Vision Support was proud to contribute to the development of the Visionary Sight Loss Sector Charter that was launched in November 2020.

All Staff and Volunteers aspire to work towards our strategic aims and values set out in our Strategic Plan for 2018 - 2021. In September of this year, work started on a brand new strategy for the 2021-24 period.

The incredible contribution made in terms of time, commitment and talent by our 16 Staff and 250 strong Volunteer team helps to ensure that the services 4Sight Vision Support provides for visually impaired people and others living with the impact of sight loss in West Sussex have continuity, purpose and quality and make a significant impact in improving the health & wellbeing outcomes for our beneficiaries.

### **OUR ACTIVITIES:**

All of our activities were affected by the Covid-19 pandemic in this financial year. Whereas normally, frontline services are delivered from three Vision Support Centres across the county, this year our Centres were closed from mid-March 2020 and services were rapidly modified and adapted to be delivered in Covid safe ways.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2021**

---

Pre-Covid, our Centres are situated at the 4Sight Vision Support Bradbury Centre, Bognor Regis (the charity's headquarters and site of our main administration and resource support functions), and also in Midhurst and in Shoreham by Sea. These fully equipped and staffed Centres provided access to a range of services, and a base for outreach. *Our drop-in centres in Burgess Hill, Hayward's Heath and Crawley all closed as a result of Covid.*

Due to the impact of Covid on our ability as an organisation to fundraise and to deliver frontline services safely, Trustees took the decision to close the Midhurst Centre in September this year in order to conserve and redirect our resources through the pandemic. In addition to the impact of the pandemic on our Vision Support Centres, equally, our Low Vision clinics and Sight Care Advisor service were affected by the pandemic, with the closure or part-closure of Eye Clinics across West Sussex. In consultation with our NHS partners on the coastal strip, the Sight Care Advisor service was remodelled to deliver support to patients remotely and the Low Vision Clinics in Crawley and Horsham were suspended. In both cases, our staff found remote-working solutions to be able to provide urgent support to hospital patients and our members through the pandemic, though the long-term impact of this has seen a rise in waiting lists for Low Vision assessments, CVIs and Accessible Technology support – something reported across the country by many of our Visionary partners.

#### **Pre-Covid, our support services include:**

##### **Information, Advice & Guidance:**

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

##### **Vision Support:**

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

##### **In centre support: suspended through Covid**

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

##### **In your community:**

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

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

**Trustees' Report (continued)**  
**For the year ended 31 March 2021**

---

**Some of our services in more detail;**

### **Sight Care Advisors and Low Vision Services**

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

Since 1998, 4Sight Vision Support has deployed highly skilled ophthalmic nurses as our SCAs who are based in the Eye Clinics at Southlands and St. Richard's Hospital Eye Clinics, working to support, guide and refer people at the point of diagnosis and during their time of need.

The SCAs work includes making direct referrals to their colleagues at 4Sight Vision Support, as well as making external referrals to Sight Support Worthing, the West Sussex County Council (WSCC) Rehabilitation officers for the Visually Impaired (ROVI) team, and other agencies who contribute to supporting visually impaired people. As in previous years, the SCAs continued to support the Certificate of Vision Impairment process within the Eye Clinics, as well as assisting patients who may also require a Low Vision Assessment.

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

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

Whilst all of the above holds true, during this year, the impact of Covid on our services and those of the NHS and other providers of low vision support has been immense. Waiting lists for treatment in Eye Clinics, Opticians and Low Vision clinics have grown throughout the pandemic and the number of people experiencing a reduction in their quality of sight, independence and physical & emotional wellbeing has risen dramatically. 4Sight Vision Support staff have worked closely with eye health care professionals in the statutory sector throughout the pandemic to support patients/members in most need and we will continue to do the same once the pandemic eases and services return to some kind of 'new normal'.

### **Outreach Services**

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

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

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

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2021**

---

Through this year, our Outreach Worker team has been working remotely to provide county-wide support to our members. Extensive efforts were taken by the whole staff team to redesign services that were Covid-safe and where possible, face to face support was provided to our members following all Government and Public health guidelines.

#### **Clubs and Membership Services**

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

During this year, Club members and Club volunteers were unable to attend the Clubs that would normally provide them with the benefits of friendship, enjoyment, sharing, learning and fun from what is a long-standing and vibrant '4Sight Vision Support community'. However, our Club Leaders rose to the challenges presented by Covid and maintained close links throughout the year with all of their members. In addition, we have created a series of online/virtual Clubs that have been welcomed and utilised by many of our members.

*The impact of this loss of contact and social interaction for frail, elderly and vulnerable people is yet to be fully understood, but health & social care experts across the country and our colleagues in other West Sussex charities were already identifying early on in the pandemic that the long-term effects of extended Lockdowns would put a huge strain on the already over-stretched health & social care systems. Throughout the year, Club Leaders have reported regularly on our member's loss of mobility, confidence, and an overall reduction in their quality of life. The challenge this year to sustain people through such a significant public health crisis will undoubtedly be followed in subsequent years by the perhaps even bigger challenge of finding ways as a Charity to help rebuild our member's wellbeing and independence that has been sadly lost in this financial year.*

#### **Project 360**

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

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

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

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

- Improve the sight loss / eye health care pathway to ensure consistent, coherent and concise delivery of services to identify, support network;
- Ensure all members access all services and are supported in their journey between services through key staff and volunteers.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

**Trustees' Report (continued)  
For the year ended 31 March 2021**

---

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

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

As reported on above, during this year, the Project 360 team has responded very well to the Covid-19 pandemic through the provision of vital Welfare calls to members. The Welfare Calls team have helped to reduce isolation, provide emotional support and identify urgent eye health needs.

### **Connect4Sight**

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

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

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

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

The Connect4Sight project has also been remodelled this year, and has led on the development and provision of a range of online/virtual Clubs and Activities for our members that have gone some way to replacing the lack of face-to-face opportunities that our members traditionally enjoy and benefit from so much.

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

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

However, for safety reasons, all of these Health & Wellbeing activities have been suspended this year as a result of the pandemic and we look forward to the time when they can safely resume, along with all of our other frontline services.

The Trustees would like to thank all the Club Leaders and volunteers that help to support and deliver these vital grass-roots elements of the charity's work, and we look forward to their continued support once the Lockdowns have ended and the pandemic is finally over.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

**Trustees' Report (continued)**  
**For the year ended 31 March 2021**

---

### **PARTNERSHIPS**

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

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

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

As already stated above, the value of partnership working through Visionary nationally, and the Community Based Solutions Consortia locally, have been invaluable for finding joined up solutions to the challenges caused by the pandemic.

### **FINANCIAL PERFORMANCE**

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

Donations, Legacies and Grants totalled £358,995 for the period (2020: £221,541), whilst Income from Charitable Activities was £57,480 (2020: £109,965). Total income for the charity amounts to £423,243 (2020: £357,447).

Total expenditure for the year was £398,607 (2020: £518,554).

The net increase in funds was £24,636 (2020: net decrease of £161,107) against a planned deficit for the year of £40,370 (2020: £69,014).

Fees and pricing policies have remained at 2019-20 levels. There are currently no plans to increase any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4Sight Vision Support services, and a discretionary system is in place so that charges can be waived for those unable to afford it, including those in full time education.

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

## 4Sight Vision Support

(A Company Limited by Guarantee)

Trustees' Report (continued)  
For the year ended 31 March 2021

---

### RESERVES POLICY

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income and to meet all responsibilities in the case of closure.

4Sight Vision Support has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

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

This level of reserves had been achieved at the year end. The total funds held at the balance sheet date were £766,844 (2020: £742,208) which includes £91,479 (2020: 86,030) held in restricted funds and £484,310 (2020: £500,840) held as tangible fixed assets. This gives free reserves of £191,055 (2020: £155,338).

The view of the Trustees for the 2020-21 year is that the overall position of the charity and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as necessary. The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

### FUNDRAISING

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

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

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

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

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

#### **4Sight Vision Support**

**(A Company Limited by Guarantee)**

#### **Trustees' Report (continued) For the year ended 31 March 2021**

---

In more 'normal' financial years, successful community events (many run on our behalf by third parties) generate unrestricted income for us throughout the year. For example, there are numerous street and store collections held by supporters and volunteers across the county, and countless anonymous donations made through our static boxes dotted around West Sussex. These initiatives and events are a vital part of the collective fundraising effort. However, this effort has been greatly affected by the Covid-19 pandemic this year because all of our face-to-face fundraising activities have had to be suspended. The majority of our fundraising has been through applications to Trusts & Foundations, including many 'emergency Covid-19 grants' and to the Government's programme of Covid-19 support. These have all made a significant difference and the Trustees would like to thank all grant-making bodies for their support for the Charity in this most difficult of years.

In particular, the Trustees would also like to acknowledge the generous support of some larger donations from the following organisations:

Arun District Council  
Awards For All  
Bassil Shippam & Alsford Trust,  
Chalcroft Charitable Trust  
Chichester District Council  
Clothworkers' Foundation  
Co-op Local Community Fund  
Dunhill Medical Trust  
Edith Lillian Harrison 2000 Foundation  
Ernest Hecht Charitable Trust  
Ernest Kleinwort Charitable Trust  
Garfield Weston Foundation  
Hall & Woodhouse Ltd  
Hospital Saturday Fund  
Ian Askew Charitable Trust  
Kathleen & Sidney Linkins Memorial Trust  
Masonic Charitable Foundation  
Nationwide Foundation,  
Shanly Foundation  
Sir Jules Thorn Charitable Trust  
Souter Charitable Trust  
Sussex Community Foundation  
Sylvia Waddilove Foundation UK  
Tesco Centenary  
The Elise Pilkington Charitable Trust  
The National Lottery  
Thomas Pocklington Trust  
Viscountess Blakenham's Charitable Trust  
West Sussex Travel Society Charity  
Windruff Charitable Trust  
Yorkshire Building Society

Many other donors and benefactors have also supported us throughout the year including Parish and Town Councils, local Community groups and organisations and initiative funders as well as those who have requested that we respect their privacy and anonymity by not including them in this report, but we offer our thanks to them for their generosity also.

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

**Trustees' Report (continued)**  
**For the year ended 31 March 2021**

---

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

The coronavirus (Covid-19) pandemic caused the UK to enter into a series of national Lockdowns that began in mid-March 2020 and which have already had a far-reaching impact on the whole of the UK – it's people, it's economy and the way we all live our lives. Not surprisingly, such a crisis has impacted the whole of our operational activities and on our plans for the future.

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

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

Looking back now, the Trustees are pleased to report that the steps taken during the first half of 2020, in accordance with UK government and Public Health England guidance, have been successful and that we have been able to fulfil our mission of 'being there when it matters' for our members.

Like many other charities, we were hoping for and expecting a shorter pandemic and a faster progression back to a so called 'more normal' life. Although many of our plans were put on hold because of Covid-19, our planning, support and services for our community did not stop.

In a year of great adversity and uncertainty, the whole team at 4Sight Vision Support stepped up to the challenge when asked and has worked together to deliver services in new and innovative ways to combat the practical challenges and isolation faced by so many of our members. We replaced our face-to-face services with telephone befriending, welfare calls, virtual support groups and Accessible Technology training and Low Vision Assessments delivered both by phone and through Zoom. Our Sight Care Advisor service continued to support patients still coming through the Hospital Eye Clinics, and - where absolutely necessary because no other help was available - we made home visits following all the Public Health guidance.

The ongoing Lockdowns and constantly changing public health data meant that for large parts of the year, we were unable to deliver face-to-face services; our centres closed, staff quickly set up to work from home and all of our face-to-face health & wellbeing activities across the County stopped, as did all of our fundraising events. We were fortunate to receive help from a number of forward-thinking funders that enabled us to acquire additional IT, PPE and other essentials necessary to be able to manage through such a dramatic and rapid period of change. Along with other voluntary sector organisations, we gratefully took advantage of the Chancellor's appropriate packages of support to keep the country going. Wherever help and support was forthcoming, we endeavoured to access it so that we could continue to help and support to our members.

In April we carried out a full triage of our 2,100 members, which allowed us to prioritise those people in most urgent need. Our Covid response team, made up of staff and volunteers ensured that each person had access to essential practical and emotional support. In all 4,584 Welfare Calls were made.

'Virtual groups', 'remote telephone support', 'working from home' quickly become the buzzwords in the charity and every single aspect of our operations was affected by these new ways of working. Our quarterly Newsletter became monthly, as did Finance Sub-Committee Meetings and Safeguarding Meetings. Staff kept in touch constantly using video conferencing platforms and due to our very active role in the Visionary London & South East Regional network, we took part in a huge number of online webinars and information sharing sessions with our local, regional and national sight loss sector colleagues. It was clear from the intelligence we gained via

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2021**

---

Visionary, that blind & sight impaired people in West Sussex were experiencing very similar difficulties to those faced by their peers right across the country.

Because Clubs, Peer to Peer groups and Home Visits were not possible, we quickly established a range of online alternatives to replace them – In all, we delivered 83 sessions with 362 regular participants. These sessions were designed to share news, information and to enable individuals to maintain contact with friends from their Clubs/Groups. In some cases, we found the new online sessions were better attended and this was due to the fact that the 'virtual model' enabled a broader spread of attendees from across the County.

When possible, guest speakers were invited to make presentations to the group often followed by a lively Q & A session. Going forwards in a post Covid world, we plan to continue these sessions to add further inclusive opportunities to our range of services.

The suspension of our Social/Leisure Clubs was a real blow to many of our members, and the Club Leaders and volunteers that ran them. Throughout the year, our Club Leaders maintained weekly contact with their members to ensure that each person remains connected and informed about the status of the club and our plans for the future.

As the pandemic grew, Lockdowns were replaced by yet another Lockdown, two areas of our services began to show significant waiting lists – firstly, the urgent need of our members to be able to gain Accessible Technology support of which 50 people are still waiting, and secondly, a similarly urgent need for Low Vision Assessments with a current waiting list of over 100 people.

The Trustees recognise the fantastic efforts made by the Staff team throughout the year and both the Staff and the Trustees acknowledge the incredible contribution made by our Volunteers through the year – without their support, many of our members would have endured even longer periods of isolation and inactivity.

Perhaps it's serendipity then that in and amongst all of this, we were delighted to learn that we had been nominated for the Queens Award For Voluntary Service in recognition of the exceptional contribution made by our volunteers, who more than ever during the pandemic, continued to make a positive difference to the lives of people living with sight loss in West Sussex.

The pandemic and lockdown has not only changed the financial and fundraising landscape, it has significantly impacted the health & social care sector landscape in the UK also and we have reflected on that as a Charity. From those reflections, we began to work through a strategy refresh and have created a new 'Future Services Plan' for how we will meet the challenges of a post-Covid world. The changes brought about by Covid created both the urgency and the thinking space required for us to review what we do, how we do it and most importantly, why we do it. We are excited about the potential of this work to help us to become a stronger and more purposeful organisation, and though there is still much to do, the early signs of change are beginning to bear fruit.

In the face of an unprecedented national emergency, we have learned not only that there are new and different ways to provide support and services for blind and visually impaired people across West Sussex. But we have also learned that 4Sight Vision Support is a resilient, innovative and relevant charity that will continue to help its members recover and thrive as we enter our second century of public service.

## **THE BOARD OF TRUSTEES**

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

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

## **4Sight Vision Support**

**(A Company Limited by Guarantee)**

### **Trustees' Report (continued) For the year ended 31 March 2021**

---

#### **The Board of Trustees:**

- meets at least four times per year (during this year, all meetings were held online including the AGM)
- authorises the appointment of senior staff.
- each calendar year appoints sub-committees to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

#### **The Annual General Meeting:**

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

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

### **RESPONSIBILITIES OF THE TRUSTEES**

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

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

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

### **APPOINTMENT OF TRUSTEES**

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

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

### **RISK ASSESSMENT**

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

---

**4Sight Vision Support**

**(A Company Limited by Guarantee)**

**Trustees' Report (continued)  
For the year ended 31 March 2021**

---

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

The Report was approved by the Trustees, in their capacity as company directors on 3/12/2021 and signed on their behalf by :

  
.....  
**Kirstle Thomas**  
Company secretary

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

**Independent Examiner's Report**  
**For the year ended 31 March 2021**

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

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

**Responsibilities and Basis of Report**

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

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

**Independent Examiner's Statement**

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signed:   
Sarah Ediss

Dated: 3/12/2021  
BSc. FCA

**Kreston Reeves LLP**  
Chartered Accountants  
Horsham

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

**Statement of financial activities (incorporating income and expenditure account)**  
**For the year ended 31 March 2021**

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
	Note				
<b>Income from:</b>					
Donations and legacies	3	186,457	172,538	358,995	221,541
Charitable activities	4	50,035	7,445	57,480	109,965
Other trading activities		6,576	-	6,576	24,572
Investments	6	78	-	78	539
Other income		114	-	114	830
		<u>243,260</u>	<u>179,983</u>	<u>423,243</u>	<u>357,447</u>
<b>Total income</b>					
<b>Expenditure on:</b>					
Raising funds	7	66,975	-	66,975	69,338
Charitable activities	8	157,098	174,534	331,632	449,216
		<u>224,073</u>	<u>174,534</u>	<u>398,607</u>	<u>518,554</u>
<b>Total expenditure</b>					
		<u>19,187</u>	<u>5,449</u>	<u>24,636</u>	<u>(161,107)</u>
<b>Net movement in funds</b>					
<b>Reconciliation of funds:</b>					
Total funds brought forward		656,178	86,030	742,208	903,315
Net movement in funds		19,187	5,449	24,636	(161,107)
		<u>675,365</u>	<u>91,479</u>	<u>766,844</u>	<u>742,208</u>
<b>Total funds carried forward</b>					

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

The notes on pages 20 to 38 form part of these financial statements.

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

**Balance Sheet**  
**As at 31 March 2021**

	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	13	484,310	500,840
Investments	14	100	100
		<u>484,410</u>	<u>500,940</u>
<b>Current assets</b>			
Stocks	15	9,364	9,165
Debtors	16	13,255	20,092
Cash at bank and in hand		288,212	246,530
		<u>310,831</u>	<u>275,787</u>
Creditors: amounts falling due within one year	17	(28,397)	(34,519)
<b>Net current assets</b>		<u>282,434</u>	<u>241,268</u>
<b>Total assets less current liabilities</b>		<u>766,844</u>	<u>742,208</u>
<b>Net assets excluding pension asset</b>		<u>766,844</u>	<u>742,208</u>
<b>Total net assets</b>		<u>766,844</u>	<u>742,208</u>
<b>Charity funds</b>			
Restricted funds	18	91,479	86,030
Unrestricted funds	18	675,365	656,178
<b>Total funds</b>		<u>766,844</u>	<u>742,208</u>

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

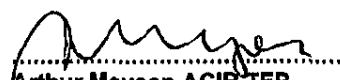
The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees on 3/12/2021 and signed on their behalf by:

  
**Dr Norman Boyland DL FRSC**  
 (Trustee)

  
**Arthur Mayson ACIB TEP**  
 (Trustee)

The notes on pages 20 to 38 form part of these financial statements.

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

**1.2 Going concern**

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

**1.3 Income**

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

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

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

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

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

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**1. Accounting policies (continued)**

**1.4 Expenditure**

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

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

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

All expenditure is inclusive of irrecoverable VAT.

**1.5 Government grants**

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

**1.6 Interest receivable**

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

**1.7 Tangible fixed assets and depreciation**

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

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

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

Depreciation is provided on the following bases:

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

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**1. Accounting policies (continued)**

**1.8 Investments**

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

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

**1.9 Stocks**

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

**1.10 Debtors**

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

**1.11 Cash at bank and in hand**

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

**1.12 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**1.13 Financial instruments**

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

**1.14 Operating leases**

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

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**1. Accounting policies (continued)**

**1.15 Pensions**

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

**1.16 Fund accounting**

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

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

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

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

**2. Critical accounting estimates and areas of judgment**

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

Critical accounting estimates and assumptions:

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

Critical areas of judgment:

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

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**3. Income from donations and legacies**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Donations	29,669	5,922	35,591
Legacies	5,500	-	5,500
Grants	151,288	166,616	317,904
	<u>186,457</u>	<u>172,538</u>	<u>358,995</u>
	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Donations	27,555	8,009	35,564
Legacies	32,286	-	32,286
Grants	650	153,041	153,691
	<u>60,491</u>	<u>161,050</u>	<u>221,541</u>

**4. Income from charitable activities**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Clubs	1,521	-	1,521
Sight Care Advisor Service	16,178	7,445	23,623
Resource and transcriptions	13,216	-	13,216
Outreach	19,120	-	19,120
	<u>50,035</u>	<u>7,445</u>	<u>57,480</u>

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

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

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

**5. Income from other trading activities**

	Unrestricted funds 2021 £	Total funds 2021 £
<b>Income from fundraising events</b>		
Fundraising events	144	144
Fundraising sponsored events	1,017	1,017
Raffles & Lotteries	2,998	2,998
Other fundraising income	2,417	2,417
	<u>6,576</u>	<u>6,576</u>

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

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**6. Investment Income**

	Unrestricted funds 2021 £	Total funds 2021 £
Investment income - local cash	78	78

	Unrestricted funds 2020 £	Total funds 2020 £
Investment income - local cash	539	539

**7. Expenditure on raising funds**

	Unrestricted funds 2021 £	Total funds 2021 £
Other costs	14,708	14,708
Wages and salaries	52,267	52,267
	<u>66,975</u>	<u>66,975</u>

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

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

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

**Fundraising trading expenses**

		Total funds 2021 £
	Unrestricted funds 2020 £	Total funds 2020 £
Shops - other costs	<u>2,638</u>	<u>2,638</u>

**8. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Clubs	1,751	870	2,621
Sight Care Advisor Service	53,624	7,445	61,069
Resource and transcriptions	30,886	7,584	38,470
Outreach	70,837	158,635	229,472
	<u>157,098</u>	<u>174,534</u>	<u>331,632</u>

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**8. Analysis of expenditure on charitable activities (continued)**

**Summary by fund type (continued)**

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

**9. Analysis of expenditure by activities**

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Clubs	2,621	-	2,621
Sight Care Advisor Service	32,669	28,400	61,069
Resource and transcriptions	21,749	16,721	38,470
Outreach	162,000	67,472	229,472
	<u>219,039</u>	<u>112,593</u>	<u>331,632</u>

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

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

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

	2021 £	2020 £
<b>Analysis of direct costs</b>		
Other costs	12,905	41,059
Staff travel, training, & recruitment	1,462	7,680
Building & Estates costs	13,253	28,657
Professional fees	3,196	3,805
Communications	11,243	10,678
Equipment costs	17,190	30,244
Volunteer expenses	156	1,287
Wages and salaries	151,360	174,665
National insurance	-	16,537
Pension Costs	-	8,038
Depreciation	8,265	2,704
	<u>219,030</u>	<u>325,354</u>
	2021 £	2020 £
<b>Analysis of support costs</b>		
Finance	688	801
Other costs	582	1,657
Staff travel, training & recruitment	1,512	1,787
Building and estate costs	4,416	4,225
Professional fees	9,924	9,316
Communications	3,189	2,856
Equipment costs	630	534
Staff costs	83,387	96,911
Depreciation	8,265	5,775
	<u>112,593</u>	<u>123,862</u>
<b>Total costs</b>		
Direct costs	219,030	325,354
Support costs	<u>112,593</u>	<u>123,862</u>
	<u>331,623</u>	<u>449,216</u>

Governance costs of £16,887 (2020: £17,014) are included in within support costs, see note 10 for analysis.

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**10. Governance costs**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Staff costs	10,754	10,754
Independent examination fee	3,480	3,480
Trustee meeting costs	182	182
Legal and professional	322	322
Other costs	2,149	2,149
	<b>16,887</b>	<b>16,887</b>

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

**11. Independent examiner's remuneration**

The independent examiner's remuneration amounts to an independent examiner fee of £3,480 (2020 - £3,220).

**12. Staff costs**

	<b>2021 £</b>	<b>2020 £</b>
Wages and salaries	262,270	295,630
Social security costs	13,348	18,292
Contribution to defined contribution pension schemes	11,395	13,688
	<b>287,013</b>	<b>327,610</b>

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**12. Staff costs (continued)**

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

	<b>2021</b>	<b>2020</b>
	<b>No.</b>	<b>No.</b>
Average number of employees	<b>17</b>	<b>17</b>

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

The key management personnel of the charity are the trustees and the Chief Executive Officer. During the year the key management personnel received total remuneration of £43,860 (2020 : £43,860).

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**13. Tangible fixed assets**

	Freehold property £	Plant and machinery £	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost or valuation</b>						
At 1 April 2020	523,422	21,473	16,750	36,407	5,159	603,211
Disposals	-	-	-	(27,513)	-	(27,513)
At 31 March 2021	523,422	21,473	16,750	8,894	5,159	575,698
<b>Depreciation</b>						
At 1 April 2020	45,265	18,072	2,750	31,125	5,159	102,371
Charge for the year	5,668	2,102	7,000	1,760	-	16,530
On disposals	-	-	-	(27,513)	-	(27,513)
At 31 March 2021	50,933	20,174	9,750	5,372	5,159	91,388
<b>Net book value</b>						
At 31 March 2021	472,489	1,299	7,000	3,522	-	484,310
At 31 March 2020	478,157	3,401	14,000	5,282	-	500,840

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**14. Fixed asset investments**

	<b>Investments in subsidiary companies £</b>
<b>Cost or valuation</b>	
At 1 April 2020	<u>100</u>
At 31 March 2021	<u><u>100</u></u>
<b>Net book value</b>	
At 31 March 2021	<u>100</u>
At 31 March 2020	<u><u>100</u></u>

**Principal subsidiaries**

The following was a subsidiary undertaking of the charity:

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

The financial results of the subsidiary for the year were:

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

**15. Stocks**

	<b>2021 £</b>	<b>2020 £</b>
Goods for resale	<u><u>9,364</u></u>	<u><u>9,165</u></u>

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**16. Debtors**

	2021 £	2020 £
<b>Due within one year</b>		
Trade debtors	234	537
Other debtors	3,521	3,425
Prepayments and accrued income	9,500	16,130
	<u>13,255</u>	<u>20,092</u>

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

	2021 £	2020 £
Trade creditors	15,870	17,043
Other taxation and social security	5,173	6,134
Other creditors	181	757
Accruals and deferred income	7,173	10,585
	<u>28,397</u>	<u>34,519</u>

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**18. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
<i>Clubs designated funds (see note 19)</i>	<b>57,475</b>	<b>1,521</b>	<b>(1,751)</b>	<b>(10,305)</b>	<b>46,940</b>
<b>General funds</b>					
General Funds	<b>598,703</b>	<b>241,739</b>	<b>(222,322)</b>	<b>10,305</b>	<b>628,425</b>
<b>Total Unrestricted funds</b>	<b>656,178</b>	<b>243,260</b>	<b>(224,073)</b>	<b>-</b>	<b>675,365</b>
<b>Restricted funds</b>					
Outreach service	<b>50,565</b>	<b>128,153</b>	<b>(119,563)</b>	<b>-</b>	<b>59,155</b>
Clubs	<b>6,163</b>	<b>-</b>	<b>(870)</b>	<b>-</b>	<b>5,293</b>
Equipment	<b>1,451</b>	<b>5,702</b>	<b>(7,153)</b>	<b>-</b>	<b>-</b>
Sight Care Advisor service	<b>-</b>	<b>7,445</b>	<b>(7,445)</b>	<b>-</b>	<b>-</b>
Building	<b>636</b>	<b>-</b>	<b>(432)</b>	<b>-</b>	<b>204</b>
Volunteering	<b>2,251</b>	<b>-</b>	<b>(2,251)</b>	<b>-</b>	<b>-</b>
Newsletter	<b>1,581</b>	<b>5,792</b>	<b>(4,357)</b>	<b>-</b>	<b>3,016</b>
Big lottery	<b>23,383</b>	<b>21,478</b>	<b>(21,050)</b>	<b>-</b>	<b>23,811</b>
Kindness packs	<b>-</b>	<b>11,413</b>	<b>(11,413)</b>	<b>-</b>	<b>-</b>
	<b>86,030</b>	<b>179,983</b>	<b>(174,534)</b>	<b>-</b>	<b>91,479</b>
<b>Total of funds</b>	<b>742,208</b>	<b>423,243</b>	<b>(398,607)</b>	<b>-</b>	<b>766,844</b>

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

Transfers between funds represent club contributions from the East Preston club to support the charity due to Covid.

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

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

**Statement of funds - prior year**

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
Clubs designated funds (see note 19)	60,937	29,622	(33,811)	727	57,475
<b>General funds</b>					
General Funds	750,334	155,321	(343,929)	36,977	598,703
<b>Total Unrestricted funds</b>	811,271	-	(377,740)	37,704	656,178
<b>Restricted funds</b>					
Outreach service	41,822	87,270	(78,527)	-	50,565
Clubs	835	9,724	(4,396)	-	6,163
Equipment	2,237	4,630	(5,416)	-	1,451
Sight Care Advisor service	150	11,454	(11,604)	-	-
Building	27,095	501	(3,256)	(23,704)	636
Volunteering	11,330	-	(9,079)	-	2,251
Newsletter	8,575	3,239	(10,233)	-	1,581
Big lottery	-	52,926	(15,543)	(14,000)	23,383
Kindness packs	-	2,760	(2,760)	-	-
	92,044	172,504	(140,814)	(37,704)	86,030
<b>Total of funds</b>	903,315	172,504	(518,554)	-	742,208

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

**19. Clubs designated funds**

	2021 £	2020 £
<b>Income</b>		
Clubs income	1,521	29,622
	<u>1,521</u>	<u>29,622</u>
<b>Expenditure</b>		
Travel	(117)	(4,733)
Hall hire	(1,015)	(7,466)
Functions	(271)	(15,958)
Other expenses	(348)	(5,654)
	<u>(1,751)</u>	<u>(33,811)</u>
Net movement in the year	(230)	(4,189)
Balance brought forward	57,475	60,937
Transfers (to)/from the general fund	(10,305)	727
<b>Balance carried forward</b>	<u><u>46,940</u></u>	<u><u>57,475</u></u>

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 34 (2020: 34).

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

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

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	484,310	-	484,310
Fixed asset investments	100	-	100
Current assets	219,352	91,479	310,831
Creditors due within one year	(28,397)	-	(28,397)
<b>Total</b>	<u><u>675,365</u></u>	<u><u>91,479</u></u>	<u><u>766,844</u></u>

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

**Notes to the Financial Statements**  
**For the year ended 31 March 2021**

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

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

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

**21. Pension commitments**

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,395 (2020 - £13,688).

**22. Operating lease commitments**

At 31 March 2021 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	-	3,500

**23. Related party transactions**

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

During the year, no trustees received any remuneration nor any expenses (2020: Nil).

There are no other related party transactions which require disclosure.