



WEST SUSSEX ASSOCIATION FOR THE BLIND

**WEST SUSSEX ASSOCIATION FOR THE BLIND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2002**

Company Registration Number 3740647
Charity Number 1075447



SHEEN STICKLAND
Chartered Accountants & Registered Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

WEST SUSSEX ASSOCIATION FOR THE BLIND

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2002

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WEST SUSSEX ASSOCIATION FOR THE BLIND

OFFICERS AND PROFESSIONAL ADVISERS

The Trustees

Tony Aston OBE FIMGT - Chairman
 Graham Boulton-Brewer - Elected
 Gill Charman - Horsham Area
 Ellen Davis - Adur Area
 Bill Douglas MBE - Crawley Area
 Jim Dudgeon FCA - Honorary Treasurer
 Margaret Ford - Haywards Heath Area
 Ben Hockliffe - Elected
 Veronica Mathe - Elected
 Jan Penn - Bognor Regis Area
 Hilda Renn - Littlehampton Area
 Mick Richardson B.Sc. ACIB - Vice Chairman
 Derek Roden - Co-opted
 John Taylor - Co-opted
 Ray Treagust - Chichester Area
 David Whyberd - Elected
 Stan Young - Elected

Patron

Lady Sarah Clutton DL

Vice patrons

Major General TA Boam CBE DL
 David Bowerman DL
 Simon Brett
 The Right Hon. the Lord Navnit Dholakia OBE JP DL
 John Ebdon DL
 The Right Hon. the Lord Egremont DL
 Lord Nicholas Gordon Lennox KCMG KCVO
 Harry Goring DL
 Penny Hardwick OBE DL
 Prue Hopkinson OBE JP DL
 The Right Hon. Sir Peter Hordern DL
 Rear Admiral Richard Irwin CB
 The Earl of Limerick KBE DL
 Sir Michael Marshall DL
 Sarah Miles
 Sir Patrick Moore CBE
 Dame Alison Munro DBE
 The Baroness O'Cathain OBE FRSA
 His Grace The Duke of Richmond and Gordon
 Simon Sainsbury
 Major Mark Scrase-Dickens CMG
 Andrew Vivian
 Major General Sir Philip Ward KCVO CBE
 Robert Williams FRCS FRCOphth MRCP DO
 Hugh Wyatt Lord Lieutenant of West Sussex
 The Right Hon. Lord Young of Graffham FRPS DL

Company Secretary

Mick Richardson

President

Patricia Hooley

WEST SUSSEX ASSOCIATION FOR THE BLIND**OFFICERS AND PROFESSIONAL ADVISERS**

Principal office	10 Richmond Road Bognor Regis West Sussex PO12 1BU
Auditors	Sheen Stickland Chartered Accountants & Registered Auditors 7 East Pallant Chichester West Sussex PO19 1TR
Bankers	Royal Bank of Scotland Flint House 44 South Street Chichester PO19 1DS
Solicitors	Thomas Eggar 5 East Pallant Chichester West Sussex PO19 1TS
Chief executive	Kate Schroder BA Hons

WEST SUSSEX ASSOCIATION FOR THE BLIND

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2002

The Trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2002.

PRINCIPAL OBJECTIVES, ACTIVITIES AND CHALLENGES

4 SIGHT exists to improve the well-being and independence of blind and partially sighted people in West Sussex. We are entirely a service providing association with a wide range of activities which can broadly be regarded under four headings.

Resource Centres

Three centres provide access to all manner of equipment aids for the visually impaired. We also run tape and large print library services and are extending the range by 'outreach' services to other parts of the county.

Transcription Service

Based in our Bognor Regis headquarters is a facility to transcribe documents into Braille, large print and tape formats. These services are offered to outside agencies on a chargeable basis. It also produces a quarterly newsletter with a wide circulation.

Listening & Information Service

Based in the Worthing hospital, this benchmark service helps visually impaired people to cope with life from the moment they are diagnosed.

Club and Membership Services

The largest of our activities is concerned with maintaining contact with our members. Some 45 club and activity groups operate around the county supported by a large number of volunteers.

Our plans for the development of these services are covered in 'Future Developments' below.

4 SIGHT makes no charges to its members for membership or services, although a small contribution is made by members towards the cost of their transportation to clubs and similar activities. We are a contractual supplier to West Sussex County Council Social Services who make a substantial contribution towards the costs involved. We have to ensure the continuing viability of our core activities and that they develop to meet the expanding and changing needs. This is constrained by our ability to raise sufficient funds. The level of our unrestricted reserves continue to give us a challenge for the future.

LEGAL STATUS

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association.

ORGANISATION

Supported by a small number of staff and many volunteers, we have divided the organisation into three divisions being Western, Southern and the North East of the county. In each division we employ a co-ordinator to support the services and recruit volunteers. Within each division are a number of smaller areas each under the supervision of an area committee. The chair holder of each committee is a member of the Executive Committee.

WEST SUSSEX ASSOCIATION FOR THE BLIND

TRUSTEES ANNUAL REPORT *(CONTINUED)*

YEAR ENDED 31 MARCH 2002

REVIEW OF THE LAST YEAR

During this year the Executive Committee has revised the operation of the Management Committee which now meets on a monthly basis with a full agenda of management issues. A new Chief Executive, Mrs Kate Schroder was appointed early in the year and she has been particularly successful in attracting substantial funding for new projects. Total income for the year amounted to £402,691 which is shown in the accompanying accounts. We were grateful to receive some substantial legacies this year which have contributed to an improvement in our financial position. We would like to encourage our supporters to consider including the Association in their wills.

After allowing for expenditure, there was a surplus of income amounting to £73,750. Of this however £26,743 was for capital and start up expenditure on new projects. As much of this was received late in the financial year, very little of this income was spent in the year. We closed the year in a more stable financial position with a range of well established and some newly developing services.

FUTURE DEVELOPMENTS

Next year will see a considerable challenge to continue to raise sufficient funding for our core activities and we foresee little opportunity to increase the general reserves. We shall however be working hard to move forward with the development of a number of projects for which funding has been secured this year.

Resource Centres

With the expiry of the lease on our north eastern centre, has now been re-located from Haywards Heath to Crawley with help from Crawley Borough Council. It will combine with our new development there. An outreach branch is being sought in Burgess Hill.

Transcription Service

With substantial funding already received from the Dunhill Medical Trust, the Transcription equipment is being replaced with more efficient equipment to increase our capacity.

Listening & Information Service

Thanks to continued funding from the Henry Smith Charity, we are expanding this service into Saint Richards Hospital in Chichester.

Club & Membership Services

Several new developments are covered in this broad heading. A new project in Crawley, funded by West Sussex County Council, is designed to reach out to the multi-ethnic visually impaired population and their carers there. The Dunhill funding covers additional research into service needs and we have approved development funding for reading and writing help for the visually impaired. In addition we have applied for European funds, which would enable us to help place visually, impaired people on course for a better future.

RISK ASSESSMENT

The Executive Committee has carried out an assessment of the foreseeable risks to which 4 SIGHT may be exposed and the measures required to try to avoid them. This is an on going process necessary to try to ensure a secure future.

WEST SUSSEX ASSOCIATION FOR THE BLIND

TRUSTEES ANNUAL REPORT *(CONTINUED)*

YEAR ENDED 31 MARCH 2002

RESERVES

At the end of last year, general reserves were reported as £59,828. There was however a negative balance of £50,873 in restricted reserves for the Transcription Service. Attempts to find funding for this deficit have not been successful although we have now secured funding for its refurbishment and future costs. The opening deficit has therefore been written off against the general fund. This effectively reduced the opening fund to £8,955.

The Executive Committee has adopted a reserves policy and an assessment following N.C.V.O. guidelines. As an organisation with few secure sources of income, we have set a current target of £140,000 for the general fund. At the end of the year, this fund actually amounted to £67,989. We shall continue to seek ways of building our reserves to a more secure level.

TRUSTEES' INVESTMENT POWERS

The Executive Committee are empowered to invest monies not required for the immediate purposes of the Association.

RESULTS

The transactions for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

THE TRUSTEES

The Trustees who served the charity during the period were as follows:

Tony Aston OBE FIMGT	
Graham Boulton-Brewer	
Gill Charman	
Bill Douglas MBE	
Jim Dudgeon FCA	
Margaret Ford	
Ben Hockliffe	
Veronica Mathe	
Jan Penn	
Hilda Renn	
Mick Richardson B.Sc. ACIB	
David Whyberd	
Stan Young	
Ellen Davis	(Appointed 8 January 2002)
Derek Roden	(Appointed 29 January 2002)
John Taylor	(Appointed 30 October 2001)
Ray Treagust	(Appointed 4 April 2001)
Denis Church	(Retired 15 October 2001)
Steve Dutnall	(Retired 30 October 2001)
Gerald Garforth	(Retired 30 October 2001)
Graham Holman	(Retired 31 March 2002)

WEST SUSSEX ASSOCIATION FOR THE BLIND

TRUSTEES ANNUAL REPORT *(CONTINUED)*

YEAR ENDED 31 MARCH 2002

EXECUTIVE COMMITTEE

The activities of the Association are managed by an Executive Committee who are also the Trustees and the directors of the company. The Executive committee members must be members of the Association, and comprise;

The Officers of the Association;

The Chairman of each Local Area Committee;

Up to eight members elected by the Annual General Meeting of members, not less than five of whom shall be registered blind or partially sighted;

The Executive Committee:

Meet four times a year;

Authorise the appointment of staff;

Each calendar year appoint a Management Committee to deal with all financial and general business of the Association;

Approve a budget for the coming year.

The Annual General Meeting;

Appoints a President and Vice-President who shall be honorary members of the Association; Elects the Officers of the Association, namely a Chairman, a Vice-Chairman and Honorary Treasurer; Elects up to eight members of the Executive Committee.

The membership of the Association is open to the following, provided they signify their wish to join;

All regular members of each Area Committee and all voluntary workers;

Any member of the Social Services Committee of the West Sussex County Council; The Director of Social Services for West Sussex and Social Services staff who are concerned with the welfare of blind and partially sighted people;

All blind and partially sighted persons living in West Sussex;

A representative of the Royal National Institute For The Blind;

A representative of the Worthing Society For The Blind;

A representative of the Guide Dogs For The Blind Association;

Others who are interested in the work of the Association and pay an annual subscription of at least £1.

RESPONSIBILITIES OF THE TRUSTEES

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

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

WEST SUSSEX ASSOCIATION FOR THE BLIND

TRUSTEES ANNUAL REPORT (CONTINUED)

YEAR ENDED 31 MARCH 2002

RESPONSIBILITIES OF THE TRUSTEES (continued)

The Trustees are responsible for keeping proper accounting records which 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 Act 1985. 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.

AUDITORS

A resolution to re-appoint Sheen Stickland as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act.

10 Richmond Road
Bognor Regis
West Sussex
PO21 1BU

Signed by order of the Trustees



Mick Richardson
Company secretary

Approved by the Trustees on 20 August 2002.

WEST SUSSEX ASSOCIATION FOR THE BLIND
INDEPENDENT AUDITORS' REPORT TO THE MEMBERS
YEAR ENDED 31 MARCH 2002

We have audited the financial statements on pages 9 to 22 which have been prepared under the historical cost convention and the accounting policies set out on pages 11 to 12.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The responsibilities of the Trustees (who also act as Directors for the charitable activities of the company) of the charity for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on pages 6 to 7.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2002 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

7 East Pallant
Chichester
West Sussex
PO19 1TR

17 September 2002

Sheen Stickland

SHEEN STICKLAND
Chartered Accountants
& Registered Auditors

WEST SUSSEX ASSOCIATION FOR THE BLIND

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STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2002

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
INCOMING RESOURCES					
Donations, covenants and gifts	2	57,343	46,628	103,971	94,981
Legacies	3	33,866	—	33,866	3,274
Travel contributions paid to 4Sight by clubs		1,820	—	1,820	5,351
Activities in furtherance of the charity's objects:					
Grants receivable	4	87,200	52,319	139,519	142,121
Sales of appliances, equipment and transcription	5	59,272	—	59,272	71,007
Activities for generating funds:					
Appeals and fundraising income	6	11,949	—	11,949	18,380
Interest receivable	7	2,689	—	2,689	1,844
Other income		325	—	325	1,953
Clubs income	8	49,280	—	49,280	47,624
TOTAL INCOMING RESOURCES		<u>303,744</u>	<u>98,947</u>	<u>402,691</u>	<u>386,535</u>
RESOURCES EXPENDED					
Costs of generating funds:					
Fundraising and publicity	9	35,592	5,458	41,050	40,419
NET INCOMING RESOURCES AVAILABLE FOR CHARITABLE APPLICATION		<u>268,152</u>	<u>93,489</u>	<u>361,641</u>	<u>346,116</u>
Charitable expenditure:					
Costs in furtherance of charitable objects	10	175,286	54,028	229,314	282,745
Management and administration	12	40,821	17,756	58,577	62,258
TOTAL CHARITABLE EXPENDITURE		<u>216,107</u>	<u>71,784</u>	<u>287,891</u>	<u>345,003</u>
TOTAL RESOURCES EXPENDED	14	<u>251,699</u>	<u>77,242</u>	<u>328,941</u>	<u>385,422</u>
NET INCOMING RESOURCES BEFORE TRANSFERS	15	52,045	21,705	73,750	1,113
Transfer between funds		(46,013)	46,013	—	—
NET INCOMING RESOURCES FOR THE YEAR		<u>6,032</u>	<u>67,718</u>	<u>73,750</u>	<u>1,113</u>
Balances brought forward		126,374	(11,002)	115,372	114,259
Balances carried forward		<u>132,406</u>	<u>56,716</u>	<u>189,122</u>	<u>115,372</u>

The charity has no recognised gains or losses other than the results for the year as set out above. All of the activities of the charity are classed as continuing.

The notes on pages 12 to 23 form part of these financial statements.


WEST SUSSEX ASSOCIATION FOR THE BLIND

BALANCE SHEET

YEAR ENDED 31 MARCH 2002

	Note	2002 £	2001 £
FIXED ASSETS			
Tangible assets	16	25,023	26,682
CURRENT ASSETS			
Stocks	17	3,422	5,008
Debtors	18	10,679	9,976
Cash at bank and in hand	19	228,623	119,931
		<u>242,724</u>	<u>134,915</u>
CREDITORS: Amounts falling due within one year	20	<u>(78,625)</u>	<u>(46,225)</u>
NET CURRENT ASSETS		164,099	88,690
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>189,122</u>	<u>115,372</u>
NET ASSETS		<u>189,122</u>	<u>115,372</u>
FUNDS			
Unrestricted:			
Designated funds	22	39,394	39,864
Other charitable funds		93,012	86,510
Restricted	23	56,716	(11,002)
TOTAL FUNDS		<u>189,122</u>	<u>115,372</u>

These financial statements were approved by the Trustees on the 26th June 2002 and are signed on their behalf by:



.....
TONY ASTON OBE FIMGT

WEST SUSSEX ASSOCIATION FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000), except that voluntary donations are brought into the financial statements on a cash received basis.

Income

All income is recognised on a receivable basis, except voluntary donations which are brought into the financial statements on a cash received basis.

Provision is made for tax recoverable on income received during the period.

Legacy income is recognised on a receivable basis to the extent that it is reasonably certain that the legacy will be received and the value of the legacy can be measured with sufficient reliability.

No provision is made in the accounts for any legacy where there is any doubt over the entitlement, certainty of receipt or measurability.

Deferred income

Grants received in advance, for expenditure in a future accounting period, are deferred when the donor has imposed restrictions which amount to preconditions for use.

Expenditure

All expenditure, including expenditure to be met from grants or other restricted funding, is recognised when the liability is incurred. When funding has been received but the expenditure has not been incurred the funds are carried forward as restricted reserves.

Allocation of costs

Expenditure which does not directly relate to the objects of the charity is analysed as either attributable to costs of generating funds or management and administration costs. Items which involve more than one cost category are apportioned as appropriate to the cost categories involved.

WEST SUSSEX ASSOCIATION FOR THE BLIND**NOTES TO THE FINANCIAL STATEMENTS****31 MARCH 2002****1. ACCOUNTING POLICIES** *(continued)***Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment	- straight line basis over 3 years.
Fixtures and fittings	- straight line basis over 3 years
Leasehold property	- straight line basis over the term of the lease
Computer equipment	- straight line basis over 3 years

Assets purchased or donated with a cost or value exceeding £2,000 are capitalised.

Stocks

Stocks of goods for resale are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

Reserves

The charity receives restricted and unrestricted income.

Restricted funds can only be used for the purpose specified.

To the extent that restricted funds are expended on capital items a transfer is made between unrestricted and restricted reserves.

WEST SUSSEX ASSOCIATION FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

2. DONATIONS, COVENANTS AND GIFTS

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Donations - general	14,531	-	14,531	13,771
Donations - companies	231	-	231	21,250
Donations - Trust funds	30,710	40,433	71,143	57,975
Donations - cassette library	1,345	-	1,345	160
Donations - Covenants	2,493	-	2,493	1,825
Donations - street collections	5,871	-	5,871	-
Donations - static boxes	2,162	-	2,162	-
Lloyds TSB Foundation	-	6,195	6,195	-
	<u>57,343</u>	<u>46,628</u>	<u>103,971</u>	<u>94,981</u>

3. LEGACIES

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Legacies	<u>33,866</u>	<u>-</u>	<u>33,866</u>	<u>3,274</u>

4. GRANTS RECEIVABLE

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
WSSC	79,960	-	79,960	51,200
WSSC NE project	-	-	-	24,200
Shoreham project	-	-	-	4,200
Listening & information	-	33,300	33,300	37,216
Wireless for the Blind	-	4,092	4,092	4,050
Parish & District Councils	7,240	3,300	10,540	8,255
WSSC Crawley development	-	6,767	6,767	-
Other	-	-	-	13,000
Access to Work	-	4,860	4,860	-
	<u>87,200</u>	<u>52,319</u>	<u>139,519</u>	<u>142,121</u>

5. SALES OF APPLIANCES, EQUIPMENT AND TRANSCRIPTION

	2002	2001
	£	£
Sales of appliances and equipment	54,110	65,631
Transcription sales	4,982	5,376
Equipment loan sales	180	-
	<u>59,272</u>	<u>71,007</u>

WEST SUSSEX ASSOCIATION FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

6. APPEALS AND FUNDRAISING INCOME

	2002	2001
	£	£
Fundraising sales	4,214	-
Christmas card sales	1,042	2,922
Appeals and sponsored events	6,693	15,458
	<u>11,949</u>	<u>18,380</u>

7. INTEREST RECEIVABLE

	2002	2001
	£	£
Bank interest receivable	108	585
CCIF interest receivable	2,581	1,259
	<u>2,689</u>	<u>1,844</u>

8. CLUBS INCOME

	2002	2001
	£	£
Total income received by clubs	44,994	47,624
4 Sight funding payments to clubs	4,286	-
	<u>49,280</u>	<u>47,624</u>

9. FUNDRAISING AND PUBLICITY

	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
Fundraising events and costs of attracting grants, donations and legacies	<u>35,592</u>	<u>5,458</u>	<u>41,050</u>	<u>40,419</u>

WEST SUSSEX ASSOCIATION FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

10. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
Provision of charitable services:				
Central services	106,373	48,381	154,754	204,292
Clubs	53,408	2,100	55,508	48,281
Clubs travel expenses - individuals	6,386	1,101	7,487	18,761
	<u>166,167</u>	<u>51,582</u>	<u>217,749</u>	<u>271,334</u>
Support costs:				
Telephone	3,397	763	4,160	3,266
Postage, printing & stationery	5,452	981	6,433	6,748
General administration	270	702	972	454
Subscriptions	-	-	-	77
Computer software & maintenance	-	-	-	814
Legal & professional	-	-	-	52
	<u>175,286</u>	<u>54,028</u>	<u>229,314</u>	<u>282,745</u>

Analysis of provision of charitable services:

	Staff costs £	Other costs £	Total 2002 £	Total 2001 £
Central services	81,614	73,140	154,754	204,292
Clubs	-	55,508	55,508	48,281
Clubs travel expenses - individuals	-	7,487	7,487	18,761
	<u>81,614</u>	<u>136,135</u>	<u>217,749</u>	<u>271,334</u>

11. CLUBS EXPENDITURE

	2002 £	2001 £
Expenditure by clubs:		
Travel	12,486	-
Hall hire	4,282	-
Other expenses	32,982	42,546
	<u>49,750</u>	<u>42,546</u>
Expenditure paid on behalf of clubs:		
Hall hire	1,264	4,430
Grants to clubs and areas	4,286	-
Other expenses	208	1,305
	<u>55,508</u>	<u>48,281</u>
Club travel	7,487	18,761
	<u>62,995</u>	<u>67,042</u>

WEST SUSSEX ASSOCIATION FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

12. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
	£	£	£	£
Salaries	24,447	5,483	29,930	19,940
Office costs	6,896	12,273	19,169	35,495
Audit fees	4,465	-	4,465	3,830
Legal and professional	3,240	-	3,240	1,216
Costs of trustees' meetings	953	-	953	672
Other	820	-	820	1,105
	<u>40,821</u>	<u>17,756</u>	<u>58,577</u>	<u>62,258</u>

13. TAXATION

The Charity Division of the Inland Revenue has granted exempt status from taxation to the company and therefore no provision for taxation is made in the financial statements.

14. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 2002	Total Funds 2001
	£	£	£	£	£
Fundraising and publicity	32,459	978	7,613	41,050	40,419
Direct charitable expenditure	81,614	-	147,700	229,314	282,745
Management and administration	29,930	5,541	23,106	58,577	62,258
	<u>144,003</u>	<u>6,519</u>	<u>178,419</u>	<u>328,941</u>	<u>385,422</u>

The aggregate payroll costs were:

	2002 £	2001 £
Wages and salaries	131,860	133,910
Social security costs	9,771	10,682
Other pension costs	2,372	4,096
	<u>144,003</u>	<u>148,688</u>

No employee was paid in excess of £50,000 (2001 - Nil).

Trustees receive no remuneration. Expenses reimbursed to trustees are disclosed in note 26.

WEST SUSSEX ASSOCIATION FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2002

14. TOTAL RESOURCES EXPENDED *(continued)*

Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	2002	2001
	No.	No.
Number of fundraising staff	2	1
Number of direct charitable staff	6	5
Number of administrative staff	1	3
	<u>9</u>	<u>9</u>

	2002	2001
	£	£
Other costs:		
Premises	25,541	41,828
Legal and professional	7,705	5,046
Clubs expenditure	55,508	48,281
Equipment purchases	50,745	59,723
Other	38,920	75,621
	<u>178,419</u>	<u>230,499</u>

15. NET INCOMING RESOURCES

Net incoming resources is stated after charging:

	2002	2001
	£	£
Staff pension contributions	2,372	4,096
Depreciation	6,519	6,235
Auditors' remuneration		
- as auditors	<u>4,465</u>	<u>3,830</u>

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16. TANGIBLE FIXED ASSETS

	Computer equipment £	Office equipment £	Fixtures & fittings £	Leasehold property £	I L S computer equipment £	Total £
COST						
At 1 Apr 2001	33,111	4,022	4,551	20,564	10,788	73,036
Additions	4,860	—	—	—	—	4,860
At 31 Mar 2002	<u>37,971</u>	<u>4,022</u>	<u>4,551</u>	<u>20,564</u>	<u>10,788</u>	<u>77,896</u>
DEPRECIATION						
At 1 Apr 2001	31,043	1,117	1,264	2,142	10,788	46,354
Charge for the year	1,091	1,340	1,517	2,571	—	6,519
At 31 Mar 2002	<u>32,134</u>	<u>2,457</u>	<u>2,781</u>	<u>4,713</u>	<u>10,788</u>	<u>52,873</u>
NET BOOK VALUE						
At 31 Mar 2002	<u>5,837</u>	<u>1,565</u>	<u>1,770</u>	<u>15,851</u>	<u>—</u>	<u>25,023</u>
At 31 Mar 2001	<u>2,068</u>	<u>2,905</u>	<u>3,287</u>	<u>18,422</u>	<u>—</u>	<u>26,682</u>

17. STOCKS

	2002 £	2001 £
Stock	<u>3,422</u>	<u>5,008</u>

18. DEBTORS

	2002 £	2001 £
Trade debtors	3,962	3,242
Other debtors	1,081	2,216
Prepayments and accrued income	5,636	4,518
	<u>10,679</u>	<u>9,976</u>

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19. CASH AT BANK AND IN HAND

	2002	2001
	£	£
Halifax	8,441	4,415
COIF Charities Deposit Fund	108,374	25,794
Royal Bank of Scotland	72,183	49,633
Cash in hand	51	45
Petty cash Bognor club	30	30
Petty cash float - Shoreham / Haywards Heath	150	150
Bank balances - Clubs	39,394	39,864
	<u>228,623</u>	<u>119,931</u>

20. CREDITORS: Amounts falling due within one year

	2002	2001
	£	£
Trade creditors	4,864	20,787
PAYE and Social Security	3,415	2,654
Deferred income	63,336	14,217
Accruals	7,010	8,567
	<u>78,625</u>	<u>46,225</u>

Deferred income relates to funding received during the year for operational costs to be incurred in the following year. When resolving to treat these incoming resources as deferred income the Trustees have considered Para 79 of SORP 2000.

21. COMMITMENTS UNDER OPERATING LEASES

At 31 Mar 2002 the charity had annual commitments under non-cancellable operating leases as set out below.

	Land and buildings	
	2002	2001
	£	£
Operating leases which expire:		
Within 1 year	13,413	-
Within 2 to 5 years	6,750	5,480
After more than 5 years	-	12,500
	<u>20,163</u>	<u>17,980</u>

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22. DESIGNATED FUNDS

	Balance at 1 Apr 2001 £	New designations £	Movement in resources: Utilised/ Released £	Balance at 31 Mar 2002 £
Clubs - Western Division	8,441	11,496	(10,709)	9,228
Clubs - Southern Division	13,349	17,359	(18,465)	12,243
Clubs - North Eastern Division	18,074	20,425	(20,576)	17,923
	<u>39,864</u>	<u>49,280</u>	<u>(49,750)</u>	<u>39,394</u>

CLUBS RESERVE

	2002 £	£
Balance brought forward		39,864
Total income during the year	44,994	
4 Sight funding payments to clubs	<u>4,286</u>	
		49,280
Less expenses:		
Travel	12,486	
Hall hire	<u>4,282</u>	
Other expenses	<u>32,982</u>	
		(49,750)
Balance carried forward		<u>39,394</u>

Club activities cover a range of social and activity clubs throughout the county. Within each division, club activities are co-ordinated through a number of area committees, many of which have their own financial activities.

The number of clubs and area accounts included above is:

13 Southern Division
10 Western Division
22 North Eastern Division

During the year a new system was introduced for headquarters support of club expenditure. This was brought in progressively during the year and has affected different clubs to differing extents. Some expenditure previously paid direct by headquarters is now paid by the clubs or areas themselves. Contributions paid by members towards the cost of travel are now retained by the clubs and any shortfall is provided from headquarters.

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23. RESTRICTED FUNDS

	Balance at 1 Apr 2001 £	Incoming £	Movement in resources: Outgoing & Transfers £	Balance at 31 Mar 2002 £
NE project fund	7,780	12,000	(18,547)	1,233
See sense capital fund	(50,873)	–	50,873	–
Listening and information service	12,091	33,300	(36,608)	8,783
Skills training and job search service	20,000	1,500	(4,979)	16,521
Crawley development project	–	6,767	(1,940)	4,827
Resource equipment	–	6,092	(4,092)	2,000
Western divisional	–	6,195	(1,326)	4,869
Low vision kits	–	350	–	350
Access to work computer	–	4,860	(4,860)	–
Littlehampton clubs	–	300	(300)	–
Transport clubs	–	1,500	(1,500)	–
Resource outreach	–	5,500	(5,500)	–
Transcription and contact research	–	18,133	–	18,133
Haywards Heath music and movement	–	450	(450)	–
Read and write project	–	2,000	(2,000)	–
	<u>(11,002)</u>	<u>98,947</u>	<u>(31,229)</u>	<u>56,716</u>

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.

25. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets £	Other net assets £	Total £
NE project fund	–	1,233	1,233
Listening and information service	–	8,783	8,783
Skills training and job search service	–	16,521	16,521
Crawley development project	–	4,827	4,827
Resource equipment	–	2,000	2,000
Western divisional	–	4,869	4,869
Low vision kits	–	350	350
Transcription and contact research	–	18,133	18,133
	–	<u>56,716</u>	<u>56,716</u>
Unrestricted funds	<u>25,023</u>	<u>107,383</u>	<u>132,406</u>
	<u>25,023</u>	<u>164,099</u>	<u>189,122</u>

The charity holds sufficient liquid assets to enable both restricted and designated funds to be applied in accordance with the restrictions and designations.

WEST SUSSEX ASSOCIATION FOR THE BLIND

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31 MARCH 2002

24. ANALYSIS OF UNRESTRICTED FUNDS - OTHER NET ASSETS

	2002	2001
	£	£
General funds	67,989	59,828
Club funds	39,394	39,864
Total	<u>107,383</u>	<u>99,692</u>

26. RELATED PARTY TRANSACTIONS

Expenses totalling £568 were reimbursed to Trustees for travelling expenses.

27. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and has no share capital.

28. PENSION COMMITMENTS

The company operates a defined contribution pension scheme.

The pension cost charge represents contributions payable by the company and amounted to £2,372 (2001 - £4,096).